

STORE AND PURCHASE SECTION  
NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA, HARYANA -136119

**NOTIFICATION**

No. SPS/2025/191

Dated:09.01.2025

**Subject: Recommendations of the committee for purchase of ICT related items.**

The competent authority has constituted a Committee vide letter no. CCN/2024/190 dated:19-12-2024 to check, recommend and finalize the specifications and 'Terms and conditions' of all cases of ICT items processed by CCN to be in compliance with GFR provision etc.

Accordingly, the committee has recommended Guidelines/Instructions for purchase of ICT related items vide letter no. ICT/2025 dated 06.01.2025 and the same has been approved by the competent authority.

The above guidelines/instructions is being circulated for further necessary action at your end.

This issues with the approval of the Competent authority.

  
Assistant Registrar (Stores)

To,

1. All Deans, Head of all Departments/ Sections/ Coordinator of Schools.
2. P/I CCN for ensuing the compliance of above while forwarding the files to Store and Purchase Section.

Copy to:-

1. Assistant Registrar to Director for kind information of the Director.
2. PA to Registrar

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA


No. ICT Committee/2025

Dated: 06.01.2025

Subject: - Processing of ICT related purchase cases

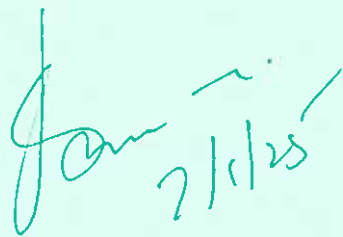
Reference: CCN/2024/190 Dated 19/12/2024

The resolution, with supporting documents, of the committee constituted for above mentioned purpose is enclosed. Submitted for approval please.

  
A.K. Singh

(Chairman)

  
Hon'ble Director

  
Prof. A.K. Singh, HOD (computer Engg.) &  
Chairman, ICT Committee

Store Section

  
a.1.25

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

No. ICT/2025/

Dated: 03.01.2025  
06


Subject: - Recommended Guidelines/Instructions of the Committee


The following members were present during deliberations:

- |                                       |          |
|---------------------------------------|----------|
| 1. Prof. A.K Singh, HOD (Comp. Engg.) | Chairman |
| 2. Dr. Sandeep K.Sood, HOD (DCA).     | Member   |
| 3. Dr. Avijit Paul, Faculty I/C Store | Member   |
| 4. Sh. Ramesh Sharan (AR Audit)       | Member   |
| 5. Sh. M Afroz (AR Accounts)          | Member   |

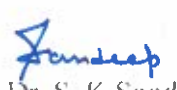
Committee resolved as follows:

- The guidelines to procure hardware items were finalized (Annexure I).
- Referring the Meity policy on adoption of open source software for GOI, the general guidelines to process the software procurement cases were finalized (Annexure II).
- In view of the guidelines (Annexure II), the questionnaire to initiate the purchase cases was finalized (Annexure III)
- All the indenters would be required to initiate the software purchase cases by providing the information required in the questionnaire (Annexure III).
- Any purchase case, which is not in compliance to the Annexure I, II and Annexure III, may be processed as special case, by taking approval from competent authority.
- Indenter will be from the concerned department as decided by Head of department by case to case.
- The Technical Evaluation Committee will consist of DPC of CCN and indenter of concerned department or as approved by competent authority. Response to queries related to GEM purchase cases will be responded by the Technical Evaluation Committee.
- DPC of CCN will verify that purchase case fulfills the requirements mentioned in the approved guidelines and subsequently forward it to Store & Purchase Section for further processing.
- Technical specifications given by the department can be altered, if needed, with the consent of the concerned department.
- The competent authority may be requested to approve above guidelines and questionnaire.

  
AR Accounts  
(Member)

  
AR Audit  
(Member)

  
Faculty I/c Store  
(Member)

  
Dr. S. K Sood  
(Member)

  
Prof. A.K. Singh  
Chairman

Certificate to be recorded by Indenter

The following instructions have been complied with while framing the specifications of the required item/items:

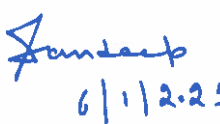

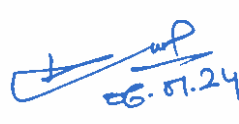
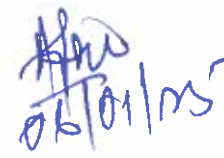

For Specifications:

1. The specifications are as per the basic needs and do not include superfluous and non-essential features, which may result in unwarranted expenditure.
2. The specifications are objective, functional, generic and measurable. The technical, qualitative and performance characteristic have been included.
3. The specification does not include/indicate a requirement for a particular trade mark, trade name or brand. The detailed catalogue of minimum 02 OEM with specifications and price is attached for reference (Except in the case of proprietary items).
4. The specifications have been prepared keeping in view the need for healthy competition for bidders.

