



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
STORES SECTION (DO)**

F.No. No. AIIMS/CPU/22/2023-24

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CIRCULAR

In order to bring the objectivity in the evaluation of samples and to enhance the transparency in procurement, all Store Officer/ASO, in different centers/Hospital/Sections/Department are hereby directed to follow the SOP's, enclosed herewith for the procurement of all Surgical Disposable/Consumables as per their requirements other than commonly procured by Store (DO).

This issued with prior approval of Competent Authority.

(Enclosure: Annexure – A & B)

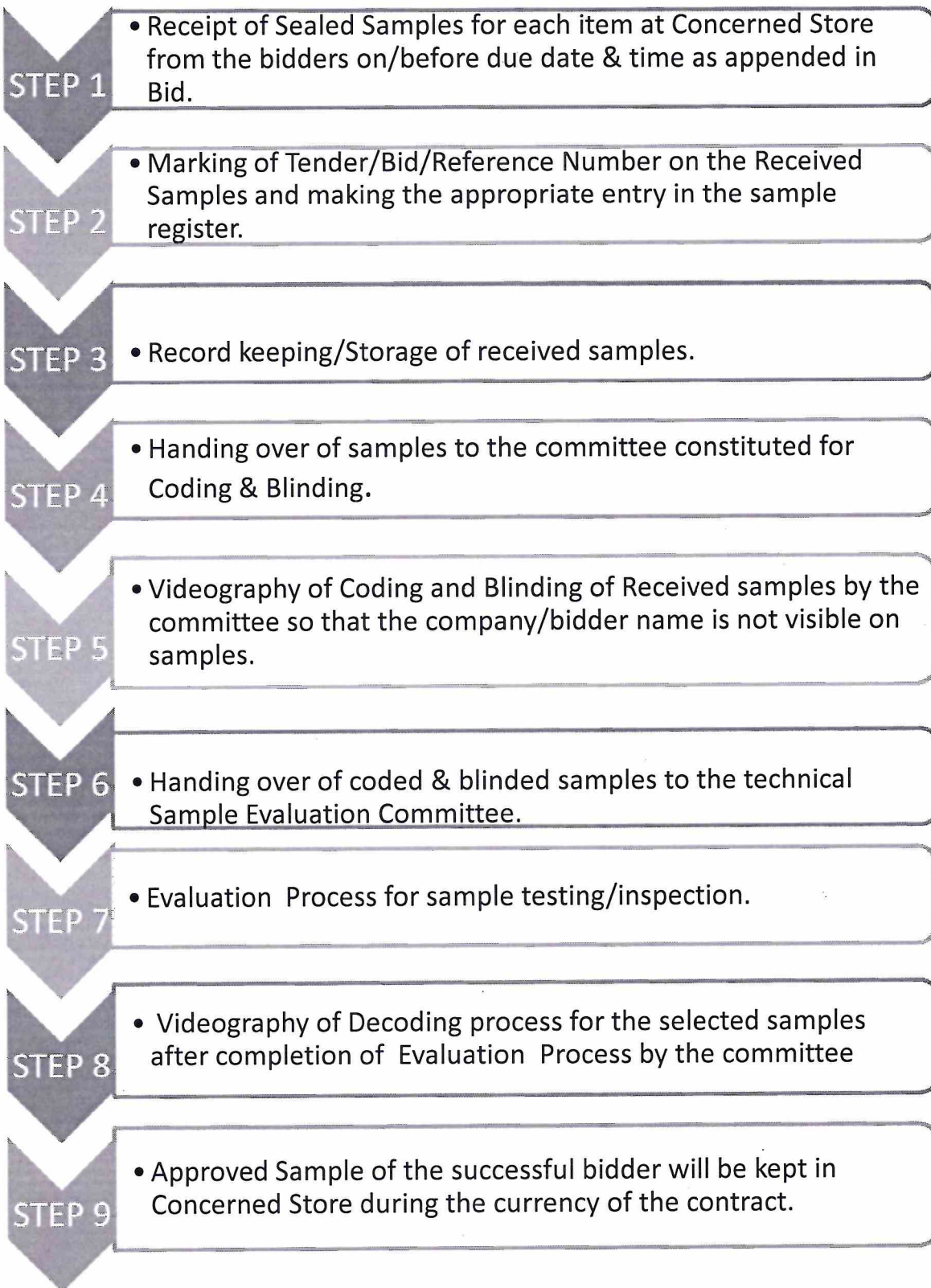
Professor In-Charge (Procurement)

