

# **Acquisition and Disposal of Information Technology**

## **Resources**

### **Version 1.0**

(approved in the 130<sup>th</sup> BOD held on September 11, 2002)

Amendment no.1 approved in 190<sup>th</sup> BOD held on September 30, 2016

*A framework for the acquisition and disposal of Information  
Technology resources which most effectively meet the  
needs of Punjab Infotech and its Customers.*

*Punjab Information and Communication  
Technology Corporation Limited.*

*A State Government Undertaking*

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## 1. POLICY

- 1.1. **PURPOSE:** The purpose of this policy is to provide requirements for the acquisition of information technology (IT) resources
- 1.2. **SCOPE:** This policy applies to the acquisition of all **information technology resources and purchased services** regardless of the sources of funds, sources of supply, or the intended use or purpose of the acquisition.
- 1.3. **ACQUISITION METHODS**
  - 1.3.1. **Acquisition methods are intended to be flexible and adaptable as circumstances warrant.**
  - 1.3.2. While evaluating various bids / proposals for acquisition of **Information Technology resources due weightage can be given to the technical factors** in addition to the financial bids while finalizing a bid to ensure maximum value for money. However the criteria for according such weightage should be clearly spelt out in the tender document.

**The Corporation may use any of the following acquisition methods:**

- 1.3.3. **Competitive Bidding:** Annexure A lists the action that must be taken to satisfy the objective of fair and open competitive biddings. These actions vary depending upon the total estimated acquisition cost; more costly acquisitions entail additional requirements over less costly acquisitions. The different categories shown in the Annexure are subject to change, which may be required from time to time, with the approval of the Board. The Annexure illustrates the specific Rupee limits that trigger each set of actions.
- 1.3.4. **Rate Contracts/ Master Agreements:** Rate Contracts or Master Agreements may be established by the Corporation for IT resources and services. The following requirements apply for Rate Contracts /master agreements: .
  - 1.3.4.1. Rate Contracts/ Master Agreements shall be established using an open competitive bidding.
  - 1.3.4.2. Rate Contracts/ Master Agreements may be established that are multiple product and/ or multiple award master agreements.

- 1.3.4.3. **Existing Contracts:** The Corporation may use existing contracts / rates established by other Departments including the Central government/ Institutions/ Bodies etc. instead of releasing a competitive bidding so long as such contracts were competitively acquired and are not more than 6 months old. Use of existing contracts shall entail the acceptance of the establishing Organisation/Department's requirements for their use such as terms and conditions under which the contracts were negotiated.
- 1.3.5. **Corporate Agreement:** Other methods that do not necessarily entail the release of a bidding document are.
  - 1.3.5.1. IT resources may be acquired under a Corporate Agreement established by the Corporation or State Department of Information Technology
  - 1.3.5.2. **Sole Source/ Proprietary Items:** The sole source method may be used subject to one or more of the following conditions:
    - 1.3.5.2.1. Demonstrated evidence of technical or economic advantage; or
    - 1.3.5.2.2. Compatibility with the current installed base.
  - 1.3.5.3. The sole source method may also be used when one or more of the following conditions exist:
    - 1.3.5.3.1. Recovery from a disaster; or
    - 1.3.5.3.2. A law or grant funding requires a single source; or
    - 1.3.5.3.3. The product is a gift or donation; or
    - 1.3.5.3.4. The acquisition cost is under Rs.20,000.
- 1.3.6. **Other Methods**
  - 1.3.6.1. **Private Sector Strategic Partnership:** A private sector strategic partnership seeks a technology solution to an organisation/Department's business problem or responds to an opportunity to realize cost efficiencies, increase

productivity, or improved services to the public. Partnerships between the Corporation and private industry are intended to facilitate the demonstration of innovative information technology or applications in state government.

1.3.6.2. **Panel of Computer Professional for Job Work:** The Corporation shall maintain a panel of computer professional for job work assignments on the pattern of HARTRON.(Annexure B)

1.3.7. **Up-gradation and/or Buy Back Scheme:** The existing products may be upgraded or new products procured under buy back scheme with the required new configuration in the market from short listed vendors through restricted bidding or through the open bidding as per Annexure A.

1.3.7.1. Keeping in view the average life period of IT product to be 3 to 5 years depending upon its intensity of usage, serviceability, technology and other related factors, the Corporation may procure the latest products of required configurations at the discounted price, the discount being more than the reserve price of the IT product, under the buy back scheme. The reserve price of the existing IT products may be got assessed through a Committee constituted by the Corporation.

1.3.7.2. The Corporation may assist in procuring the latest IT products depending upon the requirement by transferring the existing obsolete systems in working order to any other organization/department or educational Institutes where they can be effectively utilized for their internal usage i.e. training, word processing and as simple network nodes against the transfer at the present market value or the book value, whichever is higher, of the IT product as got assessed through a Committee constituted by the Organisation/Department concerned in consultation with the Corporation .

#### **1.4. EFFECTIVE DATE**

1.4.1. This policy will be applicable **with effect from the date it is** approved by the Board of Directors of the Corporation

**1.5. MAINTENANCE**

1.5.1. Changes in the business needs as well as market and technological advances may require revisions to this Acquisition Policy to keep the requirements and guidelines current with the prevailing business climate.

