

अखिल भारतीय आयुर्विज्ञान संस्थान

निदेशक कार्यालय

फा.सं. 40-30/2024-स्था.।

दिनांक: 19.09.2024

कार्यालय ज्ञापन

विषय: एम्स, नई दिल्ली में 'दर संविदा' के अंतर्गत प्रापण को सुव्यवस्थित करने संबंधी।

प्रापण में पारदर्शिता एवं सुशासन सुनिश्चित करने हेतु अधोहस्ताक्षरी द्वारा विभिन्न कार्यालय ज्ञापन जारी किए गए हैं। (प्रतियाँ संलग्न)

संदर्भ:- वस्तुओं की खरीद हेतु मैनुअल - द्वितीय संस्करण (2024); सामान्य वित्तीय नियमावली (जीएफआर) 2017 में व्यापक प्रचार द्वारा यथासंभव व्यापक प्रतिस्पर्धा के उद्देश्य से, खुले विज्ञापन द्वारा सार्वजनिक खरीद की निम्नलिखित प्रणालियों की अनुमति प्रदान की गई है:

- i. खुली निविदा पूछताछ
- ii. वैश्विक निविदा पूछताछ
- iii. दर संविदा
- iv. इलेक्ट्रॉनिक रिवर्स नीलामी

वस्तुओं की खरीद हेतु मैनुअल – द्वितीय संस्करण (2024) यह निर्धारित करता है कि निम्नलिखित प्रकार की वस्तुएँ दर संविदा द्वारा लाभप्रद रूप से खरीदी जा सकती हैं:

- क) वे वस्तुएँ जिनकी एक से अधिक प्रापण इकाई/संगठन को नियमित अथवा बार-बार आवश्यकता होती है।
- ख) आवश्यक मात्रा का सटीक पूर्वानुमान नहीं लगाया जा सकता है।
- ग) प्रापण इकाइयों की व्यक्तिगत आवश्यकताएं कम हो सकती हैं, लेकिन सभी प्रापण इकाइयों की कुल समग्र आवश्यकताएँ प्रति वर्ष 50 लाख रुपये से अधिक हैं।
- घ) मद का विस्तृत विनिर्देशन, आरेख एवं विवरण हैं।
- ङ) मदों की कीमतें स्थिर हैं, अथवा यदि कीमतें परिवर्तनशील हैं, तो उन्हें मूल्य भिन्नता खंड द्वारा निर्धारित किया जा सकता है।
- च) मदें दुर्लभ/महत्वपूर्ण/'सदैव कम आपूर्ति वाली' वस्तुएँ अथवा सेवाएँ नहीं हैं।
- छ) मद की मांग सामयिक नहीं है क्योंकि दर संविदा धारक अधिक सामयिक मांगों के दौरान वस्तु की आपूर्ति करने से मना कर सकते हैं और कम मांग वाली सामयिक अवधि के दौरान आपूर्ति को डंप कर सकते हैं।
- ज) मूल उपकरण निर्माताओं से महंगे उपकरण/मशीनों के अनुरक्षण हेतु इस्तेमाल किए गए पुर्जे ताकि वास्तविक पुर्जों की निर्बाध आपूर्ति की सुविधा प्रदान की जा सके।

झ) भारत सरकार के उन्नत अनुसंधान, विकास एवं वैज्ञानिक संस्थानों/संगठनों द्वारा इस्तेमाल की जाने वाली उपभोग्य वस्तुएं (जैसे, कांच के सामान, प्लास्टिक के सामान, रसायन, जैव रसायन आदि-उदाहरण स्पष्टीकरण हैं, सुविस्तृत नहीं)।

जेम (जीईएम) से यह पुष्टि हुई है कि वर्तमान में जेम (जीईएम) पर "दर संविदा" क्रियाशील नहीं है और कुछ समय में इसका प्रावधान होने की संभावना है। तदनुसार, यह निर्णय लिया गया है कि:

क) उन मदों के लिए जो जेम पर उपलब्ध नहीं हैं और जिनकी दर संविदा समाप्त हो गई है अथवा विस्तार के अधीन हैं, जीएफआर के नियम 147 के अंतर्गत निहित प्रावधानों के अनुसार 1 वर्ष की अवधि के लिए वैध नई दर संविदा सीपीपी पोर्टल पर निष्पादित की जाएगी जो प्रापण इकाइयों को इन मदों की खरीद की व्यवस्था करने हेतु पूर्ण शक्तियां प्रदान करता है। इन नई दर संविदाओं को 1 वर्ष तक आगे बढ़ाने का प्रावधान होना चाहिए ताकि जेम पर नई दर संविदाओं को अंतिम रूप न दिए जाने अथवा जेम पर दर संविदा की क्रियाशीलता के संचालन में देरी होने की स्थिति से निपटा जा सके।

ख) जेम पर उपलब्ध उन वस्तुओं के लिए जिनकी 'दर संविदा' प्रभावी प्रापण हेतु केवल एक संभाव्य विकल्प है अर्थात् वे वस्तुएँ जिनके लिए उपभोग पैटर्न, रोगी की विशिष्ट आवश्यकताओं के आधार पर भिन्न होता है या वे वस्तुएँ जिनके लिए निश्चित उपभोग प्रवृत्तियाँ सुनिश्चित नहीं की जा सकती हैं या वे वस्तुएँ जिनके लिए माँग और वितरण के बीच का समय बहुत कम है, जिसके कारण बोली आदि लगाने के लिए पर्याप्त समय नहीं मिलता है - ऐसी नई 'दर संविदा' को जो एक वर्ष के लिए मान्य है, जेम पर दर संविदा क्रियाशीलता की अनुपलब्धता को देखते हुए सीपीपी पोर्टल पर निष्पादित किया जाएगा। इन नई 'दर संविदाओं' में दर संविदा को 1 वर्ष तक आगे बढ़ाने का प्रावधान होना चाहिए ताकि जेम पर नई 'दर संविदाओं' को अंतिम रूप न दिए जाने तक या जेम पर दर संविदा क्रियाशीलता के संचालन में होने वाली देरी होने की स्थिति से निपटा जा सके। ऐसी वस्तुओं के लिए 'दर संविदा' निष्पादित करने से पहले, टीएसईसी स्पष्ट रूप से पता लगाएगा और उन कारणों को दर्ज करेगा कि क्यों दर संविदा कथित मद की खरीद के लिए एकमात्र व्यवहार्य विकल्प है।

