

**Site Preparation work
District & Subordinate courts computerization project
Implementation Plan**

Introduction: Preparation of site for installation of computers at the District & Subordinate courts is one of the very important activities of the project. Every other project activity can only start when the site for installation of computer hardware is ready. Hence site preparation work needs to be given utmost priority. The Project Monitoring Committee constituted at central level for the Computerisation of District & Subordinate Courts in the country after studying all available options has decided to request the High Courts to get the site preparation work done for the installation of computers and other hardware items at the District & Subordinate courts, under its supervision.

The High Courts by constituting committees may get the site preparation work done either through State PWD or any other Government Agency in a time bound manner. For this, NIC in consultation with the E-Committee will provide a few model site diagrams along with specifications to the High Courts. Based on these, diagrams & specifications, the agency selected for site preparation work may get the sites ready within two to three months of awarding the work.

- 1.0 Scope:** The Site Preparation work at each District & Subordinate court complex for installation of ICT tools will include: assisting the court administration in identifying suitable site, Preparation of Layout drawings based on centrally prepared drawings, Civil works, Electrical works, furniture, Local Area Network cabling, supply and installation of appropriate rating UPS, Connectivity from UPS to various client systems installed at various user locations across the court complex, earthing, Server racks, Diesel Generator sets and/or solar systems and its connectivity to the mains/UPS, Air conditioning for the server rooms.
- 2.0 Requirements:** At each Project Location preparation of one room (including Civil, electrical, flooring, painting, security fittings, furniture, etc.) for installation of servers, Switches, Racks, etc., one or more Judicial Service Centres for serving the information needs of the litigants & advocates, Videoconferencing Courtroom for conducting proceedings basically between jails and the courts for interaction with the undertrials and also for VC among the judges across the district/state/country parallelly as well as vertically.
- 3.0 Local Area Network:** LAN has to be established from the server to each client node, to be installed in the court rooms, sections, judicial service centres, etc. Establishment of LAN will be part of site preparation activity. The required Bill of Material (active & passive components) for each court

complex will be provided by NIC either on its own or through a consultant to be engaged exclusively for this purpose. However laying of the UTP/OFC cable in proper conduit pipes will be the responsibility of the executing agency of the site preparation work. NIC will empanel vendors at central level for all the active & passive components of LAN. The executing agencies should procure the required LAN material as per the approved Bill of Material from this empanelment, else NIC will provide the same at the sites.

In each courtroom the LAN nodes will be at: Judge's chamber, for Judge on the Dias, Steno and Court clerk. Other nodes will be one in each section for future use and a few in the 'Judicial Service Centre' depending on the number of judges in the court complex.

4.0 Committees:

3.1 High Court level Committee: A Committee will be formed at the High Court level with the Registrar General as its Chairman with State Informatics Officer(SIO) of NIC and Secretary (PWD/Public Building) of State Government as members. The Committee may decide to get the site preparation work done either through the State Government PWD/Building Department or any other State Government Agency they consider fit to implement this work in a time bound manner. The High Court level committee will meet as and when required to take stock of the site preparation activity and give directions to the executing agency to complete the work within two to three months of awarding the work.

3.2 District level Monitoring Committee: At each District Court, a Monitoring Committee consisting of the District Judge, District Informatics Officer-NIC, District PWD In-Charge will be formed. This committee will monitor the site preparation activity within the District and submit reports to the High Court level committee as and when required.

5.0 Execution of Work

The Implementing Agency (PWD or any other State Government agency) will follow its own approved office procedure in executing the site preparation work.

6.0 Payment:

6.1 As advance payment, NIC will release a part of the cost estimates submitted by the implementing agency. The advance payment will be released immediately after submission of cost estimates for each site. The remaining amount will be paid, after completion of site preparation work and when it is certified by the District Court level Implementation Committee and forwarded by the High Court level committee to NIC.

