

## अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली

### निदेशक कार्यालय

फा.सं.40-30/2022-स्था.1

दिनांक : 16.08.2024

### कार्यालय ज्ञापन

#### विषय: एम्स नई दिल्ली में स्थानीय खरीद प्रबंधन प्रणाली को लागू करने संबंधी।

अधोहस्ताक्षरी ने एम्स नई दिल्ली में भण्डार एवं खरीद प्रणाली को सुव्यवस्थित करने के लिए पिछले दो वर्षों में कई पहल की हैं (प्रतिलिपि संलग्न)। अधोहस्ताक्षरी द्वारा एम्स, नई दिल्ली के मरीजों, नर्सिंग स्टाफ तथा वरिष्ठ डॉक्टरों के साथ हाल ही में की गई परिचर्चा के दौरान, कुछ दवाओं एवं प्रत्यारोपण की अनुपलब्धता के कारण रोगी उपचार में विलंब होने संबंधी तथ्यों पर प्रकाश डाला है। अधोहस्ताक्षरी ने इस मामले की विस्तार से समीक्षा की है तथा यह पता चला है कि स्थानीय खरीद के तहत अनुरोध किए जा रहे कुछ चिकित्सा/शल्य चिकित्सा आपूर्ति की अनुपलब्धता के कारण समस्या उत्पन्न हो रही है।

दिनांक 03.07.2023 के कार्यालय ज्ञापन के अनुसार, यह पहले ही सलाह दी जा चुकी है कि स्थानीय खरीद को कम से कम करने के लिए, विभागाध्यक्ष वार्षिक आधार पर दवाओं और उपभोग्य सामग्रियों की सूची - जो मानक अस्पताल नियमावली में उल्लिखित नहीं हैं, परंतु उनके संबंधित विभागों के स्वास्थ्य उपचार के तहत भर्ती मरीजों के लिए आवश्यक हैं, चिकित्सा अधीक्षक को 31 दिसंबर तक भेजेंगे एवं अस्पताल भंडार ऐसी सभी अतिरिक्त दवाओं तथा उपभोग्य सामग्रियों के लिए, 31 मार्च तक दर अनुबंध निष्पादित करेगा, जैसा कि अस्पताल नियमावली में वस्तुओं के लिए किया जाता है। हालाँकि, कुछ अप्रत्याशित आकस्मिकताओं के कारण, स्थानीय खरीद आवश्यक हो जाती है एवं यह नोट किया गया है कि अमृत फार्मसी की आवश्यक दवाओं, प्रत्यारोपण आदि को समय पर वितरित करने में अक्षमता के कारण अकेले अमृत फार्मसी के माध्यम से मौजूदा स्थानीय खरीद प्रणाली कुशलता से काम नहीं कर रही है।

चूंकि रोगियों के उपचार के लिए न केवल सबसे किफायती दर पर चिकित्सा आपूर्ति की आवश्यकता होती है, बल्कि समयबद्ध तरीके से भी इसकी आवश्यकता होती है, इसलिए यह निर्णय लिया गया है कि एम्स नई दिल्ली अमृत फार्मसी के माध्यम से स्थानीय खरीद की मौजूदा प्रणाली के अलावा खुली निविदा के माध्यम से स्थानीय खरीद (एलपी) विक्रेताओं को सूचीबद्ध करेगा। ये सूचीबद्ध एलपी विक्रेता स्थानीय खरीद आवश्यकताओं को सबसे शीघ्र तथा सबसे किफायती तरीके से पूर्ण करने में अमृत फार्मसी के साथ प्रतिस्पर्धा करेंगे।

एलपी अनुबंधों को अंतिम रूप देने के लिए निविदा का मसौदा तैयार करते समय, निम्नलिखित बिंदुओं पर ध्यान दिया जाएगा ताकि संस्थान और मरीजों के लिए अधिकतम लाभ सुनिश्चित किया जा सके:

- अस्पताल भंडार, एलपी अनुबंधों को अंतिम रूप देने के लिए नोडल बिंदु होगा और शुरू में ही जीईएम के माध्यम से एलपी विक्रेताओं को सूचीबद्ध करने की व्यवहार्यता का पता लगाएगा अथवा नियमों के अनुसार जीईएम/सीपीपी पर एक खुली निविदा जारी करेगा। एलपी अनुबंध शुरू में 1 वर्ष के लिए होंगे और संबंधित एलपी विक्रेताओं के संतोषजनक प्रदर्शन के पश्चात अतिरिक्त 1 वर्ष की अवधि के लिए बढ़ाए जा सकेंगे।
- चूंकि विभिन्न प्रकार की स्थानीय खरीद पर अलग-अलग छूट अपेक्षित होती है, इसलिए निम्नलिखित तीन व्यापक श्रेणी के एलपी अनुबंधों को अंतिम रूप दिया जाएगा:
  - जेनेरिक और ब्रांडेड दवाइयों सहित दवाइयाँ
  - शल्य-चिकित्सा उपभोग्य सामग्री
  - प्रत्यारोपण, स्टेंट, आदि।
- उपर्युक्त प्रत्येक श्रेणी में किसी एक विक्रेता को कोई विशिष्टता नहीं दी जाएगी तथा प्रत्येक श्रेणी के अंतर्गत तीन विक्रेताओं को सूचीबद्ध किया जाएगा, ताकि विक्रेताओं के बीच प्रतिस्पर्धा को प्रोत्साहित करके सर्वोत्तम मूल्य और सबसे तेज आपूर्ति सुनिश्चित की जा सके।
- ये एलपी अनुबंध एम्स मुख्य परिसर में / मुख्य अस्पताल के आस-पास / उसके निकट स्थित सभी केंद्रों/खंडों की आकस्मिक और गैर-आकस्मिक स्थानीय खरीद संबंधी आवश्यकताओं को पूरा करेंगे। इस अनुबंध के तहत केवल एनसीआई-झज्जर, सीएपीएफआईएमएस, एनडीडीटीसी और एम्स नई दिल्ली के ऐसे अन्य रोगी देखभाल क्षेत्रों की गैर-आकस्मिक स्थानीय खरीद को पूरा किया जाएगा जो मुख्य परिसर से कुछ दूरी पर हैं।
- स्थानीय खरीद अनुबंधों के अंतर्गत समय-सीमा निम्नानुसार होगी:
  - आकस्मिक खरीद के लिए:
    - संबंधित श्रेणी में सूचीबद्ध सभी एलपी विक्रेताओं को 30 मिनट के भीतर एलपी अनुरोध का जवाब देना होगा।
    - जिस एलपी विक्रेता को ऑर्डर जारी किया गया है, उसे ऑर्डर जारी होने के 30 मिनट के भीतर अनुरोधित सामान की आपूर्ति करनी होगी।
  - गैर-आपातकालीन स्थानीय खरीद के लिए:
    - संबंधित श्रेणी में सूचीबद्ध सभी एलपी विक्रेताओं को 60 मिनट के भीतर एलपी अनुरोध का जवाब देना होगा।
    - जिस एलपी विक्रेता को ऑर्डर जारी किया गया है, उसे ऑर्डर जारी होने के 6 घंटे के भीतर अनुरोधित सामान की आपूर्ति करनी होगी।

- निविदा में निहित पूर्व-योग्यता मानदंड संभावित बोलीकर्ताओं को एम्स से उनके स्थापित व यावसायिक स्थान की दूरी के आधार पर भाग लेने से नहीं रोका जाएगा, जब तक कि वह संभावित बोलीकर्ता निर्धारित समय-सीमा को पूरा करने हेतु तैयार न हो जाए।
- प्रत्येक श्रेणी हेतु एलपी के अंतर्गत खरीद की अपेक्षित मूल्य की गणना पिछले 3 वर्षों की प्रचलित प्रक्रिया के आधार पर (किसी भी कोविड विशिष्ट खरीद को छोड़कर) की जाएगी एवं संभावित विक्रेताओं की जानकारी हेतु निविदा में दर्शाई जाएगी।
- चूंकि एलपी का मूल्य एवं मात्रा के संदर्भ में एम्स की आवश्यकता विशिष्ट है, इसलिए अपेक्षित एलपी की मात्रा के आधार पर उपर्युक्त खण्डों को निविदा में सम्मिलित किया जाना चाहिए जिससे यह सुनिश्चित किया जा सके कि उचित विशेषज्ञता एवं टर्नओवर वाले बोलीदाताओं को निविदा में भाग लेने की अनुमति है।
- गुटबंदी से बचने एवं अधिक प्रतिस्पर्धा को प्रेरित करने हेतु संभावित बोलीकर्ताओं को उनके द्वारा प्रदान की गई स्थानीय क्रय की मात्रा/मूल्य से संदर्भ में सटीक अनुभव न होने के आधार पर निविदा में भाग लेने हेतु प्रतिबंधित नहीं किया जाना चाहिए, बल्कि पूर्व-योग्यता मानदंडों को अंतिम रूप देने के दौरान ऐसे अनुबंध को संचालित करने की उनके संपूर्ण सामर्थ्य पर ध्यान केंद्रित किया जाना चाहिए।
- निविदा में यह पहले ही स्पष्ट कर दिया जाएगा कि रोगी-देखभाल कि अनिवार्यताओं को ध्यान में रखते हुए, कोई भी जोखिम खरीद अथवा कोई भी आकस्मिक खरीद / किसी भी वैध दर अनुबंध कि समाप्ति के कारण अंतरिम खरीद / दर अनुबंध को अंतरिम रूप देने तक नई आवश्यकताओं आदि को ध्यान में रखते हुए, स्थानीय खरीद अनुबंध की 6 महीने की अंतरिम अवधि तक के लिए की जा सकती है। आयुष्मान भारत योजना के मरीजों, ईएचएस मरीजों आदि हेतु विशिष्ट चिकित्सा एवं शल्य-चिकित्सा आपूर्ति का प्रापण भी स्थानीय खरीद अनुबंधों के अनुसार ही किया जाएगा।