ग) जेम पर उपलब्ध अन्य उन सभी सामान्य उपयोग की वस्तुओं के लिए, जिनके उपभोग की प्रवृत्तियां यथोचित रूप से सुनिश्चित की जा सकती हैं, समान वस्तुओं के लिए बार-बार की जाने वाली निविदा को कम करने के लिए एक/दो साल तक वैध क्रमबद्ध डिलीवरी संविदा को जेम पर निष्पादित किया जाना चाहिए।

प्रापण में पारदर्शिता एवं सुशासन के संबंध में जारी किए गए सभी कार्यालय ज्ञापनों का 'दर संविदा' को अंतिम रूप देते/विस्तारित करते समय सख्ती से पालन किया जाएगा। मेक इन इंडिया को प्राथमिकता देने एवं भारत के साथ भूमि सीमा साझा करने वाले बोलीदाताओं से

खरीद पर सीमा, आदि के संबंध में जीएफआर 2017 (अब तक यथा संशोधित) के सभी प्रासंगिक प्रावधानों के अनुपालन को सुनिश्चित करने के लिए सभी खरीद इकाइयों द्वारा उचित सावधानी बरती जानी चाहिए। इसके अलावा, सभी नई दर संविदाओं/क्रमबद्ध वितरण संविदाओं में फॉल क्लॉज़ को अवश्य शामिल किया जाए। दर संविदाओं/क्रमबद्ध डिलीवरी को अंतिम रूप देने के लिए सभी निविदाओं के बारे में जानकारी सीपीपी पर प्रकाशित होने के अलावा एम्स की वेबसाइट पर भी अवश्य प्रकाशित की जाए।

कार्रवाई: प्रभारी-आचार्य (प्रापण)

अनुसंधान सुविधाओं के लिए आमतौर पर उपयोग की जाने वाली उपभोग्य सामग्रियों की खरीद को सुव्यवस्थित करने के लिए, यह निर्णय लिया गया है कि 'केंद्रीकृत कोर अनुसंधान सुविधा' (सीसीआरएफ) विभिन्न अनुसंधान सुविधाओं, परियोजनाओं आदि द्वारा आमतौर पर उपयोग किए जाने वाले रसायनों, अभिकर्मकों और उपभोग्य सामग्रियों की आवश्यकताओं को एम्स, नई दिल्ली में वार्षिक रूप से समेकित करेगी तथा उपर्युक्त मार्गदर्शन को ध्यान में रखते हुए, इसके लिए उचित दर संविदा निष्पादित करेगी। इसकी सुगमता हेतु सीसीआरएफ के साथ अतिरिक्त प्रभार के आधार पर एक स्टोरकीपर को जोड़ा जाएगा।

कार्रवाई: संकायाध्यक्ष-अनुसंधान; प्रभारी-आचार्य (भर्ती प्रकोष्ठ)

इसके अलावा, दर संविदाओं के अंतर्गत विभिन्न इकाइयों द्वारा खरीद में पारदर्शिता और विवेकशीलता को सुनिश्चित करने के लिए, निम्नलिखित क्रियाशीलता के साथ साहस पर एक आरसी मॉड्यूल विकसित किया जाएगा:

- दर संविदा निष्पादित करने वाला प्राधिकारी (आर.सी. मालिक) अंतिम आर.सी. का विवरण साहस पर आर.सी. मास्टर में अपलोड करेगा तथा आरसी को अंतिम रूप देने की शर्तों के अनुसार, उक्त दर संविदा के अंतर्गत प्रापण की अनुमति देने वाली इकाइयों को भी सुनिश्चित करेगा। आरसी के विवरणों में निष्पादित की गई आरसी की सांकेतिक मात्रा, आरसी का कार्यकाल, इकाई मूल्य तथा उक्त आरसी के तहत खरीद पर इकाई-वार सीमा, यदि कोई हो, शामिल होगी।
- सुचारू बदलाव सुनिश्चित करने के लिए, अगले वित्तीय वर्ष यानी 1 अप्रैल 2025 से दर अनुबंधों के तहत खरीद के लिए आपूर्ति आदेश केवल साहस पर दर संविदा मॉड्यूल के माध्यम से जारी किए जाएंगे, ताकि केवल दर संविदा से खरीद करने के लिए मैप की गई इकाइयां ही उक्त दर संविदा के समक्ष आपूर्ति आदेश जारी कर सकें और केवल दर संविदा को अंतिम रूप देते समय निविदा में घोषित सांकेतिक मात्रा की सीमा तक ही आपूर्ति आदेश जारी कर सकें।
- दर संविदा के तहत खरीद की सीमा या दर संविदा की वैधता में कोई भी बदलाव केवल असाधारण परिस्थितियों में उक्त दर संविदा के तहत की जाने वाली प्रस्तावित संचयी खरीद सक्षम प्राधिकारी की पूर्व स्वीकृति के बाद ही स्वीकार्य होगा।

- कोई भी इकाई जो उक्त दर संविदा से खरीद करने के लिए मैप नहीं की गई है, उन्हें या तो दर संविदा मालिक से उक्त दर संविदा को मैप करने का अनुरोध करना होगा (जैसे सामान्य दर संविदा के मामले में) या अपने सक्षम प्राधिकारी के अनुमोदन के बाद, दर संविदा मालिक को साहस पर एक ऑनलाइन मांग भेजनी होगी, ताकि उन्हें उक्त दर संविदा पर आपूर्ति आदेश जारी करने की अनुमति मिल सके। दर संविदा के मालिक निविदा को अंतिम रूप देने के समय या यह सुनिश्चित करते समय कि उनकी आवश्यकता निर्दिष्ट घोषित मात्रा के भीतर पूर्ण होती है एवं उनके पास दर संविदा के तहत उपयोग नहीं की गई मात्रा उपलब्ध है तो वह इस प्रकार के अनुरोधों की अनुमति दे सकते हैं।
- साहस पर बने दर संविदा डैशबोर्ड पर पारदर्शी रूप से उस पर उपलब्ध सभी दर संविदा का विवरण और संबंधित दर संविदा के तहत की जा रही खरीद का विवरण प्रदर्शित किया जाएगा।
- किसी भी दर संविदा के तहत जारी किए गए आदेश अन्य खरीद करने वाली इकाइयों द्वारा आसान संदर्भ के लिए प्रापण डिजिटल लाइब्रेरी में भी दिखाई देंगे।

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. एफ आई सी/प्रभारी अधिकारी (प्रापण)-नि.का. मुख्य, सभी केंद्र, विभाग सुविधाएं, परियोजनाएं
8. वित्त सलाहकार, वित्त एवं मुख्य लेखा अधिकारी/लेखा अधिकारी-नि.का., मुख्य एवं सभी केंद्र
9. सभी भण्डार अधिकारी/सहायक भण्डार अधिकारी/भण्डारपाल
10. प्रभारी-आचार्य, कम्प्यूटर सुविधा

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

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

F.No. 40-30/2024-Estt.I

19.09.2024

OFFICE MEMORANDUM

Sub: Streamlining of procurements under 'Rate Contracts' at AIIMS New Delhi

The undersigned has issued numerous OMs to ensure transparency & good governance in Procurement. (copies attached).