For ATC:

5. No clause of ATC is against the MSME policy and Preference to Make in India Policy.
6. No experience from a specific organization/department/institute only or foreign / export experience has been sought.
7. No foreign/international certifications even in case of the existence of Indian Standards without specifying equivalent Indian Certification / Standards have been sought.
8. The clause inserted for seeking the specific requirement to ensure quality and performance etc. the references for earlier use of minimum 03 organizations i.e. IITs, NITs, CFTIs or Central/State Government Institutions have been attached.

(To Be Signed by DPC including Indenter)

 6/1/25  
 6.1.25  
 06.01.24  
 06/01/25  
 07/01/25

## Annexure-II

**Points of Deliberations/Recommendations for the purchase of software in NIT Kurukshetra**

**Recommendations:** Indenter has to furnish technical details for purchase of software in NIT Kurukshetra. Indenter has to forward technical details through DAC/DPC committee.

**Compliance to Ministry of Electronics & information's Technology, Govt. of India Guidelines:**

DAC/DPC shall give compliance to the document attached for further process. Policy Document on adoption of open source software by Ministry of Electronics & Information Technology is available at the given hyperlink:

[https://www.meitv.gov.in/writereaddata/files/policy\\_on\\_adoption\\_of\\_oss.pdf](https://www.meitv.gov.in/writereaddata/files/policy_on_adoption_of_oss.pdf)

**Certifying software requirement for a specific group/ class of user:** DAC/DPC shall certify that the requirement of software in their department shall be used for group of students/ Researchers/ Faculty for their Academic and Research use. This requirement shall not be raised to meet the requirement of a particular user. The software requisitioned shall be installed in CCN so that the access of the software be available to heterogeneous group of user.

**Citing the use of software in central educational institutions:** Indenter of the software shall certify that the specific software is being used by other Central Educational institutions such as IITs/IITs/NITs/Central Universities/HISERs/ work order/ proof of software being used be provided.

**Providing of Client list by Vendor(s):** Indenter of the software shall submit the complete list of clients from the respective vendor/ software provider.

**Providing more number of similar software:** It is desired that the indenter should explore more number of software of different software providers/ vendors meeting the concerned requirement. More number of software providers of a particular requirement shall encourage the competition and getting the best out of them.

**Software to be used for public use only:** Indenter of the software shall give the undertaking that the software used for public/ society/ Research & Academic use.

**Maintaining output/ utility of the Software:** Department shall maintain the output of procured software for its usage in various Academic and Research purposes. Usage of the software shall prove its utility for the required purpose.

Deliberated

(To Be Signed by DPC including Indenter)

*Sandeep*  
6/1/25

*g. Singh*  
6.1.25

*wp*  
06.07.25

*HPW*  
06/01/25

*A. P. Singh*  
07/01/25

**To be filled by Indenter for purchase of Software**

1	Has the Department level Committee recommended the purchase of software?	Yes	Copy of the minutes of DPC/DAC meeting to be attached
		No	
2	Whether the software purchase comply to the policy recommended by the ME&IT, which is available at the given hyperlink below: <a href="https://www.meity.gov.in/writereaddata/files/policy_on_adoption_of_oss.pdf">https://www.meity.gov.in/writereaddata/files/policy_on_adoption_of_oss.pdf</a>	Yes	
		No	Provide the justification
3	Whether the requirement of software shall be used for group of Students/ Researcher/ Academic & Research use? (Multiple Users)	Yes	Provide name of target user group
		No	
4	Is this Software a Network based / standalone/ Operating from Central Locations/Server?	Yes	Provide detail
		No	
5	Is this software a Cloud Based?	Yes	Provide the Description of the Software
		No	
6	Will this software be used within a Department?	Yes	Detail of Lab
		No	
7	Is it Proprietary Software?	Yes	
		No	
8	Is the license perpetual?	Yes	
		No	
9	Is it perpetual but not concurrent?	Yes	
		No	
10	Is it subscription based?	Yes	Provide detail of subscription amount
		No	
11	Is it Subscription but not Concurrent?	Yes	
		No	
12	Is this software in use in any other Central / Higher Educational Institution like IIT/ NIT/ IISER/etc.?	Yes	Kindly provide list of the institution with documentary evidence and cost
		No	Provide justification through DPC/DAC
13	Is any other software with similar functionality available in open source?	Yes	
		No	
14	Whether the department shall maintain the output of procured software for its usage in various Academic and research purposes?	Yes	
		No	
15	Will this Software be installed in CCN?	Yes	
		No	Provide Justification and detail of lab