**कार्रवाई: भंडार अधिकारी (अस्पताल); चिकित्सा अधीक्षक (अस्पताल)**

- स्थानीय क्रय प्रक्रिया में विक्रेताओं में पूर्ण पारदर्शिता एवं प्रतिस्पर्धा सुनिश्चित करने हेतु स्थानीय क्रय प्रबंधन प्रणाली (एलपीएमएस) के लिए एक सुदृढ़ एवं सुरक्षित सॉफ्टवेयर सोल्यूशन निम्नलिखित व्यावहारिकता सहित नियोजित किया जाएगा:-
- एलपीएमएस द्वारा सभी केंद्रों/ब्लॉकों/मुख्य अस्पताल को प्रत्यक्ष रूप से आपातकालीन एवं गैर-आपातकालीन स्थानीय क्रय हेतु अनुरोध करने की अनुमति दी जाएगी। एलपी अनुरोध विस्तार हेतु अनुमोदन की एक अंतर्निहित द्वि-स्तरीय सत्यापन प्रक्रिया होगी।
- अनुमोदित एलपी अनुरोधों को तत्काल एवं एक ही समय पर एलपीएमएस के माध्यम से अमृत तथा उक्त श्रेणी हेतु सूचीबद्ध एलपी विक्रेताओं (जो सामूहिक रूप से विक्रेता के रूप में जाने जाएंगे) को अग्रेषित किया जाएगा।
- एलपीएमएस, विक्रेताओं को एक निश्चित समय अवधि के अंतर्गत प्राप्त एलपी अनुरोधों का उत्तर देने की अनुमति प्रदान करेगा एवं अनुरोधित वस्तुओं को एमआरपी के तहत प्रविष्ट करने की अनुमति देगा जिसके आधार पर एलपीएमएस पर लागू छूट में फैक्टरिंग करते हुए

- स्वचालित रूप से उपर्युक्त वस्तुओं की ऑफर मूल्य की गणना की जाएगी। एलपीएमएस में एलपी विक्रेताओं हेतु न्यूनतम वचनबद्ध छूट के अतिरिक्त छूट देने का भी प्रावधान होगा।
- जैसा कि ऊपर दर्शाया गया है कि एलपीएमएस उपर्युक्त विवरण अनुसार अप्रत्याशित एवं गैर-अप्रत्याशित खरीद हेतु प्रतिक्रिया परिस्थिति को नियंत्रित करेगा। **निर्धारित समय अवधि में एलपी अनुरोध का उत्तर न देने वाले विक्रेताओं को उक्त परिस्थिति हेतु नेगेटिव रेटिंग (X) दी जाएगी।**
  - उक्त एलपी अनुरोध का उत्तर देने वाले विक्रेताओं द्वारा प्रदान की गई एमआरपी एवं छूट के आधार पर, एलपीएमएस, स्वचालित रूप से एल1 विक्रेता को अनुरोधित वस्तुओं हेतु आपूर्ति का आदेश जारी करेगा। **यदि अनेक विक्रेता एल1 हैं, तो एलपीएमएस, न्यूनतम नकारात्मक रेटिंग (X+Y) वाले विक्रेता को आर्डर जारी करेगा।** यदि सभी एल1 विक्रेता की रेटिंग एक जैसी पाई गई तो एलपीएमएस द्वारा उक्त अनुरोध का सबसे पहले उत्तर देने वाले विक्रेता को आर्डर जारी किया जाएगा एवं एलपीएमएस पर प्रतिक्रिया समय को पारदर्शी रूप से प्रदर्शित किया जाएगा।
  - एलपीएमएस, निर्धारित क्षेत्र में आर्डर की गई एलपी वस्तु की पावती की पुष्टि भी करेगा जिसके आधार पर उक्त एलपी हेतु डिलीवरी समय की भी गणना की जाएगी। **अनुबंधित समय अवधि के अंतर्गत एलपी वस्तु की डिलीवरी करने में विफल रहने वाले किसी भी विक्रेता को इसके लिए नेगेटिव रेटिंग (Y) दी जाएगी।**
  - एलएमपीएस, दैनिक/साप्ताहिक/मासिक आधार पर एक विस्तृत रिपोर्ट को तैयार करने में सक्षम होगा तथा विभिन्न क्रयकर्ता कंपनियाँ पाक्षिक आधार पर अपने संबंधित बजट द्वारा एलपी विक्रेताओं के बिलों का निपटान करेंगी।
  - प्रत्येक परिस्थिति हेतु दी गई नेगेटिव रेटिंग के आधार पर **एलएमपीएस द्वारा स्वचालित रूप से प्रत्येक विक्रेता पर निम्नानुसार लगाए गए जुर्माने की गणना की जाएगी:**
    - एलपी विक्रेताओं को कम से कम 98% एलपी अनुरोधों का उत्तर देना होगा इससे कम अनुरोधों का उत्तर देने पर संबंधित एलपी विक्रेता पर 500 रुपये प्रति अनुरोध (X) के अनुसार जुर्माना लगाया जाएगा।
    - एल पी विक्रेताओं के लिए अपेक्षित है कि न्यूनतम 99% एल पी आर्डर की आपूर्ति समय पर सुनिश्चित करें इससे कम आपूर्ति करने पर प्रत्येक मामले (Y) में संबंधित एल पी विक्रेता पर 1000 रु या संबंधित आर्डर मूल्य (जो भी अधिक हो) का 5% का जुर्माना लगाया जाएगा।
    - जो एल पी विक्रेता X या Y में 10 प्रतिशत से अधिक नकारात्मक रेटिंग प्राप्त करते हैं अथवा संचयी रूप से (X+Y) 15% से अधिक नकारात्मक रेटिंग प्राप्त करते हैं उन्हें एलपीएमएस में ब्लैकलिस्ट कर दिया जाएगा तथा व्यय विभाग द्वारा दिनांक 02.11.2021 (जैसाकि अब तक संशोधित है) के कार्यालय ज्ञापन सं. एफ.1/20/2018-पीपीडी द्वारा जारी 'फर्म को बोली लगाने से प्रतिबंधित करने संबंधी दिशा-निर्देश' के अनुसार एम्स, नई दिल्ली द्वारा भी प्रतिबंधित कर दिया जाएगा।

कार्रवाई: प्रभारी आचार्य कंप्यूटर सुविधा (एनआईसीएसआई के माध्यम से कार्यरत सॉफ्टवेयर डेवलपर्स के समूह को प्राथमिकता आधार पर एलपीएमएस विकसित करने का कार्य सौंपने हेतु )।

दिनांक 1 नवम्बर, 2024 से एलपीएमएस लाइव हो जाएगा तथा समय पर रोल आउट को सुनिश्चित करने हेतु निम्नलिखित समय सीमाओं का पालन किया जाएगा।

- निविदा तथा एलपीएमएस स्पेशिफिकेशन को अंतिम रूप प्रदान करना- 31 अगस्त, 2024 तक।
- बोली आमंत्रण, बोली मूल्यांकन एवं एलपीएमएस का विकास करना- 30 सितम्बर, 2024 तक
- कार्य वितरण, विक्रेता का चयन करना एवं एलपीएमएस व्यवस्था का प्रारूप बनाना- 31 अक्टूबर, 2024 तक