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1. Dean/s (Academic, Research, Examination)
2. Medical Superintendent (AIIMS)
3. Chiefs' of all Centres / Head, NCI Jhajjar
4. Heads' of all Departments
5. Store officer/Asst. Store officer/Jr. Store officer (Dr.RPC/Hospital/CNC/Dr. BRAIRCH/JPNATC/NDDTC/NCI Jhajjar/CDER/CRHSP Ballabgarh.
6. Professor In-Charge, Computer Facility, AIIMS – with request to kindly upload the same on Institute website

Copy to:-

1. PPS to Director.
2. PS to DDA.
3. Professor In-charge (Procurement), Officer In-Charge (Procurement).

S O P**WORKFLOW FOR SAMPLING OF CONSUMABLE SURGICAL ITEMS***Amrit Kethur*

Annexure – B

Detailed evolution to be done at different Steps of SOP/Workflow

STEP - 1

- Bidder shall submit the sealed samples (as per the quantity, size etc. stipulated in the bidding documents) at the concerned store before the due date and time.
- Receipt to be issued to bidder in order to ascertain the claims for exact samples submitted.

STEP - 2

- Proper Tender/Bid/Reference number to be mentioned on the samples received from the bidder.
- Entry of the sealed samples received from the bidder will be made in the sample register indicating the Name of Firm/Bidder, Item name, quantity, date of receipt etc.

STEP - 3

- All the samples received will be kept at a designated place in order to safe upkeep of these samples.
- The list of bidders those who have submitted the requisite samples with required quantity, size etc. will be prepared for glance.

STEP - 4

- In order to maintain the confidentiality and to avoid any favor, a separate committee will be constituted for the blinding & coding of the samples. An order for constitution of this committee will be issued discretely.
- All the samples along with the list of bidders indicating the quantity, size etc. will be handed over to the committee constituted for blinding and coding.
- Any members of the coding committee should not be part of TSEC, Sample evaluation committee and Stores.

STEP - 5

- All samples will be blinded so that company/firm make & model is not visible to anyone.
- All samples will be coded and the same will be recorded in a register.
- The whole process of blinding & coding of samples will be recorded under videography. Recorded video will be kept under safe custody for any future reference till currency of contract.
- Coding register will be kept in the custody of coding committee

Amit Chandra

STEP - 6 &7

- All blinded and coded samples will be handed over to the Technical Sample Evaluation committee.
- Technical Sample Evaluation committee will evaluate/test all the samples handed over by the blinding & coding committee in line with the desired technical specifications and record its technical selection/rejection remarks.

STEP - 8

- The selected and rejected samples will be handed over to the blinding & coding committee.
- On the basis of the selection/rejection remarks made by the Technical Sample evaluation committee, the selected samples will be decoded by the blinding & coding committee.
- The whole process of decoding of selected samples will be recorded under videography. Recorded video will be kept under safe custody for any future reference till currency of contract.
- The technically selected samples will be referred as the "Approved Samples".

STEP - 9

- TSEC "Approved Sample" of the successful bidder will be kept in concerned store /distributed among the users, during the currency of the contract.
- The "Approved Sample" may be referred during the staggered consignment supply of the surgical disposable/consumable items in order to confirm the quality of the approved sample vis-à-vis the actual supplied item.

Note:-

- AIIMS may go for quality check of the approved sample, if required.
- AIIMS may seek the lab report from successful bidder in respect of the supplied lot.
- If any deviation is observed, the lot/supply may be rejected after recording proper justification/remarks or actual deviations.

Amit Kumar