



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
भंडार अनुभाग (नि० का०)/ Store Section (D.O)
अंसारी नगर, नई दिल्ली- 110029
ANSARI NAGAR, NEW DELHI- 110029

F.No. AIIMS/SO(DO)/2023-24 (E.No. 3262661)

Dated: - 06.09.2024

ADVISORY

Subject:- Improvement in Procurement Process of various Machine & Equipment's at AIIMS, New Delhi – Reg.

To enhance the prudence and to promote transparency, good governance in procurement of goods and also to avoid any minor procedural variations including policy interpretation in vogue amongst various procuring entities at AIIMS and in order to ensure the systematic improvement in the procurement process, the below mentioned points should be adhered henceforth.

Estimated Cost of Tender

- Proper justification shall be recorded while deciding the estimated cost w.r.t detailed specifications and other procurement specific requirements. All budgetary estimation shall be prepared before initiating the procurement process and OM No. Sr. FA/Circulars/24-25 dated: - 29.07.2024 should be adhered in this respect.
- Further, Estimated cost of any Machine & Equipment shall also include the upfront value of the equipment, CAMC charges, other cost like installation & commissioning, accessories, reagents, consumables & other recurring costs to be incurred shall also be included in the life cycle costing as part of total cost of ownership.
- It is again reiterated that estimated cost should be based on recent purchases of the same/similar equipment either within the institute or in any Government Organization. Details towards arriving the estimated cost should be recorded and vetted by the Technical Specification Evaluation Committee in every tender.

Earnest Money Deposit

- The validity of the EMD received against each tender is commensurate with the bid validity of the tender. In case where bid validity is extended beyond the initial period, validity of the EMD/Bid security submitted against the said bid should be extended for tenders floated on CPPP/GeM portal and shall remain valid for a period of forty five (45) days beyond the validity period of the bid, as per Rule 170 (i) GFR 2017.
- EMD of unsuccessful bidder should be returned in line with Rule 170 (ii) GFR 2017. Further, EMD of the successful bidder should be returned within one week after receipt of PBG. Rule 170 (iii) GFR 2017 should be adhered in this regard.

Uploading of details in respect of Successful bidders

- For all tenders finalized through CPP portal, the details of the successful bidder to whom the contract was awarded should be mentioned in the CPP portal along with all steps in the flow chart of the CPP portal and also should be updated on the department website ie AIIMS website. Further, copy of supply order issued including CPP portal tender/GeM Bid/PAC purchase shall also be uploaded on the institute ERP portal/SAHAS portal.

Verification of Performance Bank Guarantee (PBG)

- Performance Security/PBG to be deposited by the successful bidder should be as per the Rule 171 of GFR 2017 and accordingly to be amended/mentioned in the Tender documents for floating the bids on GeM/ CPP portal. Thus, the Performance security, submitted by the successful bidder against each tender/supply order shall be verified from the concerned bank immediately after receipt to concerned store section and a letter/e.mail should be sent within 01 week of receipt in concerned store.

Proper Maintenance of DAK system

- All stores should maintain a proper DAK system of receipt & issue of all documents/letters/files/EMD/PBG/Representations/Pre-Bid queries etc. without fail.
- Record in respect of receipt of samples against various tenders/bids shall also be maintained at all store sections.
- Name & signature of receiver shall clearly be recorded and mentioned in the DAK register against each DAK.

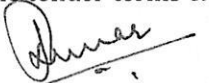
Release of Payment

- Delay has been observed in initiating the files for release of payment against the supplies.
- Payment for indigenous goods (M&E) or Foreign Origin Located within India - For all M&E supply orders, 75% payment of the contract price shall be paid on receipt of equipment in good conditions and submission of requisite documents in a timely manner.
- Further, on the receipt of the I.notes/stock ledger entries/Installation reports, the balance payment 25% shall be released in timely manner without any delay after making the statutory deductions, if any.
- Similarly, payment for imported Goods (M&E) shall also be release as per the terms & conditions appended in the Letter of Credit (LC) and stipulated in AIIMS Purchase Manual.
- Concerned Store Officer/ASO shall ensure the timely initiation of all payment related files.

Floating of Tender

- GFR 2017 and relevant clauses of Manual of Procurement of Goods 2024/as updated time to time, shall be followed after deciding the mode of tendering and necessary directions under these rules/guidelines should be adhered without any deviation/dilution.
- It may also be ensured that all guidelines issued towards Public Procurement (Preference to Make in India 2017) Order as amended from time to time and Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time shall also included in the tender terms & conditions.

This issues with prior approval of Competent Authority.


**Faculty In-charge
(Procurement)**

Distribution:

1. Medical Superintendent (H)
2. All Chiefs of Centers.
3. Prof. In-Charge/Officer In-Charge (Procurement).
4. All HoDs of Departments/Sections/Units.
5. All Store Officers/Assistant Store Officer/Junior Store Officers.
6. Prof. In-charge, Computer Facility – with request to upload the circular on AIIMS website.