



Ph. EPAX-23063800, 23063802, 23063803, 23063804, 23063805 & 23063806

No. 65(02)/TCD/B03/2023-24/(E- 4024102)/34

Date: 20/12/2023

To,

The Assistant Director I/c,  
Branch MSME – DFO,  
3 & 4 Industrial Estate,  
2<sup>nd</sup> Mile, Sevoke Road,  
Siliguri- 734 001.

**Subject: Administrative approval and financial sanction for amount Rs. 8,28,280/- to Branch MSME- DFO, Siliguri under the object head Information, Computer, Telecommunication (ICT) Equipment (4851.00.102.33.00.71) for Financial year 2023-24.**

Sir,

With reference to your proposal vide e-mail dated 23/11/2023, I am to convey the administrative approval and financial sanction of Competent Authority for incurring expenditure not exceeding **Rs. 8,28,280/- (Eight Lakh Twenty Eight Thousand Two Hundred Eighty only)** to Branch MSME- DFO, Siliguri under object head Information, Computer, Telecommunication (ICT) Equipment (4851.00.102.33.00.71) for procurement of office IT equipments for new office building of Br. MSME-DFO, Siliguri as per the details mentioned in the attached Annexure- I.


2. The expenditure of **Rs. 8,28,280/-** shall be accommodated in Demand No. 68 – Ministry of Micro, Small & Medium Enterprises (MSME) under object head Information, Computer, Telecommunication (ICT) Equipment (4851.00.102.33.00.71) for FY 2023-24.
3. The procurement shall be made strictly through GeM portal as per GFR norms / Government prescribed procedures / Rules and Guidelines/ PPP-MII-,2020, 2021 order / as per the specifications mentioned in the attached Annexure.
4. In order to promote Indian products Make in India, preference to be given to Indian manufacturers meeting same specifications.
5. Information, Computer, Telecommunication (ICT) Equipment should not be proprietary item.
6. The purchase committee should have an officer as member from nearest MSME-DFO/TC/TS not below the rank of Asstt. Director Gr.- I.
7. ADC/Director/Director I/c/ Joint Director/Deputy Director/ Asst. Director I/c should furnish the report of the work/ Procurement and statement for actual expenditure incurred to this office by 2<sup>nd</sup> of the following month inter alia with the reason or variation if any and ensure utilization of fund within the current FY 2023-24.

  
20/12/23

अजय बाजपेई / AJAY BAJPAI  
संयुक्त निदेशक (आईईडीएस) / Joint Director (IEDS)  
भारत सरकार / Govt. of India  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small & Medium Enterprises  
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय  
Office of the Dev. Commissioner (MSME)  
निर्माण भवन, नई दिल्ली-110011 / Nirman Bhawan, New Delhi-110011

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8. Expenditure is under capital head, a separate dead stock register shall be maintained for each Information, Computer, Telecommunication (ICT) Equipment.
9. ADC /Director/Director I/c/ Joint Director / Deputy Director / Asst. Director I/c shall furnish installation report of the Furnitures and Fixtures along with expenditure incurred and fund utilization certificate as per Annexure- II & III.
10. This issues with the approval of AS & DC vide e-office no. 4024102 dated 11.12.2023.

  
(Ajay Bajpai)  
Joint Director

Copy to:

- 1) Pay & accounts office (MSME), Kolkata.
- 2) B & A Division, O/o DC (MSME), Nirman Bhawan, New Delhi.
- 3) SENET Division with the request to upload on DC (MSME) website.
- 4) Sanction File.

  
(Ajay Bajpai)  
Joint Director

अजय बाजपै / AJAY BAJPAI  
संयुक्त निदेशक (आई ई डी एस) / Joint Director (IEDS)  
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**Name of Institute: Branch MSME DFO, Siliguri**

Sl. No.	Name of Furniture & Qty.	Desired specification
1	Desktop Computers. 02 no.	Intel Core i7 12700 16 GB/ 1000GB HDD/ Windows 11 Professional
2	Laptop. 01 no.	Intel Core i7 16 GB/ 1024GB SSD/ Windows 11 Professional 14 Inch Laptop
3	Photocopier. 01 no.	Multifunction Digital Copier, Print Technology –LaserType, Type of Printing-Mono, Cartridge Technology- Separate Drum and Toner (Dual Component), Platen/Flatbed Size- A3, Paper Size (Original/Image)- A3/A3, RAM size (MB)- 512, Minimum Speed per Minute- 25:A4 Size-Mono On Site OEM Warranty 3 Year
4	Multifunction Printer. 02 no.	Print Technology- Laser, Type of Machine- Multifunction Machine, Type of Printing- Mono, Cartridge Technology- Composite Cartridge, Platen/Flatbed Size- A4, Paper Size (Original/Image)- A4/A4 RAM size (MB)- 512 Minimum Speed per Minute- 40:A4 Size-Mono
5	Scanner. 02 no.	Scanner Type- Sheet Fed & Flat Bed, Scanning Technology- CIS, Document Size- Legal Optical Resolution (Dpi)- 1200, Simplex Monochrome Scan Speed for document- 25 (@200dpi/@300dpi/@400dpi/@600dpi/@1200dpi as applicable (ppm)), Simplex Colour Scan Speed for document- 25 (@200dpi/@300dpi/@400dpi/@600/@1200dpi as applicable (ppm))
6	UPS. 03 no.	Line interactive UPS with AVR, With Warranty of 2 Years. Rating (in KVA)- 1.0, Technology- MOSFET-PWM, Inverter Efficiency (%)- 70% or better, Minimum Guaranteed Battery Backup time (Minutes) on Full Load- 15 mins, Warranty for Line Interactive UPS- 2 Years, Warranty for the battery from the date of delivery- 2 Years, Rated Output (Volt) with Total Harmonic Distortion(%)- 220V-Single Phase-Pure Sine wave
7	Projector. 01 no.	Standard Throw (0.91 to 2.5) Multimedia Projector (MMP) With 1024 x 768 (XGA) Resolution, Brightness (Lumens)- 4000, Contrast Ratio (Minimum)(Pixels)(X:1)- 20000, With optical Zoom.
8	Projector Screen. 01 no.	Unbranded Map Type Projector Screen, On Site Warranty 1, Wall mount type, Supported display technology- 10802, Aspect ratio- 1:1, L x W of Projector Screen (inch x inch)- 72 x 48.



संयुक्त निदेशक (सू. ल. एवं म. उद्यम) / Joint Director (IEDS)  
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