7.0 Warranty

7.1 The site preparation work carried out by the contractors will have ONE year warranty for all the electrical material and for UPS, LAN items, Server racks, DG sets, etc will carry 3 years warranty.

7.2 The implementing agency would keep sufficient amount from the contractors as security deposit during the period of warranty.

7.3 It will also have appropriate SLA with the empanelled contractors. The penalty amount collected under SLA will flow back to the project fund through NIC.

7.0 Implementation:

- The High Courts will constitute Committees consisting of Registrar General, State Informatics Officer-NIC, and Secretary PWD/Public Building Department for site preparation monitoring purpose
- At District level, Monitoring Committees consisting of District Judge, District Informatics Officer-NIC, District PWD In-Charge will be formed to supervise the site preparation work within the District.
- The High Court level committee will decide the executing agency for site preparation work in the State.
- The executing agency following its own procedure will identify a contractor to get the site preparation work done.
- NIC will provide model site preparation diagrams along with the specifications to the High Court level committees.
- The site preparation will include identification of suitable rooms, civil work, electrical work, furniture, local area network, cabling, supply and installation of appropriate rating UPS, connectivity from UPS, various client systems, earthing, diesel generator set, air-conditioner, etc.
- The High Court level committee will monitor the site preparation in the State from time to time.

- The District level committees would send the Status Reports from time to time to the High Court level committees.
- On submission of cost estimates for each site by the executing agency, it will be forwarded by the High Court level committees to NIC for release of advance payment to the executing agency.
- On an average Rs. 2 lakh per site (Civil & Electrical works) is the upper limit.
- For power back up (UPS, DG sets, etc) separate funds will be provided
- For establishing Local Area Network(LAN) within the court complex separate funds will be provided
- When the site preparation is complete in all respects, the District level committees will give satisfactory completion of work certificate, which will be submitted, to the High Court level committees for further forwarding it to NIC for release of payment.
- The payment will be done at the NIC State Unit.

**Specifications for Site Preparation of
Server room & Judicial Service Centre
at District & Subordinate Courts**

For the purpose of preparing site specifications, the District & Subordinate Courts are divided into the following three groups :

- I Court Complex having Single Judge
- II Court Complex having Two to Six Judges
- III Court Complex having seven or more Judges

The following specifications are proposed for Site Preparation (Server room & Judicial Service Centre) at District & Subordinate Courts at each of the above groups. It would be convenient to have both Server Room & Judicial Service Centre close to each other, preferably side by side.

I Court Complexes having Single Judge :

The required space for the proposed site is 100 Sq.Ft

HARDWARE

- a. Desktop/Thin client : 4 Nos
- b. Printer : 4 No
- b. 500 VA Offline UPS : 1 No
with One hour battery Backup

CIVIL

- a. Counter with aluminum grill with glass

Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm th. Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both way.

P/F 19 mm th white marble top counter with edge moulding

Letters and logo of approved shade and pattern.

- b. Aluminum partition with door is to be provided to enclose an area of 100 Sq.ft out of bigger available space if required.
- c. Painting of the room including door, windows and grills. Distemping with oil bound washable distemper of approved brand and manufacture to given an even shade two or more coats.

- d. Almira – P/F upto 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
- e. Venetian blinds for sun facing windows
- f. Supply and installation of Computer Table & Chairs as per approved make : 1 Set

ELECTRICAL

- a. An electrical board having 4 nos of 5 Amps Switches and sockets : 3 Boards
- b. Mirror Optic twin tube light fitting : 2 Nos
- c. Copper Plate earthing
- d. All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
- e. A 6 way MCBDB for UPS boards and one industrial power points for Air Conditioner and one for UPS.
- f. Earthing wire should be of 1/18 copper wire.
- g. Ceiling fan : 1 No

II Court Complexes having Two to Six Judges :

The required space for the proposed site would be 200 Sq.Ft

HARDWARE

- a. Rack Server : 1 Nos + 1 Nos (for Backup Purpose)
- b. Desktops/Thin clients : 8 - 24 Nos
- c. Printers : 8- 24 Nos
- d. Online 2 KVA UPS with one hour backup : 1 No

CIVIL

- a. Counter with aluminum grill with glass

Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both way.