Ref. Manual for Procurement of Goods – Second Edition (2024); General Financial Rules (GFR) 2017, permits the following modes of public procurement through open advertisement, with an aim for the widest possible competition through wide publicity:

- i) Open Tender Enquiry
- ii) Global Tender Enquiry
- iii) Rate Contracts
- iv) Electronic Reverse Auction

The Manual for Procurement of Goods – Second Edition (2024) further prescribes, the following types of items can be advantageously procured through rate contracts:

- a) Goods that are regularly or repetitively required by more than one procuring entity/organisation.
- b) The quantities required cannot be accurately forecast.
- c) Individual requirements of procuring entities may be small, but the total aggregate requirements of all the procuring entities are more than Rs 50 Lakhs per annum.
- d) The item has detailed specifications, drawings, and descriptions.
- e) Prices of the items are stable, or if prices are variable, they can be determined through a price variation clause.
- f) Items are not scarce/critical/'perpetually in short supply' goods or services.
- g) Demand for the item is not seasonal since Rate contract holders may shy away from supplying the item during high seasonal demands and dump supplies during low demand season.
- h) Spares used for maintenance of expensive equipment/machines, from OEMs to facilitate uninterrupted supply of genuine spares.
- i) Consumables used by Advanced Research, Development and Scientific Institutes/ Organisations of the Government of India (e.g., glass wares, plastic wares, chemicals, bio chemicals etc. - the examples are illustrative, not exhaustive).

It has been confirmed from GeM, that currently "Rate Contract" functionality is not available on GeM and is likely to be provisioned in some time. Accordingly, it had been decided that:

- a) For items which are not available on GeM and for which rate contracts have expired or are under extension, fresh rate contracts valid for a period of 1 year be executed on CPP Portal as per provisions enshrined under Rule 147 of GFR which gives full powers to procuring entities to make arrangements for procurement of such items. These new rate



contracts should have the provision for further extension of the rate contract by upto 1 year so as to cater to the scenario of new rate contracts not being finalized on GeM or further delay in operationalizing the Rate Contract functionality on GeM.

- b) For items available on GeM but for which Rate Contract is the only viable option for effective procurement viz. items for which consumption patterns vary based on patient specific requirements or items for which definitive consumption trends are not ascertainable or items for which time between demand and delivery is very short thereby not providing adequate time for bidding, etc. - fresh rate contracts valid for a period of 1 year be executed on CPP Portal in view of the non-availability of Rate Contract functionality on GeM. These new rate contracts should have the provision for further extension of the rate contract by upto 1 year so as to cater to the scenario of new rate contracts not being finalized on GeM or further delay in operationalizing the Rate Contract functionality on GeM. Before executing rate contracts for such items, the TSEC shall clearly ascertain and record with reasons why rate contract is the only viable option for procurement of the said item.
- c) For all other common use items available on GeM for which the consumption trends are reasonably ascertainable, staggered delivery contracts valid up to one/two years should be executed on GeM to reduce repeated tendering for the same items.

All OM's issued w.r.t transparency & good governance in procurement shall be diligently followed while finalizing / extending rate contracts. Due caution must be taken by all procuring entities to ensure compliance with all relevant provisions of GFR 2017 (as amended to date) w.r.t. Make in India preference, limitation on procurement from bidders sharing land borders with India, etc. Further, fall clause must be incorporated in all fresh rate contracts / staggered delivery contracts. Information regarding all tenders for finalizing rate contracts / staggered delivery must be published on AIIMS website in addition to being published on CPP.

Action: PIC (Procurement)

To streamline the procurement of commonly used consumable items for research facilities, it has been decided that the 'Centralized Core Research Facility' (CCRF) shall annually consolidate the requirements of commonly used chemicals, reagents & consumables by various research facilities, projects, etc. at AIIMS New Delhi and shall execute appropriate rate contracts for the same, keeping in view the guidance enshrined above. A storekeeper shall be attached on additional charge basis with CCRF to facilitate the same.

Action: Dean - Research; PIC (Recruitment Cell)

Further, to ensure transparency & prudence in procurement by various entities under rate contracts, a RC module shall be developed on SAHAS with the following functionality:

- The authority executing the rate contract (RC Owner) shall upload the details of the finalized RC in the RC master on SAHAS and shall, as per the conditions of the



finalization of RC, also map the entities permitted to procure under the said rate contract. The details of RC shall include the indicative quantity basis which the RC has been executed, the tenure of the RC, the unit price & the entity wise limit if any on procurement under the said RC.

- To ensure smooth transition, supply orders for procurement under Rate Contracts from the next financial year i.e. from 1st April 2025, shall be issued only via the RC module on SAHAS, such that only the entities mapped to procure from a RC, can issue a supply order against the said RC and only till the limit of the indicative quantity declared in the tender while finalizing that RC.
- Any change in limit of procurement under a RC or of the validity of a RC, shall only be permissible in exceptional circumstances, after the prior approval of the competent authority as per the cumulative procurement proposed to be done under the said RC.
- Any entities not mapped to procure from the said RC, shall either request the RC owner to map them to the said RC (viz. in case of common RC's) or shall have to, after the approval of their competent authority, send an online requisition on SAHAS to the RC owner, to permit them issue the supply order against the said RC. The RC owner may permit such requests, if they have un-used quantity available under the said RC, while ensuring that their requirement is still being met within the indicative quantity declared in the tender while finalizing the RC.
- RC Dashboard on SAHAS shall transparently display the details of all RCs available on SAHAS and the details of procurement being done under respective RCs.
- The orders issued under any RC shall also be visible in the Procurement Digital Library for easy referencing by other procuring entities.

