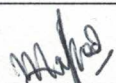


Division: Information & Communication Technology	Title: ICT Equipment Purchase Catalogue	Issue/ Effective Date: January 1, 2014
Department: IT Operations	Approved by: Muhammad Fahd 	Revision: 6 Revision Date: Dec 30, 2020

ICT Equipment Catalog and Purchase Procedure

1. The Information & Communication Technology (ICT), End-User equipment (Desktop, Laptop, etc.) catalog gives the specifications and cost to facilitate users to decide the type of ICT equipment they would like to purchase based on Institutional policy and business requirement. In case, user requirement cannot be met within the items covered in the catalog, please contact Purchasing & Supply Chain Management Division (PSCMD).
2. The department(s) including Grants, Dean and Department funds are responsible to budget any new requirement of Laptop or Desktop; in case of hiring of new position or providing a machine to existing staff who did not have it previously. The process of replacement and disposal of Laptop or Desktop is mentioned in the policy.
3. The department(s) including Grants, Dean and Department funds are responsible to budget for any new, additional and replacement for all other End-user ICT equipment such as Printers, Multimedia, Scanners, Handheld, etc. The purchase process is mentioned below:
 - 3.1. User will raise a request in PeopleSoft Purchasing module, an on-line Purchase Requisition and submit for approval as per approved user hierarchy.
 - 3.2. Once the equipment is approved, Finance will process the budget and PSCMD will procure within the agreed delivery timelines.
 - 3.3. Once the equipment is received, the Warehouse representative will deliver the unit to user after ICT technical evaluation. The user will log a request at IT ServiceDesk (ext. 3434) for installation and configuration.
 - 3.4. The user will seek endorsement on the Asset Write-off Form (AWF) from ICT to dispose the old equipment. The user will then process the AWF and send the same to Asset Management Department of the Finance Division for processing. This will be followed for all IT equipment except for replacement of Laptop and Desktop which is managed centrally by ICT.
 - 3.5. On approval from Finance, the Disposal Department of PSCMD will arrange to pick the old unit.
 - 3.6. Equipment life cycle is 3 years and department is requested to plan the budget accordingly.

The users are advised to plan their acquisitions as per standard delivery time not more than 6-8 weeks however the actual delivery time will be confirmed once approved PR received from user department.

Below mentioned products/ models are as per current technology roadmap. In case of discontinuation/ change in technology roadmap, equivalent alternate products will be proposed

Specifications for Laptops		
Type	Standard	Business
Model	HP ProBook 440 G8	HP EliteBook 840 G7
Processor Type	Intel Core i5-11 th Generation	Intel Core i7 10 th Generation
Memory (RAM)	8GB	16GB
Hard Drive	512GB SSD	512GB SSD
Screen Size	14" FHD Display	14" FHD Display
Weight (approx.)	Starting at 1.6 kg	Starting at 1.33 kg
Fingerprint Reader	Yes	Yes
Operating System	Win 10 Pro	Win 10 Pro
Battery	3 Cell, 45 Wh Li-ion	3 Cell, 53 Wh Li-ion
Power Adaptor	Yes	Yes
Cover/ Pouch	HP Standard Case	HP Standard Case
Warranty	3 years	3 years
Wireless Card	Intel	Intel
Price	\$840	\$1,060

Specifications for MacBook		
Type	Standard	Business
Model	MacBook Air	MacBook Pro
Processor Type	Intel Core i5 10 th Generation	Intel Core i7 10 th Generation
Memory (RAM)	8GB	16GB
Hard Drive	512GB SSD	512GB SSD
Screen Size	13.3" FHD Display	13.3" FHD Display
Weight (approx.)	1.3 kg	1.4 kg
Battery Backup	Up to 15 hours	Up to 17 hours
Warranty	3 years	3 years
Price*	\$2,470	\$3,500

* Prices are subject to change based on specifications. For further details on customized specifications and timelines please contact Purchasing and Supply Chain Management Division (PSCMD)

Specifications for Standard Desktops	
Company	HP
Model	HP Desktop Pro G3
Processor Type	Intel Core i5 9 th Generation
RAM	8GB
Hard Drive	500GB SATA
TFT Size	18.5" LED Monitor
Operating System	Windows 10 Home
Warranty	3 years
Price	\$515

Specifications for Standard Printers			
Type	Laser Printer	Thermal Printer	Barcode Printer
Company	Brother	Birch	Zebra
Brand Name	Brother HL 6180 DWN	Birch BP-T3BH	Zebra GC 420t
Dual side printing (Duplex)	Yes	No	No
Warranty	3 years	1 year	1 year
Price	\$250	\$100	\$200

Specifications for Multimedia	
Company	Hitachi
Brand Name	Hitachi LCD Projector CP-X3042WN
Network compatibility	Yes
Warranty Period	Parts & Labor – 3yrs Lamp – 2yrs
Price	\$600

Specifications for Scanner	
Company	Canon
Brand Name	CanoScan LiDE 300
Warranty Period	1yr
Price	\$100

Specifications for UPS	
Company	BPC
Brand Name	BPC UPS 650VA Model Powerextreme 650
Network compatibility	Yes
Warranty Period	01 year for UPS & 6 months batteries warranty
Price	\$55

Warranty of all the equipment will be processed as per the Warranty Policy provided by Purchase Department

Mobile Phone Entitlement

1. This mobile phone entitlement is applicable to all employees of the Aga Khan University and Aga Khan Hospital and Medical College Foundation in Pakistan
2. This entitlement shall be applicable irrespective of the source of funding, including the Department and Deans Funds, as well as externally funded grants
3. List of handsets/ phone will be provided by PSCMD subject to availability
4. Below table defines the service entitlement:

#	Category	Entitlement	Employee Responsibility
1.	President, Provost, Vice President, Vice Provost, CEO's, Deans, DG's, Registrar and Head of Institutes, eg. Head of IED), COO, Director and Chairs	Device – Paid by AKU Mobile Service – Under AKU name and directly paid by AKU	Submit information of international personal call and roaming within 30 days for payroll deduction
2.	Job requires access for 24/7 to voice and data	Device – Paid by AKU Mobile Service – Under AKU name and directly paid by AKU	Submit information of international personal call and roaming within 30 days for payroll deduction
3.	Job requires frequent business related calls	Device – Paid by AKU Mobile Service – Employee owned and paid	Claim business call charges within 30 days of receipt of the bill.
4.	All others	Device – Employee owned and paid Mobile Service – Employee owned and paid	Claim business call charges within 30 days of receipt of the bill.

5. Below table defines the phone/ device entitlement:

#	Category	Max. Limit (\$)
1.	Executive Committee Members	User Choice
2.	Vice Provost, CEO, Dean, DG, Registrar, Head of Institutes (such as IED)	\$800
3.	Chairs, Professors, Associate and Assistant Professors COO, Directors & Senior Managers.	\$450
4.	Managers, Assistant Managers Senior Instructors and Instructors and other equivalent positions.	\$350
5.	Associates and other equivalent positions	\$250
6.	Support Staff	\$150

For further details on mobile phone policy, please refer to [link](#)