

**MOST URGENT/TIME BOUND**

**STORE SECTION (DO)  
(AIIMS)**

No.XVI-01/O.Circular/2016-17/SO

Dated: 18<sup>th</sup> July 2016

**Sub: Procurement Plan & Timely submission of Indents for purchase of Machinery & Equipment under Plan during the financial year 2016-17 for floating tenders and their finalization – reg.**

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In continuation of earlier letter dated 12.05.2016 & on subject cited above, It is informed that funds had been distributed to all departments/section/Centers in the budget review and allocation meeting held on 03.05.2016 & 04.05.2016, therefore in order to adhere time line & procurement plan all HOD/Chief of Centers **are requested to submit their tender specification on or before 10.08.2016** to the respective Stores Section so that tender can be floated during vacation period and sent files to concerned department in the month of July and finalize before December 2016.

1. The time plant of procurement (approved by Competent Authority) for the financial year 2016-17 had been passed as mentioned below:

Sr. No.	Activity	Target Date (s)
i.	Submission of Indents along with the specifications for the M&E to be procured by concerned department.	By <b>15.05.2016</b> where specifications are to be finalized without external experts. By <b>14.06.2016</b> where specifications are to be finalized involving external experts.
ii.	Floating of tender by concerned Store Section	01.5.2016 – 30.06.2016
iii.	Opening of Technical bids by respective Store Section	30.05.2016 -- 15.07.2016
iv.	Evaluation of Technical bids by Technical Specification Committee arranged by Nodal Officer.	30.07.2016 – 15.08.2016
v.	Price Bid Openings, Initial SPC meetings, Negotiation Meetings & Final SPC Meetings by concerned Store Section	15.08.2016 - 15.10.2016
vi.	Financial Concurrence by Finance Division	By 30.11.2016
vii.	Approval of the Competent Authority	By 30.12.2016
viii.	Placing of Supply Orders by concerned Store Section	By 15.01.2017
ix.	The payment regarding LCs	By 30.01.2017
x.	Issue of payments regarding indigenous payment purchases.	By 15.03.2017

2. In order to adhere to the above time schedule for making procurement, all HOD/Chief of Centers are requested to send their indents with approved specifications by Specification Committee constituted as per Institute guidelines to concerned Stores Section for floating tenders. In case no request is received by the aforesaid dates, from a particular department, it will be presumed that this department has no item to be considered for procurement in the current financial year. It is also informed that it is difficult to consider the piecemeal and tagging requests during the remaining period of the year. all HOD/Chief of Centers are also requested to furnish the following information/documents along with the indents:-

- i) *Specifications of each item in original duly signed by the Competent Technical Specification Committee on EACH PAGE along with its soft copy in a CD to enable us to upload the bid document on the web sites as per CVC instructions.*

Contd.....2/-

*Mrs Raghu Kumar*

*Mr. Sangeer Sr.*

*26.7.16*

- ii) An undertaking from the user HOD to the effect that the pre-installation requirements such as site, power, water, space, manpower, etc have been decided/earmarked and will be ready before arrival of the equipments in order to obviate any delay in installation of such costly equipment and the same will be installed immediately after receipt of the Machinery & Equipment at AIIMS. For indents received for tendering, it will be presumed that all Installation requirements are complete with the department and non installation of equipment in time after receiving the equipment will be responsibility of the user department.
- iii) Estimated cost of the individual equipment / instruments.
- iv) Quantity of Equipments/Instruments to be purchased.
- v) The details regarding required Warranty/Guarantee of equipment/instrument.
- vi) An undertaking from the Technical Specification Committee stating that the specifications are broad based, generalized in respect of the requirement and not suited to any particular firm/brand.
- vii) Proprietary Article Certificate as per the prescribed format in case the equipment/instrument of a particular make/model is to be procured.

4. All HOD/Chief of Centers are therefore requested to take necessary timely action at their end and forward their indents/specifications to **concerned Store Section** on or before **10.08.2016** so that tender can be floated and finalized within timeline schedule.

This may kindly be accorded **TOP PRIORITY**.

*[Signature]*  
13.7.16  
(PRADEEP K. GUPTA)  
SR. STORES OFFICER

**TO:**

All Heads of the Departments/Centre, AIIMS

**COPY TO:**

- 1. Director, AIIMS
  - 2. Dy. Director (Admn.)
  - 3. Sr. Financial Advisor
  - 4. Financial Advisor
- } For information please.