प्रो. एम श्रीनिवास  
निदेशक

**वितरण:** (इसे अपने नियंत्रणाधीन सभी अधिकारियों में परिचालित करने के अनुरोध सहित)

1. संकायाध्यक्षगण (शैक्षिक, अनुसंधान, परीक्षा)
2. अपर निदेशक (प्रशासन)
3. चिकित्सा अधीक्षक (एम्स)
4. सभी केंद्र-प्रमुखगण/अध्यक्ष, एनसीआई, झज्जर
5. सभी विभागाध्यक्षगण
6. वरिष्ठ वित्त सलाहकार
7. प्रभारी-आचार्य (प्रापण)
8. प्रभारी-आचार्य, कम्प्यूटर सुविधा
9. प्रभारी-अधिकारी (प्रापण)
10. भण्डार अधिकारी/सहायक भण्डार अधिकारी/कनिष्ठ भण्डार अधिकारी/भण्डारपाल

(नोट: किसी भी विवाद की स्थिति में इस कार्यालय ज्ञापन का अंग्रेजी पाठ मान्य होगा।)

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**  
**OFFICE OF DIRECTOR**

F.No. 40-30/2022-Estt.I

16.08.2024


**OFFICE MEMORANDUM**

**Sub: Implementation of Local Purchase Management System at AIIMS New Delhi**

The undersigned has taken several initiatives over the past two years to streamline the stores & procurement systems at AIIMS New Delhi (copies attached). During the recent interactions of the undersigned with patients, nursing staff & senior doctors of AIIMS New Delhi, delay in patient care due to non-availability of few medicines & implants has been highlighted. The undersigned has reviewed the matter in detail and it appears that the problem is arising due to non-availability of some medical / surgical supplies, being requested under Local Purchase.

While, vide OM dt. 03.07.2023, it has already been advised, that to minimize local purchase, Heads of Departments shall on an annual basis send the list of medicines & consumables - which are beyond standard hospital formulary but are required for patients admitted under the care of their respective departments - to the Medical Superintendent by 31st December and for all such additional medicines & consumables, Hospital Store shall execute rate contracts by 31st March, as is done for items in the Hospital Formulary. However, due to certain unforeseen contingencies, Local Purchase becomes necessary and it is noted that the existing local purchase system via AMRIT Pharmacy alone is not working efficiently due to the inability of AMRIT Pharmacy to deliver the required medicines, implants etc. in a timely manner.

As patient care requires not only the procurement of medical supplies at the most economical price, but also in a timely manner, it has been decided that AIIMS New Delhi shall empanel Local Purchase (LP) Vendors through open tendering in addition to the existing system of Local Purchase via AMRIT Pharmacy. These empanelled LP Vendors shall compete with AMRIT Pharmacy in fulfilling the local purchase requirements in the fastest & most economical manner.

 16/8/2024

While drafting the tender for finalization of LP contracts, the following points shall be taken care of so as to ensure maximum benefit for the Institute & Patients:

- The Hospital Store shall be the nodal point for finalizing the LP contracts and shall explore the feasibility of empanelling LP vendors via GeM at the outset or shall float an open tender on GeM/CPP as per rules. The LP contracts shall be initially for 1 year and extendable by another 1 year, subject to satisfactory performance of the respective LP vendors.
- As there are different discounts expected on different types of local purchases, the **following three broad category LP contracts shall be finalized:**
  - **Drugs including generic & branded medicines**
  - **Surgical Consumables**
  - **Implants, Stents, etc.**
- In each of the above categories there shall be no exclusivity to any single vendor and **three vendors shall be empanelled under each category** so as to ensure the best price and fastest supply by encouraging competition amongst vendors.
- These LP contracts shall cater to the emergent & non-emergent local purchase requirements of all Centres/Blocks & Main Hospital located in / close to the AIIMS Main Campus. Only non-emergent local purchases of NCI-Jhajjar, CAPFIMS, NDDTC & other such patient care areas of AIIMS New Delhi which are at a distance from the main campus shall be catered to under this contracts.
- The timelines under the local purchase contracts shall be as follows:
  - **For emergent purchases:**
    - All LP Vendors empanelled in the respective category must respond to the LP request within 30mins.
    - The LP Vendor to whom the order has been released, must deliver the requested goods within 30mins from the release of order.
  - **For non-emergent local purchases:**
    - All LP Vendors empanelled in the respective category must respond to the LP request within 60mins.
    - The LP Vendor to whom the order has been released, must deliver the requested goods within 6hrs from the release of order.

- The prequalifying criteria in the tender shall **not** prevent potential bidders from participating on the basis of distance of their business establishment from AIIMS, till the potential bidder is willing to meet the prescribed timelines.
- The **expected value of purchase under LP for each category** shall be calculated from the **trends of the past 3 years** (excluding any COVID specific purchases) and shall be reflected in the tender for the information of potential vendors.
- As AIIMS's requirement is unique in terms of volume & value of LP, appropriate clauses basis the expected LP volume be included in the tender, to ensure bidders with appropriate expertise & turnover are allowed to participate in the tender.
- To avoid cartelization & to encourage more competition, potential bidders should **not** be restricted to participate in the tender on the basis of them not possessing the exact same experience in terms of volume / value of local purchase supplied by them, but rather their holistic capability to execute such a contract should be focused on while finalizing the pre-qualifying criteria.
- It shall be clarified upfront in the tender that keeping in view the essentialities of patient care, any risk purchase or any emergent / interim procurements on account of expiry of any valid rate contract / new requirements till finalization of rate contract, etc. may be done under the LP contracts for upto an interim period of 6 months. Procurement of specific medical & surgical supplies for Ayushman Bharat Patients, EHS Patients, etc. shall also be done as per requirement under these LP contracts.

**Action: Stores Officer (H); Medical Superintendent (H)**

To ensure absolute transparency & competitiveness amongst vendors in the Local Purchase process, a robust & secure software solution for **Local Purchase Management System (LPMS)** shall be deployed with the following functionalities:

- LPMS shall allow all Centres / Blocks / Main Hospital to directly raise their requests for both emergent & non-emergent Local Purchases. There shall be an **in-built two level verification process of approval for raising a LP request.**




- The approved LP requests shall be immediately & simultaneously forwarded via the LPMS to AMRIT & all empanelled LP vendors for the said category (henceforth collectively referred to as vendors).
- **LPMS shall allow vendors to respond to the raised LP requests within a defined time period** and shall allow them to enter the MRP of the requested goods, basis which the LPMS shall automatically calculate the offer price of the said goods after factoring in the applicable discount. LPMS shall also have a provision for the LP vendors to offer any additional discount they may wish to offer for any items over and above the minimum committed discount.
- LPMS shall capture the response times for emergent & non-emergent purchases as detailed above. **Vendors not responding to the LP request in the defined time period shall be given a negative rating for that instance (X).**
- Basis the MRP & discount offered by the vendors who have responded to the said LP request, LPMS shall automatically issue a supply order for the requested goods to the L1 vendor. **If multiple vendors are L1, LPMS shall issue the order to the vendor with the least negative rating (X+Y).** If all L1 vendors have same ratings, LPMS shall issue the order to the vendor who responded first to the said request and the response times shall be transparently displayed on LPMS.
- LPMS shall also allow for confirmation of the receipt of the ordered LP goods at the defined area, basis which the time taken for delivery for the said LP shall be calculated. **Any vendor failing to deliver the LP goods within the contracted time period, shall be given a negative rating for that instance (Y).**
- LPMS shall enable the generation of a comprehensive report on a daily / weekly / monthly basis and the different procuring entities shall settle the bills of the LP vendors from their respective budgets on a fortnightly basis.
- Basis the negative rating given for each instance, **LPMS shall automatically calculate the penalty to be imposed on each vendor as per following:**
  - o LP Vendors shall be required to respond to atleast 98% of the LP requests, below which a penalty of Rs. 500 per instance (X) shall be imposed on the respective LP vendor for LP requests not responded to.

- LP Vendors shall be required to timely deliver atleast 99% of the LP orders, below which a penalty of Rs. 1000 or 5% of the respective order value (whichever is higher), shall be imposed on the respective LP vendor per instance (Y).
- LP Vendors who get more than 10% negative ratings in either X or Y or more than 15% negative ratings cumulatively (X+Y), shall be blacklisted in the LPMS and shall also be debarred from AIIMS New Delhi as per the 'Guidelines on Debarment of firms from Bidding' issued by Department of Expenditure & notified vide OM No. F.1/20/2018-PPD dated 02.11.2021 (as amended to date).

