

<sup>1</sup> [Rule 32: **Purchase of computers & accessories** : All Government Departments will ascertain the requirement of computer and related accessories by seeking guidance from Director, Computer Department of file.]

<sup>2</sup>[Rule 32(A) : Normally the work relating to IT and e-governance of Government departments shall be carried out after inviting open tenders, however, on specific recommendation of the Project Approval Committee or Empowered Committee constituted by the Administrative Reforms (Gr.3) Department vide their Order no. F.6(57)AR/Gr.3/2004 (2) and F6(57)AR/Gr.3/2004 (1) dated 30.10.2004 the work may be got done through RAJCOMP on single tender as per the following procedure :

- (1) The reasons shall be recorded by the Project Approval Committee or Empowered committee for getting the work done from RAJCOMP;
- (2) The following tasks can be assigned to RAJCOMP :
  - Conducting requirements & systems study
  - Software development
  - Execution of turn key projects involving systems study, software development, data entry, training to employees, procurement of computer hardware and software
  - Providing consultancy
- (3) The work relating to computer hardware procurement shall not be assigned to RAJCOMP unless it is a part of a project for which work is assigned on turnkey basis.
- (4) The Committee shall specify the configuration, estimated cost and the period of completion of the IT work and e-governance project to be undertaken through the RAJCOMP. The manner and the amount of advance if required to be given ,shall also be decided by the committee keeping in the view the "phasing of expenditure" which shall not exceed 90% of the estimated cost of the work".
- (5) The committee shall also decide the period of warranty / guarantee to be given by the RAJCOMP for the different items of the work/project.
- (6) The RAJCOMP will submit the final claim alongwith the bills of each and every item of the work as per tender to DOIT. The authorised officer of DOIT shall record a certificate of satisfactory completion of the work as per specification after due verification and send the bills to the Department for making final payment.
- (7) Projects executed by RAJCOMP for the Government Departments will be subject to audit by Accountant General.]

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1.Substituted vide Circular No.29/96 dated 17.9.1996.

2. Added vide Circular No. 23/2004 dated 2.11.2004.