

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

F. No. 40-30/2025-Estt.I

27.03.2025


**OFFICE MEMORANDUM**

**Sub: Undue delay in execution of rate contracts & service contracts by Stores reg.**

The undersigned has taken a serious view of the various requests for extension of rate contracts & service contracts being put up for approval due to non-finalization of new contracts in a timely manner. Ref. earlier issued OM's dt. 06.05.2024, 25.01.2024, 29.12.2022, etc., it has been strictly advised that extension of contracts beyond their envisaged timeline is not a healthy practice, and new contracts should be finalized well in advance of the expiry of the existing contract.

To streamline the timely execution of various rate contracts & service contracts, it has been decided that a MS excel based dashboard of the existing & proposed rate contracts & service contracts shall be maintained by all Stores & procuring entities like Security, Sanitation, etc. with immediate effect. Sr Store Officer / Store Officer of the concerned store shall be the nodal officer responsible for finalization of the rate contract / service contract and it shall his / her personal responsibility to ensure that the said dashboard is updated on a monthly basis, failing which he / she shall be liable for disciplinary action as per rules.

A copy of this dashboard, along with an action plan to finalize new rate contracts & service contracts, shall be submitted to the office of the Additional Director (Admin) by the 31<sup>st</sup> March every year. Addl. Director (Admin) shall convene a meeting of all the Chiefs of Centres, Medical Superintendent, Sr. Financial Advisor, etc. to review the said action plan on a quarterly basis to ensure timely finalization of new contracts.

 27/3/2025

**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. Store Officers / Asst. Store Officers / Junior Stores Officers / Storekeepers

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**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 30<sup>th</sup> 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

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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. 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

25.01.2024

**OFFICE ORDER**

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

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

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

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


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

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

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

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

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

 25/1/2024

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

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

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

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

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


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

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

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

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

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

 25/1/2024

**Prof. M Srinivas**  
Director

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1. Dean/s (Academic, Research, Examination)
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7. Prof. I/c Computer Facility

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

29-12-2022

**OFFICE MEMORANDUM**

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

AIIMS 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


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- (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](mailto:procurement@aiims.edu) - by 5<sup>th</sup> of every month.

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

  
29/12/2020

**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