

**DELHI DEVELOPMENT AUTHORITY**

**(SYSTEMS DEPARTMENT)**

SYS/F3/0009/2023/PUR/HWSW-O/o DD(Systems I)/2153

Date: 18.05.2023

**NOTICE for Surrender of Old Desktops in working condition**

It is to notify that Systems department is in the process of procurement of new systems for distribution to various departments of DDA. To materialize the same, a meeting of senior officers was convened in Vikas Sadan and it was suggested by the Finance Wing that appropriate clause of Buy-back must also be incorporated in the tender so that purchase of new systems is against the buy-back of old systems.

Therefore, in order to implement the buy-back clause in the subject bid, all the Department heads are requested to surrender old systems which can be spared by the respective departments, within 10 days of issuance of this circular, to O/o Dy.Dir(S)-I Systems department B-block Vikas Sadan, with the details as per the table below.

Department name	Quantity to be surrendered	System is in Working Condition (YES/NO)	Processor (i3,i5,Ryzen5 etc.)	RAM (4Gb, 6GB, 8GB etc)	Storage (256GB, 512GB, 1TB etc)
SIGNATURE					-----

For any queries/help, please contact:

Vishwas Bansal AD (S) : 9889693409 or

Sh. Gajraj H/W AMC Lead: 9873853090

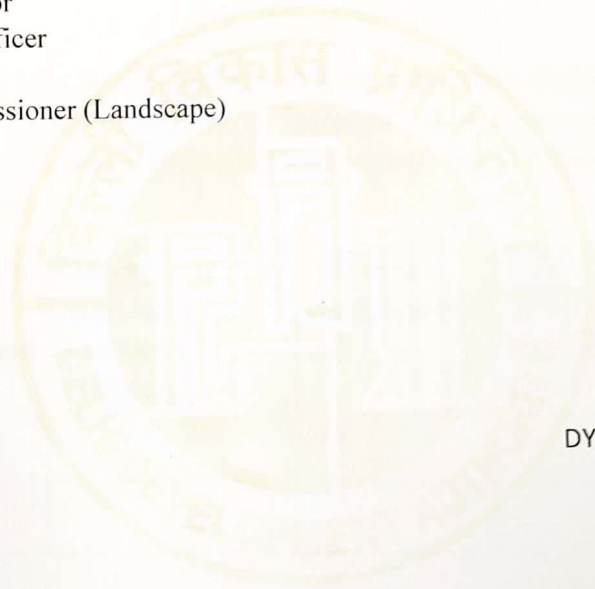
*Mitini Joshi*  
19.5.23  
MITINI JOSHI

DY. DIRECTOR (SYSTEMS)-I

Copy to:

1. Pr. Commissioner (Systems, Housing and Sports)
2. Pr. Commissioner (LD & LM)
3. Pr. Commissioner (Personnel and Horticulture)
4. Commr-cum-Secy.
5. Commissioner (Housing)
6. Commissioner (LM)
7. Commissioner (LD)
8. Commissioner(PM-Uday)

9. Commissioner (Personnel)
10. Commissioner (Systems)
11. Commissioner (Planning)
12. Commissioner (Sports)
13. Chief Engineer (South Zone)
14. Chief Engineer (Dwarka)
15. Chief Engineer (North Zone)
16. Chief Engineer (East Zone)
17. Chief Engineer (Rohini)
18. Chief Engineer (Design)
19. Chief Engineer (Quality Control)
20. Chief Engineer (HQ)
21. Chief Engineer (Electrical)
22. Chief Engineer (CWG)
23. Chief Vigilance Officer
24. Chief Legal Advisor
25. Chief Accounts Officer
26. Chief Architect
27. Additional Commissioner (Landscape)
28. Office Copy



*N Joshi*  
19.5.23

NIVIN JOSHI

DY. DIRECTOR (SYSTEMS)-I