 19/9/2024

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. FICs / OICs (Procurement) in DO, Main, all Centres, Departments, Facilities, Projects
8. FA, F&CAOs / AOs of DO, Main & all Centres
9. All Store Officers, Asst Store Officers, Storekeepers
10. Prof. I/c Computer Facility

Chapter 4: Modes of Procurement and Tendering Systems

4.1. Modes of Procurement

1. Offers from prospective bidders in public procurement must be invited according to a procedure that achieves a *balance between the need for the widest competition, on the one hand, and the complexity, time, effort, and cost of the procedure, on the other hand*. Different modes of procurement are used to suit various procurement circumstances to achieve this balance. Various modes of procurement vary the extent of competition (width and specificity of catchment area of bidders) to suit different procurement situations. *Mode of Procurement addresses the 'Right Source' of the 5Rs.*
2. There are laid down delegation of powers to approve different modes of procurement to various competent authorities as shown in DFPR (Annexures 2 and 3). Each procuring entity may also publish its own Schedule of Procurement Powers (SoPP) delegating such powers within the entity. A suggested format for SoPP is given at Annexure 4.
3. The various modes of procurement that can be used in public procurement are (GFR 2017⁵⁷):
 - a) **Advertised Modes:** These modes of procurement aim for the widest possible competition through wide publicity (Rule 161 GFR 2017):
 - i) Open Tender Enquiry (OTE, also known as National Competitive Bidding – NCB, or simply Advertised Tender Enquiry, but this manual would stick to OTE);
 - ii) Global Tender Enquiry (GTE, also known as International Competitive Bidding – ICB, but this manual would stick to GTE)
 - iii) **Rate Contracts**
 - iv) Electronic Reverse Auction (eRA) - Dynamic Price Discovery
 - b) **Pre-Qualification Modes:** These modes of procurement are restricted to shortlisted pre-qualified bidders. *The shortlisting is done transparently, based on qualification criteria to identify bidders who have the capability to perform the contract. Shortlisting itself is done through wide publicity akin to advertised tenders.*
 - i) Pre-Qualification Bidding Mode (PQB)
 - ii) Approved Vendor Lists (AVL)
 - c) **Restricted Modes:** These modes of procurement are restricted to known, selected bidders. *Unlike the Pre-qualification mode, the shortlisting is not based on rigorous qualification criteria through wide publicity. The shortlisting/ registration of bidders (as per para 3.6 above) is based on less rigorous checks of capability and past experience. (Rule 162, GFR 2017).*
 - i) Limited Tender Enquiry - LTE (up to Rs. 50 (Rupees Fifty) lakh);
 - ii) Special Limited Tender Enquiry (SLTE above Rs. 50 (Rupees Fifty) lakh under exceptional circumstances)
 - d) **Nomination Modes:** Procurement in these modes of procurement is done from a single source in special circumstances. (Rule 166 GFR 2017)
 - i) Proprietary Article Certificate (PAC);

⁵⁷ Various thresholds for these Modes of procurements have been revised upwards vide PPD's OM No. F.1/3/2014-PPD dt. 10.07.2024

Risks	Mitigations
The involvement of foreign bidder agents in GTE procurements is also a major risk area.	Procurements should preferably be made directly from the manufacturers. Either the agent on behalf of the foreign principal or the foreign principal directly could bid in a tender, but not both. Further, in cases where agents participate in a tender on behalf of one manufacturer, they should not be allowed to quote on behalf of another manufacturer along with the first manufacturer. Commissions and scope of services to/by the agents should be explicit and transparent in the bids/contracts.

4.4. Rate Contract (RC)/ Framework Agreement (FA)

1. **Definition:** A Rate Contract (commonly known as RC) is an agreement between the purchaser and the Supplier for the supply of specified goods (and allied services, if any) at a set price and terms & conditions (as incorporated in the agreement) during the period covered by the Rate Contract. RC is most frequently used in the procurement of goods but can also be used mutatis mutandis in works, services, and consultancy – where it is commonly known as a Framework Agreement (FA). No quantity is mentioned, nor is any minimum drawable quantity guaranteed in the Rate Contract. The Rate Contract is a standing offer from the supplier firm. The firm and/or the purchaser are entitled to withdraw/cancel the Rate Contract by serving an appropriate notice on each other, giving suitable notice (say thirty days). However, once a supply order (also called withdrawal order) is placed in terms of the rate contract, during the validity period of the rate contract on the Supplier for the supply of a definite quantity, that supply order becomes a valid and binding contract.
2. **Items amenable to Rate Contract:** The following types of items can be advantageously procurement through rate Contracts:
 - a) Goods that are regularly or repetitively required by more than one procuring entity/organisation.
 - b) The quantities required cannot be accurately forecast.
 - c) Individual requirements of procuring entities may be small, but the total aggregate requirements of all the procuring entities are more than Rs 50 Lakhs per annum.
 - d) The item has detailed specifications, drawings, and descriptions.
 - e) Prices of the items are stable, or if prices are variable, they can be determined through a price variation clause.
 - f) Items are not scarce/critical/'perpetually in short supply' goods or services.
 - g) Demand for the item is not seasonal since Rate contract holders may shy away from supplying the item during high seasonal demands and dump supplies during low demand season.
 - h) Spares used for maintenance of expensive equipment/machines, from OEMs to facilitate uninterrupted supply of genuine spares.
 - i) Consumables used by Advanced Research, Development and Scientific Institutes/ Organisations of the Government of India (e.g., glass wares, plastic wares, chemicals, bio chemicals etc. – the examples are illustrative, not exhaustive).

3. **Merits of Rate Contract:** The Rate Contract system provides numerous benefits to both the Purchaser (i.e., user) and the Supplier as indicated below:
- a) **The benefit to Users:**
 - i) Competitive and economical price due to aggregation of demands.
 - ii) Saves time, effort, person-hours, and related costs involved in the time-consuming and repetitive tender process. It thus reduces lead time for procurement.
 - iii) Availability of quality goods with full quality assurance backup.
 - iv) Enables procurement as and when required and thus reduces inventory carrying cost.
 - v) It is advantageous even to small users and those located in remote areas.
 - vi) Provides one single point of contact to procure such items.
 - b) **Benefit to Suppliers:**
 - i) Reduces marketing costs and efforts.
 - ii) Eliminates repetitive tendering and follow-up actions with multiple authorities.
 - iii) Provides single-point contact for Govt. supplies.
 - iv) Aggregation of Govt. demand leads to economic production.
 - v) Improves the credentials of the company.
 - vi) Promotes quality discipline.