Requirement is justified and is in compliance to guidelines. Recommended for Purchase

(To Be Signed by DPC including Indenter)

*Sandeep*  
6/1/25

*Shruti*  
6.1.25

*[Signature]*  
06.01.25

*[Signature]* 06/01/25  
*[Signature]* 07/01/25

**Ministry of Communication & Information Technology**

**Department of Electronics & Information Technology**

**GLOSSARY**

**Definitions**

- 1 **Domain:** A sub-category under an Information Technology field is a Domain; specific purpose within a “Domain” is known as “Area”. For example, “Document type for Web publishing content” is one Area under the “Presentation” domain.
- 2 **e-Governance:** A procedural approach in which the Government and the citizens, businesses, and other stakeholders are able to transact all or part of activities using Information and Communication Technology tools.
- 3 **Government Organization:** For the purpose of this policy, Government organisation refers to all Ministries/ Departments/ offices/ statutory bodies/ autonomous bodies, both at the Central and State levels. Government organizations offering commercial services are not included.
- 4 **Legacy System:** An old method, technology, computer system, or application program that continues to be used, typically because it still functions for the users' needs, even though newer technology or more efficient methods of performing a task are now available.
- 5 **New version of Legacy System:** The legacy system which has undergone a major version change due to re-engineering like functional changes, architectural changes, technology changes,

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**Department of Electronics & Information Technology**

change in storage mechanism, design implementation changes etc.

- 6 **Open Source Software:** OSS is commonly known as Free and Open Source Software (FOSS). Here the “Free” refers to “Freedom to use” and not “Free of Charge”. Here “Open Source” refers to the “availability of Source code for the community / adopter / end-user to study and modify the software and to redistribute copies of either the original or modified software (without having to pay royalties to previous developers).
- 7 **Proprietary Software/ Closed Source Software:** CSS/proprietary software typically prohibits the access to / modification of the source code. It restricts the copy, modification, distribution and reuse of the software. The restrictions may be applicable to the whole or part of the software so that the control is with the concerned company. Revenue, profit and IPR drive the development and marketing of the products and solutions.
- 8 **Royalty:** A stream of payments for use of a certain type of asset/technology, most typically an Intellectual Property Right (IPR).
- 9 **Systems:** A group of interacting, interrelated, or interdependent elements forming a complex whole. Information System is a combination of people, hardware, software, communication devices, network and data resources that processes (can be storing, retrieving, transforming information) data and information for a specific purpose.



**Ministry of Communication & Information Technology****Department of Electronics & Information Technology****8. Implementation Mechanism**

- i) GoI shall publish a policy framework for rapid and effective adoption of OSS covering the prioritization of the application areas and illustrative list of OSS & OSS Stacks etc, required for various functional areas.
- ii) All future Requests for Proposals (RFPs) of e-Governance projects shall include a mandatory clause for considering Open Source Software (OSS) as a preferred option in comparison to Closed Source Software (CSS). Suppliers shall provide justification for exclusion of OSS in their response.
- iii) Government Organizations shall ensure compliance with this requirement and decide by comparing both OSS and CSS options with respect to capability, strategic control, scalability, security, life-time costs and support requirements.
- iv) GoI shall establish suitable support mechanism for the available OSS that includes Institutional Mechanism, Partnership with Industry, Academia and OSS Community.
- v) GoI shall actively collaborate with OSS communities in India as well as at the International level and contribute wherever appropriate.

**Ministry of Communication & Information Technology****Department of Electronics & Information Technology****9. Review of the Policy**

Gol shall have the right to review the Policy as and when required.