**1.6. AMENDMENTS, MODIFICATIONS, INTERPRETATION AND RELAXATION**

1.6.1. **Interpretation and Relaxation:** The Managing Director shall be competent to interpret or relax any of the above provisions under this policy provided that for relaxing a provision detailed reasons in writing shall be recorded.

1.6.2. **Amendments and Modifications in the Acquisition and Disposal Policy:** A committee consisting of the following officers is empowered to carry out amendments and modifications in this policy subject to the ratification by the Board in its next meeting.

- |                      |          |
|----------------------|----------|
| 1. Managing Director | Chairman |
| 2. HoD(Finance)      |          |
| 3. HoD(E-G Projects) |          |
| 4. HoD(Admn)         |          |

## Annexure- A

## Requirements for Competitive Bidding: Estimated acquisition

Financial Limits	From Rs. 20,000 Up to Rs.99,999	Rs. 1,00,000 – Rs.3,99,999	Rs4,00,000 – Rs.19,99,999	Rs.20,00,000 - & Above
Procedure for ensuring open and competitive bidding	Purchase permitted through 3 quotations from the open market	At least 4 quotations from authorized dealers Or Take commercial bids from the 3 pre-qualified bidders whose lists would be maintained by the Corporation on the basis of open bidding	Place tender notice in 2 regional papers, one English and one Punjabi Or Take commercial bids from 4 pre-qualified bidders whose lists would be maintained by the Corporation on the basis of open bidding	Place tender notice in 2 regional (one English and one Punjabi) and at least 1 national paper
Placing Tender on the Internet	-	Discretion	Place tender notice on the Internet Web Site of the Corporation	Place tender notice on the Internet Web Site of the Corporation
Minimum number of quotes/ vendor required	At least three quotations	At least 4 vendors from open market or 3 vendors from the pre qualified vendors	At least 4 vendors from the pre qualified vendors or at least 2 vendors if purchasing through open tenders	At least 3 vendors
Form of Notice Inviting the tender	-	State requirements in writing : NIT	State requirements in writing NIT	State requirements in writing: NIT
Procedures for dealing with the bidders	-	Inform bidder of purchase procedure	Inform bidder of purchase procedure	Send purchase procedures
Terms and Conditions	-	Send applicable Terms &Conditions	Send applicable Terms &Conditions	Send applicable Terms & conditions
Receiving the bids	-	-	Pre Qualification and Technical bids are received	Pre Qualification and Technical bids are received
Evaluation of pre qualification bids	-	-	Evaluate Pre Qualification bid	Evaluate Pre Qualification bid
Evaluation of technical bids	-	Evaluate the Technical bid	Evaluate the Technical bid of only the Pre Qualified bidders	Evaluate the Technical bid of only the Pre Qualified bidders
Fine tuning of	-	Fine tune the technical	Fine tune the technical Specifications	Fine tune the technical

<b>Financial Limits</b>	<b>From Rs. 20,000 Up to Rs.99,999</b>	<b>Rs. 1,00,000 – Rs.3,99,999</b>	<b>Rs4,00,000 – Rs.19,99,999</b>	<b>Rs.20,00,000 - &amp; Above</b>
<b>specifications</b>		Specifications		Specifications
<b>Final NIT</b>	-	Communicate changes in NIT requirements to all	Communicate changes in NIT requirements to all	Send changes in NIT to all bidders in writing
<b>Commercial Bids</b>	-	Bidder submit their commercial bids	Bidder submit their commercial bids	Bidder submit their commercial bids
<b>Evaluation of Commercial Bids</b>	Evaluation of quotations	Evaluate all proposals against requirements	Evaluate all proposals against requirements	Evaluate all proposals against requirements
<b>Supply order</b>	Place supply order	Place Supply Order	Place Supply Order	Place Supply Order



**Annexure B**

**PROCEDURE FOR ENGAGEMENT OF COMPUTER PROFESSIONALS ON JOB-WORK BASIS**

The Corporation shall maintain a panel of different categories of computer manpower based on the requirements.

Remuneration shall be fixed keeping in view the nature of jobwork, qualifications and experience required. Advertisement for empanelment shall be issued and panel prepared after interview of the interested candidates.

Requirements received from other organizations shall be met out of this panel on the following basis:

1. The service charges of the Corporation will not be more than 20% of the hiring fee of the manpower so engaged on job-work basis. *(8% being charged wef 1.07.2007)*
2. The Job work assignment initially shall be for a period in multiples of months and not exceeding six months. This may be extended further for a period in multiples of months and not exceeding six months in successful completion of the previous assignment.
3. The Indentor will have to make full advance payment to the Corporation which shall make monthly payments to the hired individual after receiving a monthly satisfactory report from the indentor on his/ her performance.
4. Any existing computer manpower engaged on contractual basis shall be converted into the work basis under this policy from the date of next renewal of contract.
5. Security deposit @ 2% of the monthly payments shall be retained by the Corporation, which shall be paid to the hired individual after successful completion of his/ her assignment, failing which the same shall be forfeited.
6. Increase of 10% shall be given to assignee on completion of one year of assignment *(145<sup>th</sup> meeting of the BoD held on 11.03.06)*