

भारतीय मानक ब्यूरो

(प्रशासन विभाग)

परिपत्र

विषय : वर्तमान लैपटॉप पॉलिसी के अनुसार लैपटॉप की खरीद

यह ब्यूरो के अधिकारियों को लैपटॉप उपलब्ध कराए जाने हेतु दिनांक 24 अप्रैल 2018 के परिपत्र संख्या बीआईएस मुख्यालय/प्रशा./सर्कुलर(08)/2018 द्वारा परिचालित लैपटॉप पॉलिसी के संदर्भ में है।

2. इस संबंध में यह सूचित किया जाता है कि बीआईएस के अधिकारियों को उपलब्ध कराए जाने के लिए एक अनुबंध के तहत लैपटॉप का "HP Probook 440 G5" मॉडल फाइनल किया गया है। उक्त मॉडल की विशिष्टियाँ तथा अन्य प्रस्ताव संलग्नक के अनुसार होंगी।

3. उपर्युक्त को ध्यान में रखते हुए बीआईएस मुख्यालय, क्षेत्रीय कार्यालयों, शाखा कार्यालयों, प्रयोगशालाओं और एनआईटीएस के सभी विभागों के प्रमुखों से अनुरोध है कि समस्त पात्र अधिकारियों की सूची, उनकी अपेक्षाओं के साथ (प्रोफार्मा संलग्न) यथाशीघ्र प्रशासन विभाग को भेजें, ताकि तदनुसार लैपटॉप की खरीद की जा सके।

संलग्नक : यथोपरि

(एन. रविशंकर)

प्रमुख (जीएसडी)

हमारा संदर्भ : प्रशा./क्रय/4:1:12(पॉलिसी)

बीआईएस मुख्या./ क्षेत्रीय कार्यालयों/शाखा कार्यालयों/प्रयोगशालाओं/एनआईटीएस के सभी विभागों को बीआईएस इंटरनेट के माध्यम से परिचालित।

BUREAU OF INDIAN STANDARDS
(ADMINISTRATION DEPARTMENT)

CIRCULAR

Subject: Procurement of Laptops in accordance with the existing Laptop Policy.

This has reference to the Laptop Policy circulated vide Circular No. BISHQ/ADMN/Circular(08)/2018 dated 24 April 2018 for providing the laptops to the officers of the Bureau.

2. In this regard, it is informed that the finalized model of laptop to be provided to BIS officers under a contract is "HP Probook 440 G5". The specifications of the said model and other offerings will be as per the Annexure attached.

3. In view of the above, all Heads of the Departments in BISHQs, ROs, BOs, Labs and NITS are requested to provide a list of all the eligible officers alongwith their requisitions (Proforma attached) to Administration Department at the earliest so that the procurement of the laptops may be made accordingly.

Encl: As above


(N. Ravi Shankar)
Head(GSD)

Our Ref: ADMN/PUR/4:1:12(Policy)

Circulated to: All Departments of BIS at HQs/ROs/BOs/Labs/NITS through BIS Intranet.

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| LAPTOP SPECIFICATION | | |
|---|------------------|--|
| Make and Model-HP Probook 440 G5 (with 5 years comprehensive on-site warranty) | | |
| S. No. | Item | Complete Description |
| 1. | Operating System | Preloaded genuine and activated Windows 10 Professional 64 bit |
| 2. | Processor | Intel quad core i5-8 th Gen or above |
| 3. | Memory | 8 GB DDR IV, 2400 MHz and expandable upto 32 GB |
| 4. | Chipset | Integrated |
| 5. | Storage | On board 1 TB HDD SATA, 5400 RPM |
| 6. | Ports | On board 1X HDMI, 1XUSB - 2.0 or higher, 1XUSB 3.0 or higher, 1X Type C, 1X RJ45 Ethernet, VGA (optional). Multi-media Reader support |
| 7. | Screen Size | 14" diagonal |
| 8. | Display | HD anti-glare, Slim LED backlit, non-touch |
| 9. | Weight | Not more than 1.7 Kg (including batteries) |
| 10. | Keyboard | Backlit |
| 11. | Battery | 48 Whr Lithium ion battery with at least 8 hours backup and with 3 years warranty |
| 12. | Webcam | 720p HD or higher |
| 13. | Communications | Integrated Realtek Ethernet 10/100/1000 NIC |
| 14. | Wireless | Integrated 802.11a/b/g/n Wifi and Bluetooth 4.1 combo |
| 15. | Audio | Integrated two-stereo speakers Headphone/microphone combo jack Integrated Microphone |
| 16. | Security | TPM 1.2 or higher |
| 17. | Accessories | power adapter (with 1 year warranty) |
| 18. | Compliance | BIS, ROHS |