**Action: PICF (for assigning the task of developing LPMS on priority basis to the team of software developers engaged via NICSI)**

**LPMS shall go-live w.e.f. 1<sup>st</sup> November 2024** & the following timelines shall be met to ensure timely roll-out:

- Finalization of Tender & LPMS Specifications – by 31<sup>st</sup> Aug 2024
- Invitation of bids, bid evaluation & LPMS development – by 30<sup>th</sup> Sept 2024
- Award of work, Vendor Mobilization & LPMS configuration – by 31<sup>st</sup> Oct 2024

 16/8/2024

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments

6. Sr. Financial Advisor
7. PIC (Procurement)
8. Prof. I/c Computer Facility
9. OIC (Procurement)
10. Store Officers / Asst. Store Officers / Junior Stores Officers / Storekeepers

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2022-Estt.I

26.04.2024

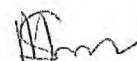
**OFFICE MEMORANDUM**

**Sub: Constitution of a committee for streamlining of procurement process at AIIMS New Delhi**

The undersigned has interacted with faculty & officials from various Departments & Centres regarding the undue delay in processing of certain procurement files. It has been noted that currently, there is no uniformity in the procurement process being following in various stores, due to which in certain cases, procurement files are being routed through over 10 levels.

In line with the principle of good governance and in compliance with the directions enshrined in the 'Manual of Office Procedure' of Govt. of India, wherein it has been clearly stated that 'the number of levels through which a file passes for a decision shall not exceed four', it has been decided to constitute the following committee to streamline the procurement process across Departments, Centres & Main Hospital:

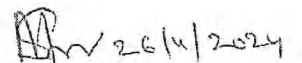
1. Head, Dept. of Hospital Administration – Chairman
2. Medical Superintendent (Main Hospital) – Co-Chair
3. Professor I/c Procurement – Member
4. Officer I/c Procurement – Member Secretary
5. Addl. Medical Superintendent (CTC) – Member
6. Addl. Medical Superintendent (NSC) – Member
7. Addl. Medical Superintendent (JPNATC) – Member
8. Addl. Medical Superintendent (Dr. RPCOS) – Member
9. Addl. Medical Superintendent (Dr. BRAIRCH) – Member
10. Addl. Medical Superintendent (CDER) – Member
11. Addl. Medical Superintendent (NDDTC) – Member
12. Addl. Medical Superintendent (NCI) – Member
13. Financial Advisor – Member
14. Store Officer (DO Store) – Member
15. Store Officer (Dr. RPCOS) – Member
16. Store Officer (CNC) – Member
17. Store Officer (JPNATC) – Member
18. Store Officer (NCI) – Member



**The terms of reference of the aforesaid committee shall be as follows:**

- I. Review & identify the areas for improvement in the existing procurement process of various stores in departments, centres & main hospital.
- II. Review the procurement process defined in AIIMS Purchase Manual and suggest necessary changes in the same in line with amendments in GFR 2017 / relevant OM's related to stores & procurement issued at AIIMS New Delhi since the AIIMS purchase manual was last amended.
- III. Propose a uniform procurement process for all stores of AIIMS New Delhi such that:
  - a. Channel for routing of procurement files is clearly defined for all stores.
  - b. No procurement file takes over 3 months for a final decision.
  - c. Majority of the procurements are finalized within 45 – 60 days.
  - d. Timelines for processing of procurement files are fixed for all levels in Stores, Finance & Administration.
  - e. Procurement process for emergent purchases from local purchase, etc. is uniform across AIIMS New Delhi.
  - f. Timelines for renewal of common rate & service contracts / purchase of common items is fixed, such that new contracts are finalized before expiry of old contract.
- IV. Suggest systemic improvements in the procurement & store management processes.

The committee may interact with all stakeholders and submit its report by **10<sup>th</sup> May 2024** to the Addl. Director (Admin), who shall issue necessary instructions for the implementation of the appropriate recommendations of the committee by **15<sup>th</sup> May 2024**.

 26/4/2024

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. PIC (Procurement)
8. Prof. I/c Computer Facility
9. OIC (Procurement)
10. Store Officers / Asst. Store Officers / Junior Stores Officers / Storekeepers

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**  
**OFFICE OF DIRECTOR**

F.No. 40-30/2022-Estt.I

30.01.2024

**OFFICE ORDER**

**Sub: Timely rotational transfer of staff posted in Stores reg.**


Ref. OM No. 40-30/2022-Estt.I dt. 9<sup>th</sup> December 2022, it had been directed that all staff posted in the Stores should be mandatorily rotated every THREE years.

In a recent review on stores & procurement matters, it has been noted that majority of the staff posted in various Stores are completing three years of their posting shortly and few staff handling stores / procurement have not been transferred for over 3 years

Accordingly, the following steps shall be initiated immediately:

- A consolidated list of staff (including outsourced staff) posted in any capacity in various stores (including Hospital, Centres, Department Stores, etc.) shall be prepared by 29<sup>th</sup> February 2024 along with the details of their current posting & previous postings. List of such staff shall also include all staff assisting in procurement & store related activities in any manner.
- As derived from the above list, any regular staff or outsourced posted in any stores in any capacity shall be mandatorily rotated before THREE years of completion of his posting. It shall be ensured that such transfer is not done within the same store and the said staff is posted in another Department / Centre / etc. To ensure transparency in transfer & posting, the transfers should be done by draw of lots under video recording.
- A compliance report with the said instructions shall be submitted to the Addl. Director (Admin) by 31<sup>st</sup> March 2024 and subsequently every quarter to ensure that the rotational transfer posting of staff dealing with stores & procurement matters is done in a timely manner.

**(Action: PIC – Recruitment Cell)**

 30/1/2024

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**  
**OFFICE OF DIRECTOR**

F.No. 40-30/2022-Estt.I

25.01.2024

**OFFICE ORDER**

**Sub: Urgent action on various issues related to Stores & Procurement reg.**

The undersigned has recently taken a review of the store & procurement related issued with the concerned officials. During the said review, the following issues needing immediate attention have been highlighted:

**Issue 1:** Inordinate delay in finalizing the rate contracts for common drugs due to which local purchase & emergency purchase is higher

**Action:** All pending rate contracts for common drugs shall be finalized by 31<sup>st</sup> March 2024. In future, rate contracts for common drugs shall be finalized 1 month in advance of the date of expiry of the previous rate contract. **(Medical Superintendent (H))**


**Issue 2:** Inordinate delay in finalizing the list & specifications of common medical & surgical consumables, linen and general items so as to facilitate central procurement

**Action:** The list & specifications of all common medical & surgical consumables, linen and general items shall be finalized by 31<sup>st</sup> March 2024 by the respective committees. All such items shall henceforth be procured centrally using the GeM portal's aggregation & staggered supply functionalities. **(PIC (Procurement))**

**Issue 3:** Lifecycle costing is not being done in letter & spirit and sometimes CAMC contracts do not include accessories, etc.

**Action:** All procuring authorities shall ensure that lifecycle costing is done for all procurements and CAMC shall be fully comprehensive in nature including all accessories, etc. **(Chiefs of Centres; Medical Superintendent (H); Heads of all Departments; PIC (Procurement); All officers of store cadre)**

**Issue 4:** Log books are not being maintained for all medical equipment & penalty clauses are not being honoured as per the contractual terms and conditions

 25/1/2024



**Action:** All procuring authorities shall ensure that log books are maintained and regularly filled for all medical equipment. All breakdowns should be immediately logged in the same with exact date and time and penalty provisions should be enforced strictly as per the tender terms & conditions. All competent authorities shall by 29<sup>th</sup> February 2024 have an audit done for all medical equipment procured & commissioned under their jurisdiction in the last two years to verify whether log books for such equipment are being maintained appropriately and in case of breakdown, is penalty being imposed as per tender terms. A compliance report with findings of the audit shall be submitted to the office of Addl. Director (Admin), who shall examine the same and propose to the undersigned if any further actions are required (**Chiefs of Centres; Medical Superintendent (H); Heads of all Departments; PIC (Procurement)**)

**Issue 5:** Vendors are sometimes not honouring warranty claiming physical damage to the equipment and shifting the cost and liability to AIIMS

**Action:** All procuring authorities shall ensure that any claim of physical damage is duly documented and video graphed to ensure appropriate audit of such claims if required at later stage. Such documentation and videography records should be preserved for atleast 3 years. All competent authorities shall by 29<sup>th</sup> February 2024, audit all such cases under their jurisdiction wherein warranty has not been honoured on account of physical damage and the Institute has had to pay for the repair or replacement of the said equipment, to verify if the said claims were appropriate and due documentation has been done in support of the same. A compliance report with findings of the audit shall be submitted to the office of Addl. Director (Admin), who shall examine the same and propose to the undersigned if any further actions are required (**Chiefs of Centres; Medical Superintendent (H); Heads of all Departments; PIC (Procurement)**)

**Issue 6:** There is shortage of computers in various stores and internet connectivity is a challenge in some stores thereby slowing down procurement

