Government of West Bengal
Public Works Department
'NABANNA' (8th Floor), 325, Sarat Chatterjee Road,
Howrah-711102

Memo No.77/A.C.S/PWD   Date. 21.10.2020

To
The Additional Chief Secretary / Principal Secretary / Secretary

....Department, Government of West Bengal,

District Magistrate..

Sub: Guidelines / SoP for taking up IT works of Government department by PWD.

1.   Public Works Department takes up different IT project works of Government departments/Institutions for which administrative approval is obtained from the concerned department/authority. It has been noticed that in most of the cases, completion of project within the original scope of works cannot be accomplished within due time. The main reason for this seems to be frequent changes in specifications / design and scope of work even after administrative approval for the project work is accorded by the requisitioning department/authority. This leads to cost and time over run along with difficulty in execution.

2.   It is therefore felt necessary to bring out a set of guideline / Standard Operating Procedure (SOP) at the planning stage itself for timely completion of IT project works. The administrative department needs to provide requisition with all necessary inputs, i.e., type and nature of services to be provided. A format for requisition is enclosed herewith which needs to be filled up along with the request of taking up of new IT projects. The format contains component wise requirement of IT equipment and services which are to be finalized during project preparation stage in order to prepare a realistic DPR for timely completion and to avoid changes during execution. Assistance of PWD Engineer of concerned Divisional Office of PWD IT may be taken by the requisitioning department, if required, while preparing the SoP as per the prescribed format.

3.   Suggestions for improvement in the SoP s are welcome.

Additional Chief Secretary
to the Government of West Bengal
Date. 21.10.2020

Memo No.77/1(4)/AC S/PWD

Copy forwarded for information to:
1. The Engineer – in – Chief & Ex-Officio Secretary, PWD.
2. The Chief Engineer (H.Q), PWD.
3. The Chief Engineer Electrical Planning, PWD
4. The Joint Secretary (Works), PWD

Additional Chief Secretary
to the Government of West Bengal

Format for Requisition of IT/ITES related work
(To be filled up by the requisitioning Authority)

Name of the Project : ....

Name of the requisitioning Authority...

Sl. No.	Job Description				Requirement	Remarks
	Brief			Detail		
1	Local Area Networking	i		Type of Local Area Networking : General purspose (1G) / High Speed (10G)		
		ii		Number of stationary LAN Points		
		iii		Locations/Rooms to have wi-fi connectivity (with Area coverage)		
		iv		Connectivity requirement with NIC/WBSWAN/any other network (please mention)		
		v		Internet feed requirement : Broad band (shared bandwidth) / Leased line (dedicated bandwidth)		
		vi		Compatible Firewall requirement for security : (Yes/ No)		
		vii		Any other specialized requirement		
2	Server Deployment	i		Purpose of servers		
		ii		Whether Public IP required for server (Details)		
3	Desktop/Laptop/Workstation Computer requirement					
4	Printer/Scanner/Multifunction/ Plotter requirements					
5	UPS : individual or centralized					
6	Telephone System :	i		EPABX - General Purpose Analog/ High End Digital/ IP/SIP		
		ii		No. of Telephone extensions required : General office/Officers' use/Special purpose		
		iii		Incoming Telephone Lines : BSNL/Others : No. of lines		
		iv		Type of Service : Analog / PRI (Channel)		
7	Cable TV/DTH (cabling only) :	i		No. of connections required		
9	Conference Room/Meeting Hall	i		Video Conferencing system : single / multipoint		
		ii		Web-Video Conferencing : (please mention preference, if any)		
		iii		Audio Conferencing : General/High End Digital/Wireless Digital		
		iv		Display : Projector / LED Screen (General/interactive)		
		v		Intelligent Podium : Yes/No		
10	E-Classroom / Smart Classroom	i		Capacity - Physical/Virtual		

Sl. No.	Job Description			Requirement	Remarks
	Brief		Detail		
		ii	Whether Standalone or Multi-locational		
11	Auditorium	i	Seating Capacity		
		ii	Tiers		
12	Access control system				
	a) Biometric Scanner	i	Finger/Face/RFID		
		ii	Approximate no. of user		
		iii	Purpose : Attendance/Visitor Management		
		iv	Single location/Multi location accessing		
	b)Vehicle Management	i	Boom Barrier/Bollard		
		ii	Under Vehicle scanner		
		iii	Auto Number Plate recognition (Vehicle throughput to be mentioned)		
		iv	RFID (No of vehicle to mentioned)		
	c) CCTV system	i	Areas to be covered : (Pl mention in a 0separate sheet)		
		ii	No of days' recording required		
		iii	Display monitoring from locations (Pl mention no.)		
		iv	Any special purpose surveillance (Pl mention)		
	d) Baggage Scanner	i	Maximum dimension of object		
		ii	Image Dimension Required : 2 / 3		
		iii	Integrated Object sanitization Requirement : Yes / No		
13	Public Address / Car Calling System	i	Parking area dimension : Oudoor / Indoor		
		ii	No of separate announcing zone required.		
14	Any other specific IT/ITES requirements		Please provide details		

N.B. 1. Service Connection charges for initial period of One year will be paid out of sanctioned fund but agreement with service provider will have to be done and payment of charges to be made by the end user authority for subsequent periods.

2. Please strike off items not required

Date :

Name :_____

Designation :_____

Signature of the Requisitioning Authority :_____