P/F 19 mm th white marble top counter with edge moulding

Letters and logo of approved shade and pattern.

- b. Aluminum partition with door is to be provided to enclose an area of 100 Sq.ft out of bigger available space if required.
- c. Painting of the room including door, windows and grills. Distemping with oil bound washable distemper of approved brand and manufacture to given an even shade two or more coat.
- d. Almirah – P/F upto 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
- e. Flooring with Tiles – P/L medium duty vitrified tile of size 300x300mm as per approved shade laying over cement mortar 1:4 (1 Cemnet and 4 coarsesand) pointed with white cement mixed with matching pigment curved clean etc. Complete in all respect.
- f. Venetian blinds for sun facing windows
- g. Supply and installation of Computer Table & Chairs as per approved make : 4 + 1 Nos (One for Administrator)
- h. Fire Extinguisher
- i. Air Conditioner (1.5 Ton) : 1 No
With 4 KVA Voltage Stabilizer

ELECTRICAL

- a. An electrical board having 4 nos of 5 Amps Switches and sockets : 6 Boards
- b. Mirror Optic twin tube light fitting : 4 Nos
- c. Copper Plate earthing
- d. All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.

- e. A 8 way MCBDB for UPS boards and one industrial power points for Air Conditioner and one for UPS.
- f. Earthing wire should be of 1/18 copper wire.
- g. Ceiling fans : 2
Nos

III Court Complex having Seven or more Judges :

The required space for the proposed site would be 400 Sq.Ft

HARDWARE

- a. Rack Server : 1 Nos + 1 Nos (for Backup Purpose)
- b. Desktops : 28 & above Nos
- c. Printers : 28 & above Nos
- d. Online 3 KVA UPS
with one hour backup : 1 No

CIVIL

- a. Counter with aluminum grill with glass

Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm th. Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both way.

P/F 19 mm th white marble top counter with edge moulding

Letters and logo of approved shade and pattern.

- b. Aluminum partition with door is to be provided to enclose an area of 100 Sq.ft out of bigger available space if required.
- c. Painting of the room including door, windows and grills. Distemping with oil bound washable distemper of approved brand and manufacture to given an even shade two or more coats.
- d. Almirah – P/F upto 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
- e. Venetian blinds for sun facing windows