**Action:** All procuring authorities shall provide adequate desktop computers for their store staff for official work as per need and also keep 10% buffer stock of IT assets to ensure that the procurement & stores work doesn't stop in case of breakdown of such


assets. Also, internet connections shall be installed in stores on priority basis as per need (**Chiefs of Centres; Medical Superintendent (H); Heads of all Departments; PIC (Procurement)**)

**Issue 7:** Inadequate training in procurement and store matters to store clerks, DEO's etc posted in stores due to which they are not fully proficient

**Action:** Training workshops shall be organized for store clerks, DEO's etc posted in stores to impart them basic knowledge regarding procurement matters. However, it shall be discretion of the respective Store Officer to decide regarding the extent of their involvement in procurement matters as ultimately the responsibility for all store matters shall be of the store officer (**PIC (Procurement)**)

**Issue 8:** Overloading of store staff due to their involvement in preparation of tender documents for security, sanitation and other such common tenders despite the constitution of appropriate TSEC

**Action:** The TSEC constituted for preparing various tenders shall do all activities related to tender preparation amongst the members of the TSEC and shall not burden other Store staff for the same. Should there be a need to involve anyone from the Store staff, he/she should be 1<sup>st</sup> co-opted into the TSEC (**Chiefs of Centres; Medical Superintendent (H); Heads of all Departments; PIC (Procurement)**)

 25/11/2024

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2023-Estt.I


08-01-2024

**OFFICE MEMORANDUM**

**Sub: Constitution of various committees related to Procurement reg.**

The office of the undersigned daily receives multiple requests for constitution of committees related to procurement matters.

To streamline & systematize the process of constituting such committees, it has been decided to delegate the power to constitute all committees for procurements matters to Addl. Director (Admin) with immediate effect. Henceforth, all files related to constitution of committees for procurement matters / nomination of experts for procurement matters shall be disposed of at the level of Addl. Director (Admin).

 8/1/2024

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Deputy Secretary
8. Prof. I/c Computer Facility

**OFFICE OF THE DIRECTOR**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi-110029**

F. No.40-30/2022-Estt.-I(DO)

Dated: 23<sup>rd</sup> December, 2023

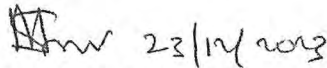
**OFFICE MEMORANDUM**

**Subject: Implementation of Good Governance Initiatives in Procurement and Management of SMART Lab, New RAK OPD.**

As the institute is committed to promote good governance in its policies and functioning and to bring in transparency in the system of Procurement and Management of SMART Lab, New RAK OPD, the following has been decided:

- 1) The process of inventory management of Smart Lab, New RAK OPD in terms of procurement, stocking and maintenance of records to be strengthened in the light of the specific provisions laid down under GFR 2017 on inventory management.
- 2) A monthly inspection of the inventory and stocks of SMART Lab to be carried out and the record to be maintained.
- 3) The record of consumption of kits is to be corroborated with the requisitions obtained through e-hospital AIIMS.
- 4) The administrative approvals for timely clearance of bills to be undertaken.
- 5) An internal audit is to be conducted every six months.

**Action: HoD, Department of Lab Medicine**

  
( Prof. M. Srinivas )  
Director

**Distribution:**

- Dean/s (Academic, Research, Examination)
- Addl. Director (Admin)
- Medical Superintendent (AIIMS)
- Chiefs of all Centres / Head, NCI Jhajjar
- Heads of all Departments
- Sr. Financial Advisor
- Prof. I/C Computer Facility (with a request to upload this on AIIMS Website)
- Prof. I/C & Officer I/C Procurement
- Financial Advisor
- Sr. Store Officer (DO)
- Store Officer (Lab Medicine)

**OFFICE OF THE DIRECTOR**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi-110029**

F. No.40-30/2022-Estt.-I(DO)

Dated: 05<sup>th</sup> September, 2023

**OFFICE MEMORANDUM**

**Subject: Handling of Procurement related matters at AIIMS, New Delhi.**

Reference O.M No.F.20-1/2023-Estt.I.(Misc./FC) dated 17-08-2023 on the subject cited above. The handling of procurement related matters has recently undergone changes to ensure strict adherence to the ideals of good governance, with the tenure-based nominations of the Professor In charge (PIC) Procurement & the Officer in Charge (OIC) Procurement.

Now, in furtherance of the enshrined principles of Objectivity, Neutrality, Transparency, Inclusivity and Prudence in every such dealings and transactions related to procurements, it has been decided that a **Sample Evaluation Committee(SEC)** will be constituted, comprising of ten members, co terminus with the term of the PIC & OIC , such that no member, from the departments to which the PIC & OIC belongs and the members ( *including their representatives*) from the Technical Specification Evaluation Committee (TSEC) , will be nominated to the SEC. That, out of the total ten members of the SEC, three members will be randomly selected through electronic means, for the purpose of evaluation of samples.

 5/9/2023

**( Prof. M Srinivas )**  
Director

**Distribution** *(with a request to also circulate it to all officials under their control)*

- All Chief of Centers/All Heads of Departments/Sections
- Addl. Director (Admin)
- Senior Financial Advisor
- PIC-Procurement
- OIC-Procurement
- All Stores Officers/Stores Officers/Assistant Stores Officers
- The Faculty in Charge, Computer Facility- with request to upload on the institute website
- The Accounts Sections-II & III

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

OFFICE OF DIRECTOR

F.No. 40-30/2023-Estt.I

03.07.2023

OFFICE MEMORANDUM

**Sub: Minimizing Local Purchase of Drugs & Implants reg.**

In line with good governance practices, it is important to have optimal control of inventory for all types of drugs & implants required at AIIMS, New Delhi to ensure zero unplanned procurement of the same via local purchase even for emergency / EHS patients. In continuation of earlier OM dt. 3.11.2022 & 15.12.2022 on the subject noted above, it is reiterated that procurement via local purchase system should only be rarely done for emergent requirements of patients / EHS. All efforts should be made to target 'zero local purchase' for any non-emergent requirements.

**Action: Store Keepers I/c of all drug stores**

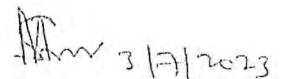
In case of non-emergent procurement of any drugs due to expiry of rate contract, a comparison should be done by the procuring store between the price offered rate contracted vendor, LP chemist, AMRIT, Jan Aushadhi store, GeM, etc. and the procurement shall be done from the source offering the lowest price.

**Action: Store Officer/s**

To minimize local purchase, Heads of Departments shall on an annual basis send the list of medicines & consumable to the Medical Superintendent by 31st December which are beyond standard hospital formulary but are required for patients admitted under the care of their respective departments. For all such additional medicines & consumables, Hospital Store shall execute rate contracts by 31st March as is done for items in the Hospital Formulary or procure them via AMRIT / Jan Aushadhi store.

Further, it shall be ensured that AMRIT stores at AIIMS New Delhi keep stock of all required medicines, stents & implants and the same is available to patients on 24x7 basis.

**Action: Medical Superintendent (AIIMS)**

 3/7/2023

**Prof. M Srinivas**

Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
ANSARI NAGAR, NEW DELHI-29  
FINANCE DIVISION  
**BUDGET SECTION**

F.No. FD/CCA/APP/2023-24

Dated 5<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Sub: Procedure of Annual Procurement Plan (APP) under Grants-in-Aid (GIA) heads of Creation of Capital Assets (CCA) by Centres, Department, Facilities, Project, ESD, Library etc.**

After considering various aspects of procurement cycle and processes therein pertaining to GIA-CCA, it has been decided that following procedure for procurements for the FY 2023-24 onwards shall be adopted:

1. After following consultative approach and catering to larger needs of their Centres, Department, Facilities, Project, ESD, Library etc., all procuring entities of Institute shall prepare their respective departmental Annual Procurement Priority List (under head GIA-CCA). The APP shall reflect the list of items proposed to be procured in the order of priority.
2. This priority list must be duly approved by at least 3/4<sup>th</sup> of the strength of respective Centres, Department, Facilities, Project, ESD, Library etc.
3. Procurement of items that could not been finalized (paid for) by the end of the current financial year, must be subsumed into the next year's APP as "Carry Forward / Committed Liabilities".
4. The APP should include detailed justification of each procurement covering at least the following points :
  - (i) Is the said purchase a new demand or a replacement of an existing item?
  - (ii) If the purchase is a replacement of an existing item, is the existing item being condemned or is under buyback etc. and justification for the requested replacement?
  - (iii) No of similar existing items with the user and undertaking that all existing similar items are being used optimally.
  - (iv) Justification (need vs want) for purchase of new item / replacement.
  - (v) Availability of manpower, space & utilities for the item.
  - (vi) For items with heavy electrical supply requirements or specific room temperature requirements or specific water quality requirements, an endorsement from the respective engineering division must be enclosed if

any support is required from ESD at any stage of commissioning or operation of the said item.