4.4.1 Terms and Conditions

1. **Conclusion of Rate Contracts**, including Parallel Rate Contracts
- a) Any organisation can enter a rate contract for items amenable to the Rate Contract (refer to para 4.4-2 above) for its procuring entities' use (e.g., in different geographical regions/ subsidiaries). A central purchase organisation can also enter a rate contract for several organisations that require the subject goods. **No indents are required to enter a rate contract; only an estimate of the annual requirements of different ultimate users is needed.** Inspection and testing of such goods or services, wherever required, may be arranged by the agency entering into the rate contract. The agency entering the Rate Contract should post the descriptions, specifications, prices and other salient details of the entire rate contracted goods or services, appropriately updated, on its website for use by the Procuring Entities.
 - b) Rate contract enquiries should preferably be through eProcurement or Open Tender Enquiry, but Limited Tender Enquiry/ Single Tender Enquiry can also be used if justified by the nature of the requirement. Specific special terms and conditions (please refer to sub-para 4.4.1-3 below; MTD for Goods also has these provisions) for the Rate Contract should be added to the Tender Documents.
 - c) Performance against earlier/current rate contracts of past/ current rate Contract holders shall be critically reviewed before they are considered for award of new rate contracts. Specific performance and achievement criteria as on a selected cut-off date are to be evolved for this purpose and incorporated in the tender enquiry document. The tenderers will be asked to furnish the relevant details (along with their bids) to enable the purchaser to judge their performance and achievement against the past/current rate contracts.
 - d) Procedures stipulated in Chapter 7 for evaluation of bids and award of contract shall be applicable mutatis mutandis in the finalisation of rate contract, including provisions for negotiations/ counter-offer and splitting of contracts (parallel contracts). Please refer to para 7.5.3 for the evaluation of Rate Contract tenders.

- e) Depending on the anticipated demand of the item, location of the users, capacity of the responsive bidders, reasonableness of the prices quoted by the responsive bidders, etc., parallel rate contracts may be awarded to more than one (preferably at least three) Supplier. For transparency and to avoid criticism, all such parallel rate contracts are to be issued simultaneously, as far as feasible.
2. **Period of Rate Contract:** A Rate Contract should typically be for one year for stable technology products. However, in exceptional cases, a shorter or longer period of not more than two years may be considered. As far as possible, the validity period of rate contracts should be fixed in such a way as to ensure that new budgetary levies would not affect the price and thereby frustrate the contracts. Attempts should also be made to stagger the period of rate contracts for different items throughout the year.
3. **Special Conditions Applicable for Rate Contract:** Some conditions of rate contracts differ from the usual conditions suitable for ad hoc contracts. Some such critical special conditions of the rate contract are given below:
- a) The Procuring Entity may prescribe the amount of Bid Security in the Tender Document.
 - b) No quantity is mentioned in the Schedule of Requirement; only the anticipated drawable quantity is mentioned without commitment.
 - c) The purchaser reserves the right to conclude one or more than one rate contract for the same item.
 - d) The purchaser and the Supplier may short-close the rate contract by serving suitable notice to each other. The prescribed notice period is generally fifteen to thirty days.
 - e) The purchaser can renegotiate the price with the rate contract holders, even during the validity, if market conditions change significantly or undertake repeat competitive bidding through open/ advertised tenders on the same terms and conditions, including specifications during the validity period of existing valid R/Cs. In such cases, the existing R/C holders can bid, apart from the new eligible bidders, and equal and fair opportunity would be provided. If the prices received are found lower than the existing R.C. prices, new R/Cs may be awarded at reduced prices and existing R/Cs at higher prices may be short-closed, giving adequate notice if they do not match such reduction in prices under the fall clause.
 - f) In an emergency, the purchaser may purchase the same item through an ad hoc contract with a new supplier.
 - g) The purchaser and the authorised users of the rate contract are entitled to place supply orders up to the last day of the validity of the rate contract, and though supplies against such supply orders will be delivered beyond the validity period of the rate contract, the terms & conditions of the rate contract will guide all such supplies.
 - h) **Fall Clause:** The fall clause is a price safety mechanism in rate contracts. The fall clause provides that if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods or services following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or Organisation during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Other parallel rate contract holders, if any, are also to be allowed to reduce their price by notifying the reduced price to them, giving 07 (seven) days to intimate their revised prices, if they so desire, in a sealed cover to be opened in public on the specified date and time and

further action taken as per standard practice. On many occasions, the parallel rate contract holders attempt to grab more orders by unethical means by announcing a price reduction (after getting the rate contract) under the guise of the Fall Clause. As mentioned in the preceding paragraph, this situation must be handled similarly. It is, however, very much necessary that the purchase organisations keep a particular watch on the performance of such rate contract holders who reduce their prices on one pretext or another. If their performances are not up to the mark, appropriately severe action should be taken against them, including deregistering them, suspending business deals with them, debarring them for upto two years from participating in the tender enquiry floated by the concerned purchase organisation, etc. The provisions of the fall clause will, however, not apply to the following:

- i) Export/Deemed Export by the Supplier;
 - ii) Sale of goods or services as original equipment prices lower than the price charged for routine replacement;
 - iii) Sale of goods (such as drugs) which have expiry dates;
 - iv) Sale of goods or services at lower prices –
 - 1) on or after the date of completion of placement of order of goods by the procuring entity, under the existing or previous Rate Contracts
 - 2) under any previous contracts entered with the Central or State Government Departments, including new undertakings (excluding joint sector companies and/or private parties) and bodies.
- i) The Rate Contract holder shall furnish the following certificate to the concerned Paying Authority along with each bill for payment of supplies made:
- “I/We certify that there has been no reduction in the sale price of the goods of description identical to the goods supplied under this contract and such goods have not been offered/sold by me/ us to any person /organisation including the purchaser or any department of Central Government or any as the case may be upto the date of bill/ the date of completion of supplies against all supply orders placed during the currency of the Rate contract at a price lower than the price charged under the contract.”*
4. **Performance Security:** Depending on the anticipated overall drawable annual quantity against a rate contract and the anticipated number of parallel rate contracts to be issued for an item, the Department may consider obtaining Performance Security (@ 3% to 5%) as per para 6.1.2 below of the value of supply order in the supply orders issued against rate contracts on the rate contract holder.
5. **Placement of Supply Orders:**
- a) Procuring entities nominated (called Direct Demanding Officers – DDO) in the Rate Contract can place supply/ withdrawal orders in terms of the rate contract during the validity period of the rate contract on the Supplier for the supply of definite quantities. An indent with required administrative and financial approvals is required before a supply order can be placed. Alternatively, the organisation managing the Rate Contract can centrally administer the placement of withdrawal orders against indents from the constituents.
 - b) Once a Rate Contract is available, all nominated Procuring Entities (DDOs) must mandatorily procure the item only through supply orders on the rate contract holders. In case of an emergency, if a Procuring Entity directly procures rate contracted goods or services from the suppliers, the prices to be paid for such goods or services shall