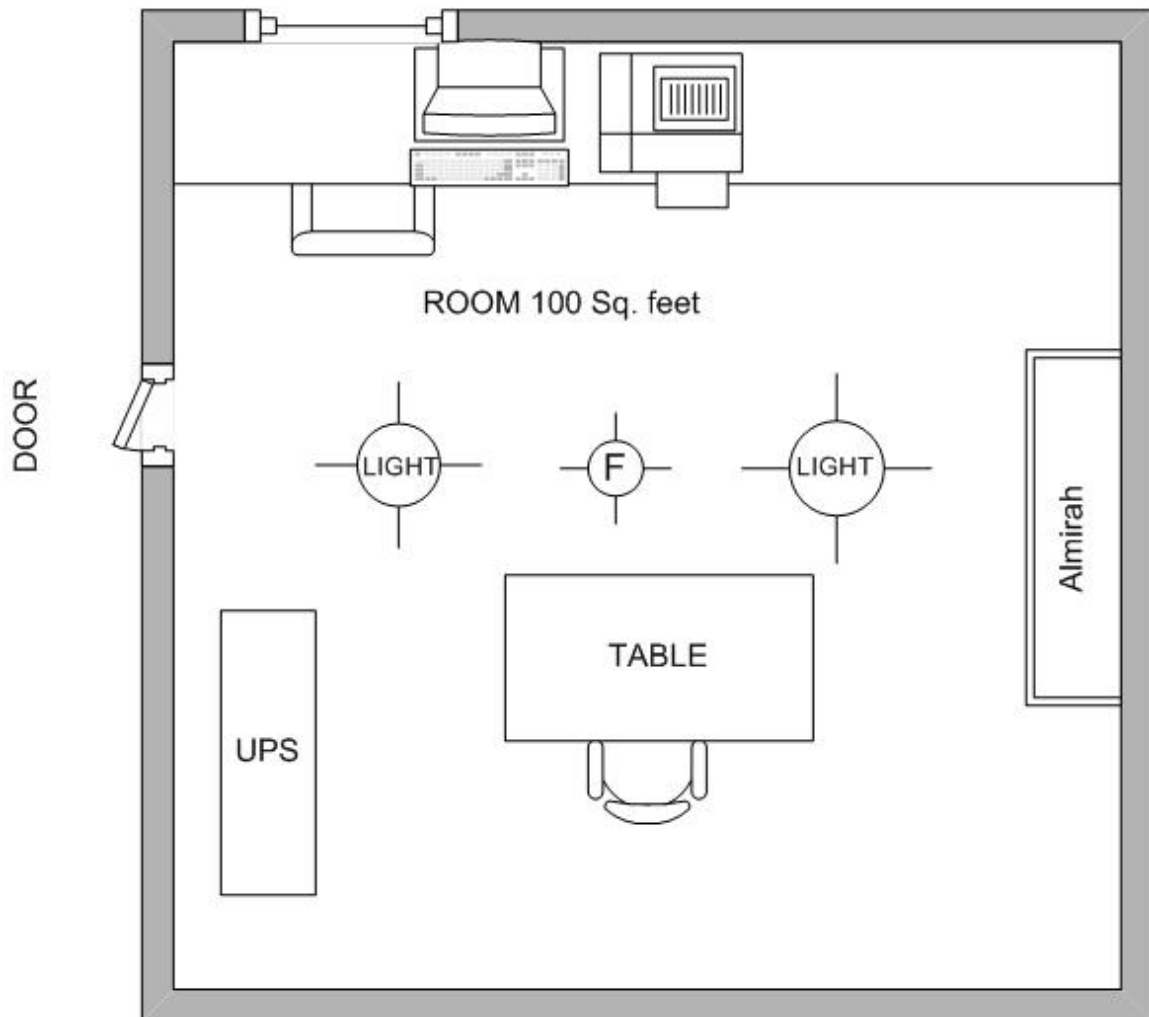
- f. Flooring with Tiles – P/L medium duty vitrified tile of size 300x300mm as per approved shade laying over cement mortar 1:4 (1 Cement and 4 coarsesand) pointed with white cement mixed with matching pigment curved clean etc. Complete in all respect.
- g. Supply and installation of Computer Table & Chairs as per approved make : 6 sets + 1 set (One for Administrator)
- h. Fire Extinguisher
- i. Air Conditioner (1.5 Ton) : 2 Nos
With 4 KVA Voltage Stabilizer

ELECTRICAL

- a. An electrical board having 4 nos of 5 Amps Switches and sockets : 8 Boards
- b. Mirror Optic twin tube light fitting : 6 Nos
- c. Copper Plate earthing
- d. All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
- e. A 10 way MCBDB for UPS boards and one industrial power points for Air Conditioner and one for UPS.
- f. Earthing wire should be of 1/18 copper wire.
- g. Ceiling fans

All the details are indicated in the enclosed drawings for each type of centres.

MODEL LAYOUT DIAGRAM OF COMPUTER ROOM AND JUDICIAL SERVICE CENTRE FOR SINGLE COURT COMPLEX



MODEL LAYOUT DIAGRAM OF COMPUTER ROOM AND JUDICIAL SERVICE CENTRE FOR COURT COMPLEX HAVING 2-4 JUDGES