- (vii) For items with impact on fire safety, clearance from Security & ESD must be enclosed.
- (viii) Estimated cost of the said item along-with basis such as recent supply orders. The Estimated cost would include upfront award value of life cycle cost of procurement of item including installation & commissioning, accessories, reagents, consumables, other recurring costs, & CAMC charges as per useful life (depreciation policy of Institute). Relevant TSEC and competent authority shall be determined on the basis of such cost arrived at.
- (ix) Are the rates for all consumables being finalized upfront with lifecycle costing or per test basis, as a part of the procurement process?
- (x) Expected Warranty / CAMC details for the said purchase.

5. Following Appraisal Committee has been constituted to evaluate the priority lists submitted by procuring entities-

- (i) Dean (Academics) - Chairman
- (ii) Dean (Research) - Member
- (iii) Dean (Examinations) - Member
- (iv) Addl. Director (Admin) - Member
- (v) Medical Superintendent (Main Hospital) - Member
- (vi) Sr. Financial Advisor - Member
- (vii) PIC/OIC (Procurement / DO) - Member
- (viii) Superintending Engineer (AIIMS, Main Campus) - Member
- (ix) Sr. Stores Officer / SO (DO) - Member Secretary

The Chairman of the APP Appraisal Committee may co-opt any other members if so desired. This Committee may seek written or in-person clarifications from various Departments / Centers, etc. on their submitted APP if so required.

6. The APP as recommended by the Appraisal Committee, shall be forwarded by Stores (DO) to Finance Division for block budgetary allocations to departments/centers, etc. based on the availability of budget for AIIMS New Delhi.

7. As list of equipment for new infrastructure project has already been appraised at the time of project approval, the same can be accepted as part of the APP, as provided by various Project Officers (I/C). However, the priority list out of the total for that year or any changes therein with



approval of competent authority, needs to be appraised by APP Appraisal Committee.

8. SSO/SO (DO) shall consolidate the draft APP so recommended by Appraisal Committee and forward the same for budgetary allocation by finance division as per availability of budget.

9. APP of ESD regarding ongoing as well as new projects & capital miscellaneous items shall be appraised and recommended by the Engineering Advisory Committee and forward to FD for budgetary allocation.

**10. The timelines for the preparation of APP is as under:**

- Departments / Centers / Facilities, etc. to internally finalize their APP by 28<sup>th</sup> **February** for the ensuing financial year. The list of committed liabilities i.e. carry forward items under this head (CCA) may be forwarded to Store (DO) by 10<sup>th</sup> of April.
- Appraisal of the APP by **15<sup>th</sup> April** of the financial year.
- Finance Division to recommend budgetary allocations to departments / centers, etc. based on recommendations of Appraisal Committee, availability of budget, etc. and approval of Director by **30<sup>th</sup> April**.

**11. Since for the current financial year the above detailed timelines have elapsed, timelines for finalization of APP for 2023-24 will be as under:**

- Preparation of departmental annual priority list by 16<sup>th</sup> **June 2023** (as 15<sup>th</sup> June is common working day between two summer vacation halves).
- Appraisal by APP committee by **20<sup>th</sup> June**.
- Approval on budgetary allocations by **30<sup>th</sup> June**.

12. Subsequent to the approval of APP, the following checklist shall be used by the respective procuring entities before initiating any procurement or approval on tendering:

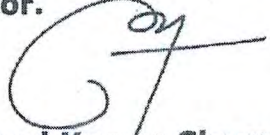
S#	Details	Response / Remarks	Page#
1	Whether item is/was in list of Approved Annual Procurement Plan	S# in enclose APP list	
2	Whether recommendations of TSEC enclosed	Yes / No	
3	Whether TSEC recommendations has been signed by all present, including external members	Yes / No	

4	Whether TSEC has ascertained specifications as per GFR provisions (i.e. 173 - (ix), (xix), (xx) & (xxi)	Yes / No	
5	Estimated Cost as recommended by TSEC: (Pls refer 4(viii) above)		
6	Basis of Estimated Cost: GeM / LPP / Like-to-like		
7	Whether existing machines are being fully & fruitfully utilized / are at end of life cycle:	Yes / No	
8	Nos. of same/similar machines and utility hours / load count		
9	Has Department / Division / Facility enclosed detailed need and TSEC agreed Cost-benefit analysis	Yes / No	
10	Will it require additional space, if yes, comments of Space Committee	Yes / No / NA	
11	Whether it's turnkey, if yes, comments of ESD in providing power & water points	Yes / No / NA	
12	Will it require additional manpower, if yes, comments of RCT cell	Yes / No / NA	
13	Will it require additional consumables	Yes / No / NA	
14	Whether RC for consumables exists	Yes / No / NA	
15	If not, whether TED has provision for consumables	Yes / No / NA	
16	Whether Warranty & CAMC covers life cycle & mentioned in TED	Yes / No	
17	Which all are the present & likely users department(s): To see potential financial implication	Name, or List, if more than one.	
18	Whether proposal is with buy-back option	Yes / No / NA	
19	If yes, has reserve price been fixed (reserve price not to be disclosed as of now)	Yes / No / NA	
20	Whether user charges: per test or per procedure charges fixed as per GFR 47	Yes / No / NA	
21	If not fixed, or fixed lower than CGHS rates; why CGHS rates can't be adopted	Yes / No / NA	
22	Whether article(s) is PAC / closed system as per GFR 166 provisions	Yes / No / NA	
23	GeMARPTS, if at this stage needed	Yes / No / NA	
24	If article Make in India compliant	Yes / No / NA	
25	If in list of MII-exempt	Yes / No / NA / list dated	

26	If case falls under GFR 144(xi)	Yes / No / NA	
27	Whether primary use is Research or Patient Care or academics		
28	If Research, Intra-mural or externally funded & Funds available?	IM/EM/Yes / No / NA	
29	Whether adequate fund is available	Yes / No / NA	
30	Whether TED contains general pre-qualification criteria in conformity with GFR / MoF / Government guidelines, as applicable	Yes / No / NA; Mention specific T&Cs in TED	
31	If GeMARPTS, whether customized bid on GeM or CPP and TSEC recommendations thereon		

12. CDAC will also incorporate this list of APP and details thereof for making this a part of composite solution and also linking with Budget & Planning module.

**It is advised that the timelines in this circular should be strictly adhered to. This is issued with the approval of Director.**

  
**(Neeraj Kumar Sharma)**  
**Senior Financial Advisor**

**Distribution: For information & necessary action.**

1. Chief of all the Centres / Heads of all the Departments.
2. Dean (Academics) / Dean (Research) / Dean (Examination)
3. Medical Superintendent (Main) / Medical Superintendent (RPC)
4. All PICs (Hospital Admin) & all OICs.
5. OIC (Procurement) and Member-Secy. (PMU)
6. Dy. Secretary, Director's Office
7. Faculty in-charges (all projects) / All Project Officers
8. Faculty in-charges of all Facilities / Hostel / Gymkhana / Sadans
9. SE (Main) / SE (NCI), ESD
10. Sr. Stores Officer/ Stores Officers of DO, Main & all Centres
11. FA / F&CAOs / Accounts Officers of FD (DO), Main & all Centres

**Copy to: PS to Director / PS to A.D.(A) – for information.**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2023-Estt.I

01-06-2023

**OFFICE MEMORANDUM**

**Sub: Enhanced prudence in cases of single tender & during procurement of proprietary items**

It has been noted that at AIIMS New Delhi, there is an increasing trend of tenders floated on GeM & CPP resulting in single responsive bid. For such situations, the manual for Procurement of Goods issued in June 2022 by the Dept. of Expenditure, Ministry Of Finance, Govt. of India, provides the following guidance:

*"7.5.10 Consideration of Lack of Competition in OTE/ GTE and LTE [Rule 173 (xix) and (xxi) of GFR 2017] : Sometimes, against advertised/limited tender cases, the procuring entity may not receive a sufficient number of bids and/or after analysing the bids, ends up with only one responsive bid – a situation referred to as 'Single Offer'. As per Rule 21 of DFPR, such situation of 'Single Offer' is to be treated as Single Tender. It has become a practice among some procuring entities to routinely assume that open tenders which result in single bids are not acceptable, and to go for re-tender as a 'safe' course of action. This is not correct. Re-bidding has costs: firstly the actual costs of retendering; secondly the delay in execution of the work with consequent delay in the attainment of the purpose for which the procurement is being done; and thirdly the possibility that the re-bid may result in a higher bid. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied:*

- i. The procurement was satisfactorily advertised and sufficient time was given for submission of bids.*
- ii. The qualification criteria were not unduly restrictive; and*
- iii. Prices are reasonable in comparison to market values*