- not exceed those stipulated in the rate contract, and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. However, they may be permitted to procure a small value of their requirements directly (say up to Rs. One Lakhs at one time and not more than Rs 5 lakhs annually) following relevant procedures.
- c) The Procuring Entity may stipulate an upper threshold of value for supply orders received against the rate contract by the RC holder. Except with prior approval of the Procuring Entity, the Contractor shall not comply with the supply orders received from the DDOs exceeding such threshold amount.
 - d) All parallel RCs for an item, even at differential rates, are assumed to be at reasonable rates. The Procuring Entity can select any RC holder, following transparent and equitable criteria. For selecting the one rate contract holder in case of parallel Rate Contracts for ordering, the following factors may be kept in view:
 - i) The rate contract price.
 - ii) The past performance of firms with reference to their capacity, quality of supplies as well as timely delivery of the goods. Procuring Entities should maintain suitable records for past performance with respect to timely delivery and quality.
 - iii) There is a need for reputed brands in the case of sensitive, critical, and vital requirements.
 - iv) The proximity of the rate contract holder where proximity is considered crucial for timely delivery, ease of progressing and from the point of view of logistics and contract management, etc.
 - v) The delivery dates committed by various Rate Contract holders with respect to the delivery requirements of the Procuring Entities.
 - e) In rate contracts, if the time for delivery is not fixed by mutual agreement, it is not the essence of the contract and is not binding on the supplier. Therefore, no liquidated damages can be levied for non-supply or delay in supply against such orders. That being so, under section 46 of the Contract Act, the goods are only to be delivered within a reasonable time- which is a rather vague concept. But where there has been an unreasonable delay in delivery, the Direct Demanding Officer (DDO) has the right to give the Contractor notice, fixing a reasonable time for delivery of the goods and stipulating that delivery within the time specified shall be the essence of the contract. If the goods are not delivered within this period, the supply order can be cancelled by the Agency that finalised the Rate Contract (since he alone, not the DDO, is a party to the Rate Contract), and deficient performance is noted for future Rate contracts.
 - f) However, in cases where the delivery date stipulated in the relevant order has been expressly agreed to by the supplier in writing before placing the relevant order, liquidated damages can be recovered (by the Agency that entered into rate Contract) from the supplier on account of delay in delivery beyond the stipulated delivery date, provided the Agency that finalise the Rate Contract has not in any way interfered with the supplier's discretion to meet the said supply order by directing the supplier to give priority to some other supply orders. Therefore, it is advisable that, before placing the supply order on a rate Contract holder, a commitment is obtained from him for the delivery period.
 - g) Before creating the supply order, approval of the CA (depending on the value of procurement) may be taken by submitting information about all the available parallel RCs and justifying the selection of a particular RC holder.

- h) A supply order should generally contain the following essential details:
- i) Rate Contract No. and date;
 - ii) Quantity. (Where there is more than one consignee, the quantity to be despatched to each consignee is to be indicated.);
 - iii) Price;
 - iv) Date of Delivery by which supplies are required. (In the supply order, a definite delivery date based on the delivery period stipulated in the rate contract is to be provided),
 - v) Provide the full address of the purchase organisation along with the telephone number. No., Fax No., and e-mail address;
 - vi) Complete and correct designation and full postal address of the consignee(s)/goods receiving officer(s) along with telephone No., Fax No., and E-mail address;
 - vii) Nearest Railway Siding (NRS) of the consignee(s), if applicable;
 - viii) Despatch instructions;
 - ix) Designation and address of the inspecting officer, if any;
 - x) Designation and address of the paying authority to which the Supplier will raise the bills. Copies of supply orders are to be endorsed to all concerned.

6. **Renewal of Rate Contracts:** It should be ensured that new rate contracts are made operative right after the expiry of the existing rate contracts without any gap for all rate contracted items. In case it is not possible to conclude new rate contracts for some special reasons, timely steps are to be taken to extend the existing rate contracts with the same terms, conditions, etc., for a suitable period, with the consent of the rate contract holders. Rate contracts of the firms who do not agree to such extension are to be left out. Also, while extending the existing rate contracts, it shall be ensured that the price trend is not lower.

4.4.2 RC - Risks and Mitigations

Risk	Mitigation
<p>1. A rate contract is not the right mode of procurement for critical, strategic, and vital requirements since the buyer-seller relationship is tripartite, and the timely supply of requirements and penalties thereof cannot be strictly enforced as in other modes of procurement.</p> <p>In situations where items have inadequate annual or seasonal capacities in the market, the RC holders may dump material on the Procuring entity during the wrong seasons and starve them during working seasons. This happens in, say, cement, when government buyers are likely to be saddled with huge supplies during the rainy season, but RC holders may divert the bulk of supplies</p>	<p>RCs may be avoided for critical/ strategic and vital requirements.</p> <p>For seasonal and short-supply items, Procuring Entities may monitor and provide clauses to prevent dumping and starving of supplies.</p> <p>In technologically fast-changing products, the procuring entity may keep an eye on market prices and renegotiate them as soon as market prices fall significantly due to new arrivals.</p>

Risk	Mitigation
<p>to the private market during the working season.</p> <p>RC Purchase is not suitable for requirements of dynamic Technological and price changes, e.g., PCs, Laptops, Tablets, Servers, and Mobile Phones – where the price of older models may crash as soon as a new model is announced. RC holders may slow down supplies initially but dump suppliers when prices crash in the market.</p>	
<p>2. The existence of RCs may not be adequately made known to possible users. Moreover, the reverse risk is that many different offices may keep procuring the same item independently, thus missing the potential benefits of bulk prices and simplified processes if such items were brought under an RC.</p>	<p>The descriptions, specifications, and other salient details of all RCs should be appropriately updated and made available on the Procuring Entity website as well as the e-Procurement portal. The e-procurement system should be able to offer alerts about the availability of RC if an attempt is made to float a tender for the same item. To derive benefit from bulk prices in RC, all offices should furnish to the RC agency their annual requirement of items to enable the finalising of RCs after inviting quotations.</p>
<p>3. RC procurements are at risk of being ordered more than actual requirements since the procurement scrutiny may not be as intense as in the case of other modes of procurements.</p>	<p>The quantity being ordered should be subject to the same level of scrutiny as in other modes of procurement to ensure that there is no abnormal, unexplainable trend in procurement.</p>
<p>4. Wherever there are parallel RCs for the same item from several firms, there may be intense and often unhealthy lobbying (including corrupt practices) from them to seek orders.</p>	<p>Procuring Entities must put in place adequate guidelines to handle RC procurements, including a transparent system of choosing the RC holders by rotation in a transparent manner in case of parallel RCs. Suggested criteria are given in para 4.4.1-5-d). The delegation of powers in this regard should also be restricted, keeping these risks in view.</p> <p>2. The Procuring Entity should maintain suitable records of RC firms for past performance with respect to timely delivery and quality.</p> <p>3. Wherever there are failures against the rate contract in terms of timely delivery</p>

Risk	Mitigation
	and quality of goods, such failures should be reported to the agency that entered the Rate Contract, and direct alternate procurement action may be taken to ensure the timely availability of quality materials to meet the needs of the Procuring Entity.

