



HARYANA GOVERNMENT/ हरियाणा सरकार

SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

No.3/20/2000/3SIT/ 4375

From

Financial Commissioner & Principal Secretary to Government, Haryana,
Electronics and Information Technology Deptt.

To

1. All the Administrative Secretaries/ Financial Commissioners and Principal Secretary to Government, Haryana.
2. All the Head of Departments, Commissioners, Ambala, Hissar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in Haryana.
5. All the Managing Directors of Boards/Corporations/Public Sector Undertakings.
6. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agricultural University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh, the 5/10/2007

**Subject: Procedure/Policy for disposal of old obsolete I.T. products/
Electronics items computer media etc.**

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that some time past the case regarding disposal of old obsolete IT products/ Electronics items Computer media etc was under consideration with the Government. Now the State Government has decided that old obsolete IT products/ Electronics items computer media etc. may be disposed off according to the following guidelines/policy:

1. As per Companies Act, there is a provision of 40% depreciation on IT products, 15.62% depreciation of Electronics items and 13.91% depreciation on Telecommunication & Electrical items. As per Income Tax Act (IT Act) there is a provision of 60% depreciation on IT products and 25% depreciation on electronics items as well as telecommunication & electrical items. Accordingly, the depreciation details of various items are as under: -



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S.No	Category of items	Depreciation as per Companies Act per year	Depreciation as per IT Act per year
1.	IT products like Computers, Printers, Scanners, CD writers, Networking components etc.	40%	60%
2.	Electronics Equipment Like Electronic watches, TVs, VCR, Electronic Training kits, Testing & Measuring Instruments etc.	15.62%	25%
3.	Telecommunication products like Fax, EPABX, phones etc.	13.91%	25%
4.	Electrical items CVT, Stabilizers, UPS (excluding SMF batteries as batteries are consumables) etc.	13.91%	25%

It has been decided that Reserve price of old stores in case of Govt. Departments/Organizations can be calculated as per Companies Act.

2. It has been observed that some IT products lying in the store of various Govt. Departments/Organizations are useless & of junk value, can be disposed Off on highest offer by following due procedure mentioned at S.NO. 4 even without calculating depreciated value if these items were procured more than 8 years back. These items are as under: -

S.No.	Item	Approx. Reserve Price (Rs.).
1.	PC with 8088 chipset with FDD (S) only with CGA monitor.	50.00
2.	PC-XT with CGA monitor	50.00
3.	PC-AT 286 with CGA monitor	50.00
4.	PC-AT 286 with VGA minotor	200.00
5.	PC-AT 386 with CGA monitor	50.00
6.	PC-AT 386 with VGA mono monitor	200.00
7.	PC-AT 386 with VGA colour monitor	300.00
8.	PC-AT 486 (PC & Server) with VGA with mono Monitor.	300.00
9.	PC-AT 486 (PC & Server) with VGA colour monitor	300.00
10.	Pentium MMX/ Pentium (excluding P-II, P-III, & P-IV) with VGA Mono Monitor.	300.00
11.	Pentium MMX/ Pentium (excluding P-II, P-III & P-IV) with VGA colour monitor.	400.00
12.	Magnatic Tape Drive	100.00
13.	VGA colour Monitor	100.00
14.	VGA Moni Monitor	50.00
15.	CGA colour/Mono Monitor	25.00
16.	Computer media like defective Floppies & Tape media and used Toner & Ink Cartridges etc.	0.00

Reserve price of other items can be calculated on the basis of depreciated amount before disposing off.

3. It has also been decided that the approximate life of IT products is 5 years, for Electronics items, Telecommunication products, Training kit etc. approximate life is 7 years.

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However, in case any product gives frequent problem before attaining its minimum recommended life or goes badly out of order and repair/Maintenance cost is not economically viable (or exceeds depreciated price) in both the cases, items can be disposed off at its depreciated value with the recommendation of Technical Committee constituted/to be constituted by the respective Department having one technical expert from NIC or IT Department, Haryana or HARTRON. Further, in case any product is not used due to technological change that product can also be disposed off or replaced by availing its depreciated value with the new product that can fulfill the requirement with the recommendation of Technical Committee having at least one expert from NIC, IT Department, Haryana or HARTRON. The approximate life for CVT & stabilizers is fixed as 10 years. The approximate life for UPS systems is fixed as 6 years. Further Laser Printers are now available with better speed having less running cost with 1 year/3 years warranty. It is decided that old laser printers can be replaced in case price of toner, drum to be replaced/repairs & estimated AMC cost are equivalent to new laser printer of equivalent or better specification or even upto the 80% cost than new laser printer, therefore, suggestion for laser printers can also be adopted for other items of similar nature like Scanner, photocopier, fax etc.