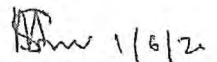
*However restricted powers of Single tender mode of procurement would apply. In case of price not being reasonable, negotiations (being L1) or retender may be considered as justifiable."*

**Accordingly, to enhance prudence while accepting single tenders, the existing procurement process shall be modified as follows with immediate effect:**

- 1. All tenders with estimated price above Rs. 10 lakhs, resulting in a single responsive technical bid, shall before the opening of the price bid, be referred to a committee constituted by Director AIIMS & comprising of atleast 3 experts from similar field without any reporting relationship with any members of the TSEC, to examine if:**
  - o The procurement was satisfactorily advertised (i.e. on GeM / CPP & on AIIMS Website) and sufficient time was given for submission of bids (i.e. not less than three (3) weeks for domestic tender enquires & four (4) weeks for global tender enquiries), and
  - o The qualification criteria were not unduly restrictive

2. If the aforesaid committee recommends the acceptance of the single responsive bid, the competent authority may permit the opening of the price bids for the said procurement if deemed appropriate.
3. Subsequent to the opening of the price bids, if the discovered price is substantially higher than the estimated price, the TSEC may recommend retendering for the said item or negotiation with L1 vendor with the approval of the Competent Authority. However, if after negotiation also, the proposed procurement price is substantially higher than the estimated price, the item shall be retendered after TSEC has reviewed the specifications and the linked price estimates.
4. If after the opening of the price bids, the discovered price is within / close to the estimated price, the TSEC shall opine on the price reasonability and give further recommendations on accepting or rejecting the price bid.
5. If the TSEC finds the price bid reasonable and recommends accepting the price bid, the competent authority may permit further processing of the said procurement as per the prescribed procedures.

Similarly, all cases of proprietary item procurement under Rule 166 (i) of GFR 2017, with an estimated price above Rs. 10 Lakhs, shall after the finalization of specifications by TSEC, be referred to a committee constituted by Director AIIMS & comprising of atleast 3 experts from similar field without any reporting relationship with any members of the TSEC, to opine if items with similar functionality can also be procured via open tendering or the proposed proprietary item procurement is the only viable option with the said functionalities. If this committee recommends the procurement of the said items on proprietary basis, the competent authority may permit further processing of the said procurement as per the prescribed procedures.

 1/6/22

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. O/lc Procurement
8. Deputy Secretary
9. All Sr. Stores Officers/Stores Officers/Asst. Stores Officers/Junior Stores Officer/Storekeepers

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

F. No. 40-30/2022-Estt.I

01-06-2023

**Sub: Memorandum on Preventive Vigilance in Procurement at AIIMS New Delhi reg.**

Preventive Vigilance has been prescribed by CVC as a potent tool in fight against corruption as it improves upon existing systems and establishes in-built checks within the system to bring about more clarity, standardisation and transparency.

As a part of the preventive vigilance in procurement, a sample analysis of 'Procurement Digital Library' (PDL) has been done from September 2022 - April 2023 in terms of various Stores (**Annexure-1**) & various Vendors (**Annexure-2**).

From the said analysis, the following aberrations have also been noted, which merits further examination & corrective action by respective competent authorities:

1. Stores as detailed in Table 1 below are noted to have placed repeated supply orders under rule 149(ii) of GFR through GeM carting with the values ranging between 4.5 Lakh to 5.0 Lakh (**Annexure-3**). This is significant on account of the fact that 5 lakh is the limit on GeM for placement of orders by carting as per rule 149(ii) of GFR and repeated placement of orders close to the carting upper limit to same vendors may be indicating discretionary use of the GeM system or splitting of purchase etc.

**Table-1**

S/N	Store Name	Total Value	No. of Order	Details as encl.
1.1	Surgical Store 1 (Main Hosp)	3,86,60,476	80	Annexure-4
1.2	Surgical Store 2 (Main Hosp)	2,23,92,445	47	Annexure-5
1.3	Surgical Store (JPNATC)	1,99,55,347	42	Annexure-6
1.4	Microbiology Store	1,52,37,349	31	Annexure-7
1.5	General Store (Main Hosp)	1,19,35,951	25	Annexure-8
1.6	CRHSP Ballabgarh Store	83,80,346	17	Annexure-9

2. Stores as detailed in Table 2 below are noted to have placed repeated supply orders under rule 155 of GFR by obtaining quotations with the values ranging between 2.25 Lakh to 2.50 Lakh (**Annexure-10**). This is significant on account of the fact that 2.5 lakhs is the limit for procurement by inviting 3 quotations under Rule 155 of GFR and repeated placement of orders outside GeM to same vendors may be indicating discretionary choice of vendors or splitting of purchase etc.



Table-2

S/N	Store Name	Total Value	No. of Order	Details as encl.
2.1	Transplant Immunology & Immunogenetics Store	1,54,92,290	64	Annexure-11
2.2	Pathology Store	84,09,372	35	Annexure-12
2.3	Microbiology Store	72,10,472	30	Annexure-13

3. On analysis of a few common items used for patient care, it is noted that some stores as detailed in Table 3 below have procured these items at substantially higher rates than the average purchase price for similar items available on PDL.

Table-3

S/N	Name of item	Name of Store	Details as encl.
3.1	Triple Layer Mask	1) General Store (RPC)	Annexure-14
		2) General Store (IRCH)	
		3) CDER Store	
		4) CRHSP Ballabgarh Store	
3.2	Examination Gloves (Non-sterile)	1) Surgical Store (NCI)	Annexure-15
		2) CDER Store	
		3) Surgical Store (CNC)	
		4) Anatomy Store	
		5) Microbiology Store	
		6) Lab Medicine Store	
3.3	Nitrile Gloves (Non Sterile)	1) Gastroenterology Store	Annexure-16
		2) Surgical Store (JPNATC)	
3.4	Surgical Gloves (Powder free)	1) Surgical Store 1 (Main Hosp)	Annexure-17
		2) Surgical Store (IRCH)	
		3) Surgical Store (IRCH)	
		4) CDER Store	
		5) Surgical Store (NCI)	
		6) Surgical Store (RPC)	
3.5	Surgical Gloves (Powdered)	1) CRHSP Ballabgarh Store	Annexure-18
3.6	Isolation Gown	1) CRHSP Ballabgarh Store	Annexure-19
3.7	Surgeon Gown	1) Surgical Store 2 (Main Hosp)	Annexure-20

Accordingly, following officials are required to submit an explanation through proper channel to the office of the undersigned by 10<sup>th</sup> June 2023 regarding the aberrations identified in their procurements above:

- a) Mr. Abhishek Singla, Store Keeper for items at 1.3 & 3.4 above.
- b) Ms. Anuradha Narula, Store Keeper for items at 3.1 above.
- c) Mr. Ashok Kumar, Store Keeper for items at 3.4 above.
- d) Mr. Deepak Khardia, Junior Administrative Assistant for items at 3.2 above.
- e) Mr. Dharmendra Prasad, Assistant Stores Officer for items at 3.1 above.
- f) Mr. Gitesh Sulania, Store Keeper for items at 3.4 above.
- g) Mr. Gyan Prakash, Junior Administrative Assistant for items at 3.3 above.
- h) Mr. Harpal, Pharmacist Grade I for items at 1.6, 3.1, 3.5 & 3.6 above.
- i) Mr. Mohd. Alam, Store Keeper for items at 1.2 & 3.7 above.
- j) Mr. Mustkim Mansoori, Store Keeper for items at 3.2 & 3.4 above.
- k) Mr. Narender Kumar, Senior Administrative Assistant for items at 1.4, 2.3 & 3.2 above
- l) Mr. Pankaj Kumar, Store Keeper for items at 3.1, 3.2 & 3.4 above.

- m) Ms. Pooja Banwal, Junior Administrative Assistant for items at 2.2 above.
  - n) Mr. Prakash Sharma, Senior Administrative Assistant for items at 2.1 above.
  - o) Mr. Ravindray, Store Keeper for items at 1.1 & 3.4 above.
  - p) Mr. Ronney Massey, Junior Administrative Assistant for items at 3.2 above.
  - q) Mr. Sumit, Store Keeper for items at 1.5 above.
  - r) Mr. V Shravan Kumar, Store Keeper for items at 3.2 above.
4. Apart from this, the following scope for systemic improvement has also been identified to further enhance prudence in procurement:
- A. In few cases, the approval noting does not reflect that the PDL has been referred to while establishing the rate reasonability in line with the OM F.No. 40-30/2022-Estt.I dated 15.12.2022.
  - B. Sometimes, the rate reasonability is being established against a higher priced order published on PDL or only against the procuring entities own LPP, while a lower priced order of a later date is also available on PDL.
  - C. In few cases, multiple orders for different sizes of same item (like gloves, etc.) are being placed to the same vendor thereby indirectly leading to splitting of the order.
  - D. In some cases, where BIS certification is asked for, conformance with BIS standards is not being verified appropriately (viz. ISI mark on the product, BIS certification, etc.)
  - E. Few stores are not publishing the orders on PDL at the time of placement of such orders and the orders are only being published much later at the time of payment.
  - F. Some orders being placed under the preview of various research projects are not being uploaded on the PDL.