4.5. Dynamic Price Discovery - Electronic Reverse Auction (eRA)

1. Electronic Reverse Auction (eRA, a type of auction classified as a dynamic procurement mode) is an online real-time purchasing technique used to select a successful bid. eRA is an iterative process with automatic evaluation of bids, where bidders can offer successively more favourable bids to displace the lowest bid at any given moment within the duration of the eRA. The starting price, minimum bid decrement, duration of the auction, and the maximum number of automatic extensions are announced before the start of the online reverse auction. If a new lower bid is received within the last few minutes (pre-announced, say five minutes) of closing time, the closing time may get automatically extended by a few minutes (pre-announced, say ten minutes) for others to respond. A maximum number of such extensions may be pre-announced (say 50). The most favourable bid at the end of the stipulated/ extended time is declared as successful. It has, however, to be ensured that the entire process is conducted transparently and fairly.
2. Electronic reverse auctions can be a powerful tool for procuring goods and services, but they also come with potential risks and drawbacks. Here are some reasons why caution is advised:
 - a) **Quality and Supplier Relationships:** In an electronic reverse auction, the focus is on price, and suppliers may be forced to cut corners to win bids, affecting the overall quality of the product or service. Additionally, aggressive bidding can strain supplier relationships, leading to long-term negative effects.
 - b) **Value for Money:** While reverse auctions can drive down immediate costs, they may not optimise value for money. Factors like total cost of ownership, lifecycle costs, innovation, reliability, sustainability, and strategic alignment may get overlooked.
 - c) **Lack of Technology Development:** Suppliers may hesitate to invest in innovation or process improvements if they are constantly pressured to lower prices. This can hinder long-term competitiveness and limit the introduction of new technologies or ideas in hi-tech goods and services.
 - d) **Risk of Supplier Dropouts:** Aggressive bidding can lead to suppliers dropping out of the market segment, reducing competition. If critical suppliers exit, it can disrupt the supply chain and impact availability.
3. Thus, while electronic reverse auctions can drive cost savings, they should be used judiciously, considering the broader implications beyond price alone. Therefore, eRA should not be used indiscriminately or as a default mode of procurement. A procuring entity may choose procurement of goods that are amenable to procurement by this mode of procurement as per the following guidelines:
 - a) **A reverse auction would be appropriate where:**
 - i) Items are commodities, Commercially-off-the-shelf items;

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. 1st November 2024 & the following timelines shall be met to ensure timely roll-out:

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

06.05.2024

OFFICE MEMORANDUM

Sub: Delay in finalization of rate contracts for common drugs reg.

The undersigned has taken a detailed review of the various procurement matters at AIIMS New Delhi, during which it has been noted that the new rate contracts for various common drugs have not been finalized, due to which various areas are required to procure the same from local purchase. This is not only causing an additional financial burden on the exchequer, but is also leading to delay in procurement of certain lifesaving drugs.

Accordingly, it is directed that the rate contracts for all drugs in the common drug list should be finalized before 30th June 2024 and in future, it should be ensured that the process for finalizing the new rate contract is initiated atleast 9 months in advance of the expiry of the previous rate contract.

Action: Store Officer (H)

 6/5/2024

Prof. M Srinivas
Director

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

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7. PIC (Procurement)
8. Prof. I/c Computer Facility
9. OIC (Procurement)
10. Deputy Secretary
11. 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

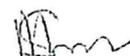
OFFICE MEMORANDUM

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:

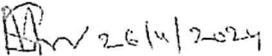
1. Head, Dept. of Hospital Administration – Chairman
2. Medical Superintendent (Main Hospital) – Co-Chair
3. Professor I/c Procurement – Member
4. Officer I/c Procurement – Member Secretary
5. Addl. Medical Superintendent (CTC) – Member
6. Addl. Medical Superintendent (NSC) – Member
7. Addl. Medical 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 **10th May 2024** to the Addl. Director (Admin), who shall issue necessary instructions for the implementation of the appropriate recommendations of the committee by **15th 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

12.03.2024

OFFICE ORDER

Sub: Pilot of 'System for AIIMS Human Resources & Accounting Services (SAHAS)'

In line with the good governance practices and aligned with the Digital India Mission, AIIMS New Delhi had placed work orders on 'Centre for Development of Advanced Computing' (C-DAC) to develop & deploy at AIIMS New Delhi a comprehensive Human Resource Management System & Financial Management System. These systems are intended to usher in a new era of transparency, accountability & data analytics driven decision making at AIIMS New Delhi.

It has been decided to nomenclature this system as – **SAHAS** i.e. 'System for AIIMS Human Resources & Accounting Services'. SAHAS reflects the renewed vigour of AIIMS New Delhi to reform, transform & perform. This system shall enable us to:

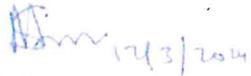
- Provide a PAN number linked unique employee code for all AIIMS employees.
- Digitalize human resource management functionality for all employees
- Comprehensively manage & audit all financial transactions
- Integrate procurement, engineering & financial management functions, etc.
- Analyse trends & patterns for budget utilization, procurement & engineering analytics, vendor auditing, fraud prevention, etc.

Accordingly, it has been decided that **w.e.f. 1st April 2024**, the following key functionalities shall be operationalized on **SAHAS** on a pilot basis:

- Service files of all employees including all the supporting attachments shall be maintained electronically on SAHAS.
- Financial Management Functions including Budget Allocation, Payroll, Fund Booking, Payments etc shall be via SAHAS.
- Procurement Digital Library shall be migrated to SAHAS to integrate it with the fund booking & budgets modules.

ATM 12/3/2024

- Engineering Department shall onboard the procurement digital library on SAHAS for their invoice processing.
- No payments for Stores & Engineering related invoices shall be made without commensurate entries in SAHAS (old digital library on Tryton shall be kept live in archival mode for referencing).