4. The disposal of old items having reserve price upto Rs. 10,000/- can be done by inviting sealed quotation through official letters from at least 5 vendors of the field directly by the concerned Department/Organisation. HARTRON will empanel the concerned firms without taking any consultancy charges. For this purpose at least three quotations should be obtained and sales order will be awarded to highest bidder. The disposals of old items having reserve price more than Rs. 10,000/- can be done by floating press tender notice in any national newspaper on the following terms & conditions: -
 - a. EMD:- Earnest Money Deposit of Rs. 2000/- in form of Demand Draft payable in favour of the concerned Department/Organisation. The EMD is refundable after expiry of empanelment period of one year.
 - b. To dispose off the store, quotations/offers will be invited from the empanelled vendors from time to time. The fresh earnest money will be required @ 10% of the rates quoted by the tenderers (rounded on to Rs. 100/- or Rs.500/- whichever is higher) in the shape of Demand Draft on any scheduled bank drawn in favour of concerned Department/Organization with each offer separately. The offer without Earnest Money shall not be considered under any circumstances and offer shall be rejected as being an invalid offer. No opportunity shall be given after opening of tenders to deposit Earnest Money under any circumstances.
 - c. The rates shall be quoted exclusive of Sales Tax & Surcharge on Sales Tax, If any. The sales tax & surcharge as applicable will be paid extra by the vendor on the offered price of store to be lifted.
 - d. The rates in each case will be quoted separately, item wise unless otherwise specified.
 - e. Separate rates should be quoted for each store/item. Tenders received for whole lot in lumpsum shall be straightway rejected, unless otherwise specified. In case the tenderers

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want to offer amount over and above for the whole lot, they should divide extra amount proportionately against each stores and specific rates for store should be quoted separately. This conditions is applicable only when item of stores are more than one.

- f. Conditional tenders shall not be considered.
- g. Offers should be neatly typed or handwritten. There should be no overwriting. Additions / alternations if any should be attested by the tenderers.
- h. 10% Earnest Money deposited by the tenderers will be adjusted towards security and the successful tenderers shall have to deposit balance 90% payment alongwith sales tax and surcharge, if any, within 15 days from the date of issue of acceptance/before receipt of store, failing which the Earnest Money deposited along with the offer will be forfeited.
- i. Store charge @ 2% per week of the value of stores (Sales Order) shall be charged in the form of penalty, if the purchaser, fails to lift the material within the stipulated time subject to the extension granted by concerned Department/ Organisation on the merit of the case. After 3 weeks delay concerned Department/ Organization can dispose of the store by inviting fresh offers from the empanelled vendors.
- j. The offer shall remain valid for acceptance for a period of 90 days from the date of opening of tenders.
- k. The rates should be quoted both in words as well as in figures.
- l. The tenderers will have to lift the stores on as its where is basis.
- m. The Head of Department of the concerned Department/ Organization reserves the right to reject or accept any offer without assigning any reasons.

5. It has also been decided that old IT products/electronics items etc. can be offered to the staff of the Departments/Organizations on the highest offer amongst the staff which should not be less than the reserve prices only after completing minimum recommended life without going through the process of inviting offers from the empanelled vendors/press tender/ limited quotations. The old items can also be donated to State/ Central Govt. recognized services organizations after obtaining approval from the Head of the department/Organization.

(Note: - One employee will be entitled to bid only for one complete computer system.)

6. Purchase of software can be booked as one time office expenses. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer /principal party, otherwise latest software can be purchased and the value of the old software can be treated as nil. The old software can be donated to the State/Central recognized service Organizations.



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7. This issues with the concurrence of the Finance Department and Supplies and Disposal Department conveyed vide their UO No.11/59/2007-5FDIII/1425 dated 30.7.2007 and dated 15.3.2007 respectively.

The above guidelines/ policy may be brought to the notice of all concerned.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana,
Electronics & Information Technology Department.

Endst.No. No.3/20/2000/3SIT

Dated:

A copy is forwarded to the Managing Director, HARTRON with the request to empanel the firms from time to time for the above said purpose and put the same on the website of HARTRON.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana,
Electronics & Information Technology Department.

