



F. No. AAI/CHQ/ITD/Circular/2021/54

18/11/2021

CIRCULAR NO - 03/2021

Subject: Systematic Improvement – Turnover Criteria in IT Tenders

It has been observed during audits that the Financial Turnover criteria being used during tendering of IT works is not consistent across all the IT tenders.

In order to streamline, for all IT procurement, clearer & specific guidelines have been prepared. The same are attached as Annexure – A.

This is for strict compliance by all IT executives for tendering of IT works.

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18/11/2021

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Chief Information Officer (IT)

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1. EA to Chairman, AAI, CHQ
2. Member Operations, AAI, CHQ
3. OSD to Member Finance, AAI, CHQ
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1. Name of specific IT works for incorporating the turnover criteria

Category A : Works those shall be asked for turnover of 30% of estimated cost criteria (as per the AAI procurement guidelines) are as mentioned below:

- IT works in which only Supply/ Supply Installation Testing & Commissioning (SITC) with/without Warranty/AMC/Operations & Maintenance projects such as :
 - Supply of Computer/Laptop/Tablet/Printer/Scanner/TV/Display
 - Hardware e.g. Servers, Load Balancers, Active Networking Components, Cyber Security equipment etc.
 - COTS (commercial off-the-shelf) items eg: Software/licenses like MS-office which do not require any customization etc
- Non- IT works with/without Warranty/AMC/Operations & Maintenance projects such as:
 - SITC of Passive Cabling work
 - SITC of Data Centre Infra Management such as SITC of UPS/ UPS battery, Precision Air Conditioning, Water Leakage Detection System, Fire Suppression System, Humidity Monitor, Temperature Monitor, PDU monitoring, Power and Energy Management etc
 - SITC of Training Simulators
 - SITC of CCTV & VC infrastructure
 - SITC of Attendance System
- AMC / Warranty extension of existing equipments (IT/Non-IT), Annual Rate Contracts, Manpower related services, Facility Management Services.
- Combination of any of the above works shall be procured under category A

Category B : Works for which the turnover criteria of five (5) times of estimated cost as specified by MeitY shall be considered are as mentioned below:

- New / Existing Software Application Development with/without corresponding AMC and Operation & Maintenance
- Implementation of COTS which require customization and corresponding AMC, Operation & Maintenance e.g. ERP, ATM software etc.
- Hardware / Software Platform Migration
- Onboarding of MeitY empaneled cloud service provider
- Provisioning of MPLS VPN
- Any project which involves combination of services from categories A and B

2. Participation of number of bids to be considered in the IT tenders while adopting MeitY guidelines

In line with AAI Procurement Manual for Goods & Services 2018, para no. 5.10.1, Two (2) No. of minimum bids shall be considered while adopting MeitY guidelines.

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18/11/2021