Prof. M Srinivas

Director

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

1. Dean/s (Academic, Research, Examination)
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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. Chief Administrative Officer

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. 9th 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 29th 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 31st 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 31st 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 31st 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 29th 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 29th 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 1st 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)

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3. Medical Superintendent (AIIMS)
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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)
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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: 23rd December, 2023

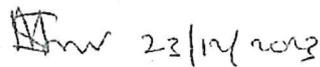
OFFICE MEMORANDUM

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: 05th 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 Prudency 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

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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 5th 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 3/4th 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 28th **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 10th of April.
- Appraisal of the APP by 15th **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 30th **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 16th **June 2023** (as 15th June is common working day between two summer vacation halves).
- Appraisal by APP committee by 20th **June**.
- Approval on budgetary allocations by 30th **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:

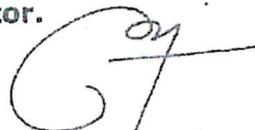
S#	Details	Response / Remarks	Page#
1	Whether item is/was in list of Approved Annual Procurement Plan	S# in enclose APP list	
2	Whether recommendations of TSEC enclosed	Yes / No	
3	Whether TSEC recommendations has been signed by all present, including external members	Yes / No	

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.
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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*

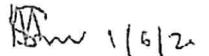
However restricted powers of Single tender mode of procurement would apply. In case of price not being reasonable, negotiations (being L1) or retender may be considered as justifiable."

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.

 1/6/2

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. 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

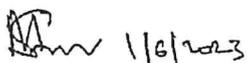
S/N	Name of item	Name of Store	Details as encl.
3.1	Triple Layer Mask	1) General Store (RPC)	Annexure-14
		2) General Store (IRCH)	
		3) CDER Store	
		4) CRHSP Ballabgarh Store	
3.2	Examination Gloves (Non-sterile)	1) Surgical Store (NCI)	Annexure-15
		2) CDER Store	
		3) Surgical Store (CNC)	
		4) Anatomy Store	
		5) Microbiology Store	
		6) Lab Medicine Store	
3.3	Nitrile Gloves (Non Sterile)	1) Gastroenterology Store	Annexure-16
		1) Surgical Store (JPNATC)	
		2) Surgical Store 1 (Main Hosp)	
3.4	Surgical Gloves (Powder free)	3) Surgical Store (IRCH)	Annexure-17
		4) CDER Store	
		5) Surgical Store (NCI)	
		6) Surgical Store (RPC)	
		1) CRHSP Ballabgarh Store	
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 10th June 2023 regarding the aberrations identified in their procurements above:

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

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3. Medical Superintendent (AIIMS)
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5. Heads' of all Departments
6. Sr. Financial Advisor
7. O/lc 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

 31/12/22

Prof. M Srinivas
Director

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

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5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility
8. O/Ic 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

29-12-2022

OFFICE MEMORANDUM

Sub: Unlimited period of extension of Rate Contracts, Contracts, CAMCs - reg.

AllIMS New Delhi procures manpower, services, material, consumables, machinery & equipment etc. through large numbers of rate contracts, CAMCs, MoUs etc. for running patient care, research, and academics activities etc.

It is observed that many such contracts of consumables, supplies of material & manpower, CAMCs etc. have been running for many years despite no provision of extension. In many cases of procurement of material & supplies under RCs that are paid out of patient treatment account; departments / stores don't initiate timely exercise for fresh tendering and keeps submitting proposals for extension every 6 months.

In all such cases, following are directed for immediate action by all concerned:

1. Departments / Stores concerned shall identify all such RCs/Contracts/CAMCs and submit the list with proposal to extend the contracts for period up to 31.03.2023. This shall be a general one-time final extension, up to 31.03.2023 in above cases. **NO EXTENSION SHOULD BE PERMITTED BEYOND 31 MARCH 2023.**
2. The proposal must contain –
 - GeMARPTS (GeM Availability Report and Past Transaction Summary)
 - Clause undertaking from vendor / Last Purchase Price from Digital Supply Order Register of Institute or GeM price, whichever is lower
 - Make In India compliance or certificate of PAC/closed system
 - proposal pertains to patient treatment account / institute paid account etc.
3. The complete proposal, with due justification to continue the contract, on file (e-office) must be submitted to Finance Division for concurrence.
4. The list of such RCs / contracts, agreed to by Finance Division (Competent Financial Authority) for extension shall be submitted to Competent Authority (CA) for administrative approval & expenditure sanction.
5. The Sanction must contain the Diary / file No. & date of concurrence of CFA and CA. No payment shall be released without duly ink-signed Sanction enclosed with supply order & delivery challan.
6. Any RC/contract/CAMCs running over 4 years shall not remain valid beyond 31.03.2023 and no supplies can be availed against the same beyond this date. No department / stores shall propose for further extension of such RCs/contracts.
7. There shall be only exception for -
 - (i) PAC/closed system RCs & CAMC

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

- (ii) Original CAMCs (not extended) of any duration; and
- (iii) Extensions in end-of-life CAMCs.

In view of the above all departments / stores are directed to immediately initiate actions for fresh tendering for all items. In case of any disruption of already running services, especially patient care; the concerned department / store officials shall be held responsible.

Action taken on monthly basis be submitted to OIC (Procurement), DO via email – procurement@aiims.edu - by 5th of every month.

IN FUTURE NO EXTENSION OF ANY RATE CONTRACT SHALL BE DONE BEYOND ONE YEAR.


29/12/2022

Prof. M. Srinivas
Director

Distribution:

All procurement authorities-

1. Chief of all Centres
2. Heads of all Departments
3. Medical Superintendents / Addl. MSs / PIC Hospital Administration
4. FICs / OICs (Procurement) in DO, Main, all Centres, Departments, Facilities, Projects
5. Deputy Secretary
6. Superintending Engineers, Main Campus & NCI Campus
7. Chief Administrative Officer & all Administrative Officers
8. Senior Store Officer & All Store Officers
9. FA, F&CAOs / AOs of DO, Main & all Centres

Copy to:

- Additional Director (Administration)
- Senior Financial Advisor

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)

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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

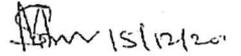
It is noted that often rate reasonability is not being properly ascertained on file in few procurements being done across AIIMS. Accordingly, the following advisory is issued regarding establishing of rate reasonability for every procurement being done at AIIMS, New Delhi:

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

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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. 1st 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 30th 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.



Prof. M Srinivas
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