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| ADDITIONAL OFFERINGS | | |
|----------------------|--------------------------------------|---|
| 19. | Microsoft Office Suite (Proprietary) | Genuine Microsoft Office 2019 Std Open Licence (Perpetual) |
| 20. | Antivirus Software | Licensed and genuine antivirus software: <ul style="list-style-type: none">- Suite: Total Security.- with at least 5 years validity.- From among McAfee /Symantec/e-Scan/Quickheal. |
| 21. | Recovery DVD media | Yes |
| 22. | Carry Case | Yes |

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Annexure-I

**BUREAU OF INDIAN STANDARDS
REQUISITION FOR LAPTOP**

| Sl.No: | Particulars/ Information required | Information provided |
|--------|-----------------------------------|----------------------|
| 1. | EMPLOYEE No: | |
| 2. | NAME | |
| 3. | DESIGNATION | |
| 4. | DEPARTMENT | |
| 5. | PLACE OF POSTING | |
| 6. | E-MAIL ADDRESS | |
| 7. | MOBILE No: | |
| 8. | TELEPHONE No: | |

- (i) I have read and understood the terms and conditions for issue of laptop to the officials by the Bureau.
- (ii) I have also understood the policy for providing the laptops to the officers of the Bureau that has been circulated by Administration Department vide Reference No: ADMN/Pur/4:1:12 (Policy) dated ____ April 2018.
- (iii) I accept the terms and conditions for issue of laptop to the officials by the Bureau. I request for providing a laptop for official work during meetings, presentations, seminars, tours, holidays, closed days.

OR

I request for providing a laptop as the earlier laptop issued to me bearing serial no: _____, Model No: _____ and Make _____, on _____ has already completed five years and certificate of unfit for use is attached.

(Signature of the officer)
Date: _____

Departmental Head
Director (Admn)

**FOR USE IN THE ADMINISTRATION DEPARTMENT
(BIS STORE)**

DESCRIPTION OF THE LAPTOP ISSUED TO SHRI _____

- 1. Make _____.
- 2. Model _____.
- 3. Serial Number _____.
- 4. Entered at serial no: _____ Page No: _____ of Stock Register of LAPTOPS

Dealing Assistant

Section Officer (Store)

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RECEIPT

Received one laptop of Make _____ Model _____ Serial No _____
on (date) _____ from Bureau of Indian Standards, New Delhi.

(Signature of the officer)

Name: _____

Designation _____

Employee No _____

Department _____

Place of Posting _____

Departmental Head
Director (Admn)

TERMS AND CONDITIONS FOR ISSUE OF LAPTOP

1. Cost of the device, including standard software and accessories, should not exceed Rs. 80,000/-, if the cost of the laptop including standard software and accessories exceeds Rs. 80,000/-, the excess amount is to be borne by the officer concerned.
2. The officer who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain the Bureau's property. In case of its loss, cost will be recovered from the officer based on the book value of the device. Since, the officer has to carry the laptop with him for inspection and performing their field duty, therefore, the Bureau will get the device insured at the office expense.
3. Only one device may be issued to an entitled officer. The officer shall retain the device permanently after its life span of 5 years.
4. For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.
5. No new device may be sanctioned to an officer, who has already been allotted a device by the Bureau, up to five years or till the fitness of such device is certified by the authorized service centre of the OEM or by the vendor providing AMC services for such devices to the Bureau, whichever is later. No proposal of replacement will be, however, considered during the manufacturer's warranty period. Upon the transfer of the officer to another station, he will carry the device with him to his new place of posting under intimation to Administration Department, BIS HQ, New Delhi. The necessary entries shall be made in the stock register maintained centrally at Head office (Administration Department).
6. Upon resignation, superannuation or quitting the service due to any other reason, before the completion of five years from the date of issue of the device, the officer has to make the payment as per the book value of the device on the date of resignation, superannuation or quitting the service due to any other reason after the depreciation on straight line method at the rate of 25% per year.
7. Disposal of the gadgets, if any, may be as per extant norms prescribed for e-waste disposal.