**10. Point of Contact**

All queries or comments related to the "Policy on Adoption of Open Source Software for Government of India" shall be directed to JS (e-Governance), DeitY ([jsegov@deity.gov.in](mailto:jsegov@deity.gov.in)).

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**Department of Electronics & Information Technology**

**3. Policy Statement**

Government of India shall endeavour to adopt Open Source Software in all e-Governance systems implemented by various Government organizations, as a preferred option in comparison to Closed Source Software (CSS).

The Open Source Software shall have the following characteristics:

- 3.1 The source code shall be available for the community / adopter / end-user to study and modify the software and to redistribute copies of either the original or modified software.
- 3.2 Source code shall be free from any royalty.

**4. Nature of Compliance**

Mandatory

**5. Applicability**

The policy shall be applicable to all Government Organisations under the Central Governments and those State Governments that choose to adopt this policy for the following categories of e-Governance systems:

- All new e-Governance applications and systems being considered for implementation.
- New versions of the legacy and existing systems.

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**Department of Electronics & Information Technology**

**6. How to comply**

All Government Organizations, while implementing e-Governance applications and systems must include a specific requirement in Request for Proposal (RFP) for all suppliers to consider OSS along with CSS while responding. Suppliers shall provide justification for exclusion of OSS in their response, as the case may be. Government Organizations shall ensure compliance with this requirement and decide by comparing both OSS and CSS options with respect to capability, strategic control, scalability, security, life-time costs and support requirements.

**7. Exception**

Gol shall endeavour to adopt Open Source Software in all e-Governance applications and systems implemented by Government Organizations. However, in certain specialised domains where OSS solutions meeting essential functional requirements may not be available or in case of urgent / strategic need to deploy CSS based solutions or lack of expertise (skill set) in identified technologies, the concerned Government Organization may consider exceptions, with sufficient justification.

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**Department of Electronics & Information Technology**

**POLICY**

**Title of Policy: "Policy on Adoption of Open Source Software for Government of India"**

**Preamble**

Government of India (GoI) is implementing the Digital India programme as an umbrella programme to prepare India for a knowledge based transformation into a digitally empowered society and a knowledge economy. Under the overarching vision of Digital India, GoI aims to make Government services digitally accessible to citizens in their localities and to ensure efficiency, transparency and reliability of such services at affordable costs. To meet this objective, there is a need to set up a commensurate hardware and software infrastructure, which may require significant resources.

Organizations worldwide have adopted innovative alternative solutions in order to optimise costs by exploring avenues of "Open Source Software". GoI has also been promoting the use of open source technologies in the e-Governance domain within the country in order to leverage economic and strategic benefits.

Further, the National Policy on Information Technology, 2012 has mentioned, as one of its objectives, to "Adopt open standards and promote open source and open technologies".

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**Department of Electronics & Information Technology**

In view of the above, there is a need to formulate a policy for the Government Organizations to adopt Open Source Software. The "Policy on Adoption of Open Source Software for Government of India" (hereinafter referred to as "Policy") will encourage the formal adoption and use of Open Source Software (OSS) in Government Organizations.

**1. Objectives**

- To provide a policy framework for rapid and effective adoption of OSS
- To ensure strategic control in e-Governance applications and systems from a long-term perspective.
- To reduce the Total Cost of Ownership (TCO) of projects.

**2. Definitions**

Refer Glossary (Page No. 7)

(1)

**CENTRE OF COMPUTING AND NETWORKING  
NATIONAL INSTITUTE OF TECHNOLOGY, KURURKSHETRA**

Ref. No. CCN/2024/190

Date: 19-12-2024

The following committee is constituted by the competent authority to check, recommend and finalize the specifications and 'Terms and conditions' of all cases of ICT items processed by CCN to be in compliance with GFR provisions etc.

1. HoD (Computer Engineering Department) as Chairman.
2. HoD (Department of Computer Application) as Member.
3. Assistant Registrar (Internal Audit) as Member
4. Assistant Registrar (Accounts) as Member
5. Faculty I/C (Store Section) as Member

  
Prof. In-Charge (CCN)

19/12/24

Copy to:

1. HoD, Computer Engineering Department
2. HoD, Department of Computer application
3. Assistant Registrar, Internal Audit
4. Assistant Registrar, Account Section
5. Faculty I/C, Account Section
6. Faculty I/C, Store Section
7. PS to Registrar for kind information of Registrar.
8. PS to Director for kind information of Hon'ble Director.