

**CHECKLIST FOR PROCUREMENT**

1. Name of Department:
  
2. Type of requirement (please specify quantity against the requirement):
  - Desktop Computer \_\_\_\_\_
  - Laptop Computer \_\_\_\_\_
  - Tablet Computer \_\_\_\_\_
  - Printers / Multifunction (MFD) Printer \_\_\_\_\_
  - Scanner \_\_\_\_\_
  - Photo Copiers \_\_\_\_\_
  - Accessories:
    - Pen Drive \_\_\_\_\_
    - Speaker \_\_\_\_\_
    - External Hard Disk Drive \_\_\_\_\_
  - UPS \_\_\_\_\_
  - Software (Please provide details below) \_\_\_\_\_
  - \_\_\_\_\_
  - Not Listed Above (Please provide details below)  
\_\_\_\_\_
  
3. What is the objective of this requirement / procurement proposal?
  
4. Who are the proposed users for this / procurement proposal?
  
5. How will the proposed procurement benefit the department?
  
6. Have any other alternatives for the above requirement been analysed? If so, please provide details of analysis thereof.
  
7. What is the basis of rates given for the specified requirement / procurement proposal?
  - DG S&D Rate contract
    - Validity date of Rate contract \_\_\_\_\_
    - Make and Model \_\_\_\_\_
  - IT Deptt. Rate contract
    - Make and Model \_\_\_\_\_
  - Others (Please specify details) \_\_\_\_\_
  
8. For requirements proposed with rates other than DGS&D or IT Deptt rate contracts, please provide detailed specifications with justification of requirement, as per Annexure -I.

**ANNEXURE-I: INDICATIVE SET OF SPECIFICATIONS:**

**1. DESKTOP COMPUTER**

a)	Make	
b)	Model	
c)	Processor	
d)	RAM	
e)	Hard drive	
f)	Optical Disk Drive	
g)	Network Interface	
h)	Wireless LAN	
i)	Display Monitor	
j)	Keyboard	
k)	Ports	
l)	Operating System	
m)	Preloaded Software	
n)	Accessories Required	
o)	Warranty	
p)	Other additional specifications required	
q)	<b><i>Need / Justification for proposed specifications</i></b>	

**2. LAPTOP**

a)	Make	
b)	Model	
c)	Processor	
d)	RAM	
e)	Hard Drive	
f)	Optical Drive	
g)	Network Interface	
h)	Wireless LAN	
i)	Graphics controller	
j)	Display	
k)	Input Devices	
l)	Battery backup	
m)	Operating System	
n)	Antivirus	
o)	Accessories	
p)	Warranty	
q)	Other additional specifications required	
r)	<b><i>Need / Justification for proposed specifications</i></b>	

### 3. Tablet Computer

a)	Make	
b)	Model	
c)	Processor	
d)	Voice Call	
e)	Supported Networks	
f)	RAM	
g)	Operating System	
h)	Sensors	
l)	Internal Storage	
J)	Expandable Storage Capacity	
k)	Display Type & Features	
l)	Camera (Primary, Secondary)	
m)	Battery Type (Talk Time, Play Time)	
n)	Internet Connectivity	
o)	Total Power Output	
p)	Other Connectivity Features (USB, Audio Jack, Bluetooth)	
q)	Other additional specifications required	
r)	Multimedia formats supported	
s)	<b><i>Need / Justification for proposed specifications</i></b>	

### 4. Printers / Multifunction (MFD) Printer

a)	Make	
b)	Model	
c)	Features	
	<b><u>Printer</u></b>	
d)	Print Technology	
e)	Print	
f)	Print Resolution	
g)	Memory	
	<b><u>Copier</u></b>	
h)	Copy speed	
i)	Copy Resolution	
	<b><u>Scanner</u></b>	
j)	Scanner type	
k)	Scan Resolution	
l)	Digital sending features:	
m)	Scan Speed	
	<b><u>General</u></b>	
n)	Interface	

o)	Duty Cycle, Monthly (No of Pages)	
p)	Input tray capacity No. of sheets	
q)	Output tray capacity No. of sheets	
r)	OS Compatibility	
s)	Drum & toner	
t)	Power save option	
u)	Accessories	
v)	Warranty	
w)	Other additional specifications required	
x)	<b><i>Need / Justification for proposed specifications</i></b>	

## 5. Scanner

a)	Make	
b)	Model	
c)	Media Type supported	
d)	Scan Area Size	
e)	Scan Method	
f)	Optical scanning resolution	
	Scanning Bit Depth	
g)	Mono	
h)	Colour	
	Line Scanning Speed	
i)	Mono	
j)	Colour	
k)	Scan file format	
l)	USB support	
m)	OS Compatibility	
n)	Warranty	
q)	Other additional specifications required	
r)	<b><i>Need / Justification for proposed specifications</i></b>	

## 6. Photo Copier

a)	Make	
b)	Model	
c)	Print & Copy Speed	
d)	First Copy Time	
e)	Warm-up Time	
f)	Multiple Copies/Prints	
g)	Paper Size & Weight	
h)	Maximum Original Paper Size	
i)	Paper Capacity	
j)	Duplexing	
k)	Memory	
l)	Interface	
m)	Copy Zoom	
j)	Copy Modes	
k)	USB support	
l)	OS Compatibility	
m)	CPU	
n)	Memory	
q)	Hard Disk Drive	
r)	Interface	
s)	Warranty	
t)	Other additional specifications required	
u)	<b><i>Need / Justification for proposed specifications</i></b>	

**7. Accessories:**

**a. Pen Drive**

a)	Make	
b)	Model	
c)	Capacity (in GB)	
d)	USB Interface specification	
e)	OS Supported	
f)	Other additional specifications required	
g)	<b><i>Need / Justification for proposed specifications</i></b>	

**b. Speakers**

a)	Make	
b)	Model	
c)	Configuration (no. of channels)	
d)	Connector Type	
e)	Total Power Output	
f)	Other additional specifications required	
g)	<b><i>Need / Justification for proposed specifications</i></b>	

**c. External Hard Disk Drive**

a)	Make	
b)	Model	
c)	Capacity (in GB/TB)	
d)	USB Interface specification	
e)	OS Supported	
f)	Other additional specifications required	
g)	<b><i>Need / Justification for proposed specifications</i></b>	

## 8. UPS

a)	Make	
b)	Model	
c)	Capacity	
d)	Technology	
e)	Input Voltage Range	
f)	Frequency Range	
g)	Phase	
h)	Power Factor	
	<b>Output</b>	
l)	Voltage	
J)	Voltage Regulation	
k)	Frequency	
l)	Output Waveform	
m)	Crest Factor	
n)	Efficiency AC - AC	
o)	Power Factor	
p)	Overload capacity	
	<b>Battery</b>	
q)	Battery Capacity	
r)	Rack	
s)	Battery Type	
t)	Charger	
	<b>General</b>	
g-1)	Operating Temperature	
g-2)	Cold start	
g-3)	Display & User Friendly front panel	
g-4)	Indications	
g-5)	Audible Alarm	
g-6)	Protection	
g-7)	Bypass	
g-8)	Standard Interface	
g-9)	Isolation	
g-10)	Certification	
g-11)	Cabling and Connectors	
g-12)	Warranty	
g-13)	Other additional specifications required	
g-14)	<b><i>Need / Justification for proposed specifications</i></b>	