Accordingly, respective Competent Authorities (Chief / MS / HoDs, etc.) are requested to regularly audit their procurements and take necessary corrective actions as and when required. Also, in case of repeated procurements, respective stores should place staggered supply orders on GeM or execute valid rate contracts as per the defined procedure.

  
**Prof. M Srinivas**  
 Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. O/IC Procurement
8. Deputy Secretary
9. Sr. Stores Officers/Stores Officers/Asst. Stores Officers/Junior Stores Officer/Storekeepers



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2022-Estt.I

31-12-2022

**OFFICE MEMORANDUM**

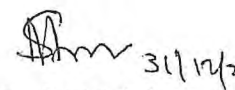
**Sub: Increased involvement of faculty in procurement & stores functions reg.**

As a part of Good Governance, to increase transparency & to expand the faculty pool exposed to the functioning of procurement & stores, it has been decided to increase the involvement of faculty in procurement & stores management by attaching them with stores & procurement functions in addition to existing systems in vogue. This shall help reduce the burden on existing procuring authorities and shall also enable the faculty to gain valuable administrative experience which shall help them apply for positions like DMS, AMS, MS, etc. not just at AIIMS, New Delhi but also at other AIIMS & Government Institutions. Accordingly, it has been decided that:

- All Heads of Departments shall ensure that at least one faculty from the department is given the additional responsibility of department stores & another faculty from the department is given the additional responsibility of department procurement. These faculty shall closely monitor their respective stores & procurements and shall forward store / procurement files in the channel decided by the Head of the Department.
- All Chiefs of Centers shall give additional responsibility of each sub-store to a faculty from the respective Center & the responsibility of procurements for each sub-store to another faculty from the respective center. These faculty shall closely monitor their respective stores & procurements and shall forward the files in the channel decided by the Chief of the Center.
- Medical Superintendent shall assign the additional responsibility of each sub-store in Main Hospital store to a faculty & the responsibility of procurements for each sub-store to another faculty. These faculty shall closely monitor their respective sub-stores & procurements and shall forward the files in the channel decided by the Medical Superintendent.
- Separate faculty shall be assigned the additional responsibility of DO store, Central Procurement Unit, Computer Facility Store, Hostel Store, etc. These faculty shall closely monitor their respective stores & procurements and shall forward the files in the channel decided by Addl. Director (Admin).

As a large number of young faculty (Assistant Professors / Associate Professors) have joined the Institute in the recent years, it is desirable that they should be given preference for such roles to enable their mentorship from an early stage itself.

**Action: Addl. Director (Admin); Chiefs of Centers; Medical Superintendent; Heads of Departments**



**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility
8. O/lc Procurement
9. Deputy Secretary
10. Financial Advisor
11. Senior Stores Officer
12. Stores Officers
13. Asst. Store Officers
14. Junior Store Officers
15. Storekeepers

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2022-Estt.I

15.12.2022

**OFFICE MEMORANDUM**

**Sub: Vigilance Clearance for all officials / faculty / staff holding administrative charges or handling Stores, Procurement, Engineering, Finance, etc.**

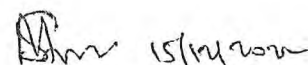
As a part of good governance, it has been decided that all officials, faculty & staff holding administrative charges or handling Stores, Procurement, Engineering, Finance, etc. at AIIMS New Delhi must have an active vigilance clearance.

Accordingly, vigilance cell is hereby requested to within 7 days, provide a list of officials/faculty/staff whose vigilance clearance is currently withheld so as to enable administration to change them from such positions/roles.

**Action: Chief Vigilance Officer, Chief Administrative Officer**

Further, any new appointments to such positions/roles shall only be done after obtaining vigilance clearance for the said functionary/s.

**Action: All Deans; Addl. Director (Admin); Chiefs of all Centres; Medical Superintendent; Heads of all Departments; Sr. Financial Advisor**

 15/12/2022

**Prof. M Srinivas**

Director

**Distribution:** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Deputy Secretary
8. Superintendent Engineer (AIIMS / NCI)

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F. No. 40-30/2022-Estt.I

15-12-2022

**OFFICE MEMORANDUM**

**Sub: Advisory regarding establishing of rate reasonability for various procurements at AIIMS, New Delhi**

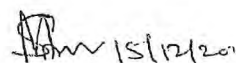
It is noted that often rate reasonability is not being properly ascertained on file in few procurements being done across AIIMS. Accordingly, the following advisory is issued regarding establishing of rate reasonability for every procurement being done at AIIMS, New Delhi:

1. **For procurements on GeM:** Rate reasonability shall be established from the last purchase price obtained from Procurement Digital Library (PDL), other Government procurement price references & GeM analytics like price trend, etc.
2. **For procurement on Rate Contract (RC):** Rate reasonability shall be established at the time of finalization of RC by referring to the last purchase price as obtained from Procurement Digital Library (PDL), RC's done by DGAFMS, CMSS, etc. & other Government procurement price references. Fall clause must be built into all RC's and must be verified regularly to ensure procurement against RC is being done at the best price available. In case of medicines, if rate contracted medicines are routinely procured via local purchase at a rate higher than the RC price, the difference in rates shall be recovered from the rate contract vendor under risk purchase clause.
3. **For procurements via CPP Portal or via custom bid on GeM:** Rate reasonability shall be established from the last purchase price obtained from Procurement Digital Library (PDL) & other Government procurement price references.
4. **For procurements via Local Purchase chemist:** Procurement via local purchase chemist shall only be done for emergent requirements of patients & for EHS. In case of non-emergent procurement via LP chemist, a comparison shall be done by the procuring store between the price offered by the LP chemist, AMRIT, Jan Aushadhi store, etc. and the procurement shall be done from the source offering the lowest price.

In future, there shall be separate local purchase chemist contracts for drugs & surgical consumables and if the local purchase chemist is not able to supply any item within the stipulated time as per his contract, the same maybe procured from the open market under risk purchase clause of the tender.

To minimize local purchase, Heads of Departments shall on an annual basis send the list of medicines & consumable to the Medical Superintendent by 31st December which are beyond standard hospital formulary but are required for patients admitted under the care of their respective departments. For all such additional medicines & consumables, Hospital Store shall execute rate contracts by 31st March as is done for items in the Hospital Formulary or procure them via AMRIT / Jan Aushadhi store. Medical Superintendent shall also explore all means possible to make local purchase near zero by 31st March 2023 while ensuring that clinical care of no patient is compromised due to non-availability of any essential medicine or consumable.

**Action: Chiefs of Centers; Medical Superintendent; Heads of Departments; Sr. FA; SSO; SO; ASO**



**Prof. M Srinivas**

Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility
8. O/lc Procurement
9. Deputy Secretary
10. Financial Advisor
11. Senior Stores Officer
12. Stores Officers
13. Assistant Store Officers
14. Junior Store Officers
15. Storekeepers

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI  
OFFICE OF DIRECTOR

F. No. 40-30/2022-Estt.I

29.10.2022

OFFICE MEMORANDUM

**Sub: Procurement of Orthopaedic Implants at AIIMS reg.**

It has been noted that there is no rate contract for procurement of orthopaedic implants at AIIMS. The matter has also been discussed with faculty from Dept of Orthopaedics and it is understood that as the needs of patients are varying (in terms of size, type, fresh / revision, etc.), it is not possible to plan the procurement in advance and indent needs to be raised patient wise.

I have also been informed that PGIMER Chandigarh, Safdarjung Hospital, AIIMS Rishikesh, etc. are already procuring the orthopaedic implants as per the need of the patients and recommendation of the concerned doctor via AMRIT Pharmacy (run by M/s HLL Lifecare Ltd – A Govt of India PSU).

Accordingly, it has been decided that **w.e.f. 1<sup>st</sup> January 2023**, all orthopaedic implants at AIIMS shall be procured via AMRIT Pharmacy only as per the need of the patients and recommendation of the concerned doctor. Medical Superintendent (AIIMS) shall in consultation with Dept. of Orthopaedics finalize the requirements of AIIMS New Delhi and enter into necessary agreement with M/s HLL Lifecare Ltd by 30<sup>th</sup> November 2022. Requisite space & facilities shall be provided to AMRIT pharmacy in Main Hospital & JPNATC to enable them stock & supply the required implants to AIIMS.

 29/10/2022

**Prof. M Srinivas**  
Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor