



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

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

Dated: - 14.08.2025

ADVISORY

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

In continuation to the earlier advisory issued vide F.No. AIIMS/SO(DO)/2023-24 (E.NO. 3262661) dated:- 06.09.2024 and in light of the O.M no. S.12011/20/2021-Proc-I/2022-24 (EPW) e-8113137 dated:- 11.07.2025 & 31.07.2025 issued by the EPW Section, MoH&FW, GoI towards compliance with Central Vigilance Commission (CVC) observations on the Procurement Procedures.


Also, in order to ensure the adherence of the clause 7.6.13 "Independence, Impartiality, Confidentiality and 'No Conflict of Interest' at all stages of the Evaluation of the Bids" as per Manual for Procurement of Goods (Second Edition) 2024, a declaration towards the "No conflict of Interest" should be signed by TSEC members at all stages of evaluation (Technical/Financial) of bids, as under:-

"We declare that we have no conflict of interest with any of the bidders in this tender".

(Enclosure:- As above)

Distribution:

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


डॉ. (मेजर) P. Kumar
Faculty In-charge
अपर आचार्य - अस्पताल प्रशासन
Additional Professor - Hospital Administration
(Procurement)
अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
All India Institute of Medical Sciences, New Delhi



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असारी नगर, नई दिल्ली- 110029
ANSARI NAGAR, NEW DELHI- 110029

Dated: - 06.09.2024

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

ADVISORY

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

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

Estimated Cost of Tender

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

Earnest Money Deposit

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

Uploading of details in respect of Successful bidders

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

S.12011/20//2021-Proc-I/2022-24 (EPW) e- 8113137
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
[Procurement-I (EPW) Section]

Nirman Bhawan, New Delhi
Dated: 11-07-2025

OFFICE MEMORANDUM

Subject: Compliance with Central Vigilance Commission (CVC) Observations on Procurement Procedures - reg.

The undersigned is directed to refer to the following observations/recommendations were made by the Team of the Central Vigilance Commission (CVC) during an intensive examination of procurement of PCV:-

(i) Develop (if not) and adhere to a comprehensive Procurement Manual (work/purchase/services) aligned with DoE Manuals (June 2022/updated) and GFRs-2017 (updated), including a documented Delegation of Procurement Powers.

(ii) Promptly publish all contract award details on organization website, notice boards etc. as per GFRs-2017 (Rule 173 ix).

(iii) Strictly enforce TC members signing "no conflict of interest" declarations for every tender, as mandated by MoF/DoE Manual (Annexure 7.5.13) and CVC guidelines.

(iv) Verification of all Bank Guarantees from issuing banks and acceptance by the Competent Authority as per Manual for Procurement of Goods-2017 (Clause 6.1.4).

(v) Strictly adhere to GeM Bid Document requirements for local content certification by Statutory/Cost Auditor.

(vi) Ensure proper classification and conduct of tenders. Global Tenders must facilitate international participation (e.g., foreign currency quotes). For domestic tenders, ensure sufficient competition.

2. All procuring entities under the Department of Health & Family Welfare are requested to follow and comply strictly these recommendations in their procurement matters.

Digitally signed by
LAVKESH SEHGAL
(Lavkesh Sehgal)
Under Secretary to the Govt. of India
Date: 11-07-2025
11:16:18

Tele. No.: 23061875

To,

All procuring entities as per standard list.

S.12011/20//2021-Proc-I/2022-24 (EPW) e- 8113137

Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
[Procurement-I (EPW) Section]

Nirman Bhawan, New Delhi
Dated: 31-07-2025

OFFICE MEMORANDUM

Subject: Compliance with Central Vigilance Commission (CVC) Observations on Procurement Procedures - reg.

The undersigned is directed to refer to this Department's earlier OM dated 11.07.2025 on the subject cited above, wherein key observations/recommendations of the Central Vigilance Commission (CVC) regarding procurement procedures were circulated for strict compliance by all procuring entities.

2. In continuation of the above, it is further emphasized that **all procuring entities must ensure compliance with the General Terms & Conditions, Special Terms & Conditions, and Additional Terms & Conditions specified in their respective tenders.**

(Encl: As above)

Digitally signed by
LAVKESH SEHGAL
Date: 31-07-2025

(Lavkesh Sehgal)
Under Secretary to the Govt. of India
Tele. No.: 23061875

To,

All procuring entities as per standard list.

- to a consensus and differences persist amongst TC members, the reasons for dissent of a member should be recorded in a balanced manner along with the majority's views on the dissent note. The final recommendations should be based on the majority view. However, such situations should be rare. The Competent Authority (CA) can overrule such dissent notes after recording reasons for doing so clearly. His decision would be final.
3. In cases where the CA does not agree with the majority or unanimous recommendations of the TC, he should record his views and, if possible, first send it back to the TC to reconsider along the lines of the tender accepting authority's views. However, if the TC, after considering the views of the CA, sticks to its own earlier recommendations, the CA can finally decide as deemed fit, duly recording detailed reasons. He will be responsible for such decisions. However, such situations should be rare.

7.6.13 Independence, Impartiality, Confidentiality and 'No Conflict of Interest' at all Stages of the Evaluation of Bids

1. Members of the TC should not have any conflict of interest and should not directly engage in any communication with bidders from the date of their appointment to the date on which the contract is awarded.
2. Information relating to the evaluation of bids and the Tender Committee's (TC's) deliberations should be confidential and not be shared with persons not officially connected with the process until the award of the contract is notified to the successful firm, except that after technical evaluation, the list of successful bidders may be published, as required in the Tender document. Under no circumstances should the tender file or confidential information contained therein be provided for scrutiny or for decision to any person/ office who is not involved in decision-making.
3. All technical, commercial and finance officials who have contributed to the techno-commercial or financial evaluation of bids, even though they may not be part of the TC, should deal with the procurement in an independent, impartial manner and should have no conflict of interest with any of the bidder involved in the procurement. They should also maintain confidentiality of the information processed during the evaluation process and not allow it to reach any unauthorised person. They should sign a declaration at the end of their reports/notings stating that "I declare that I have no conflict of interest¹¹⁴ with any of the bidders in this tender." TC members may also make such a declaration at the end of their reports.
4. During the processing of the tender, all references/grievances/ complaints/ directives/requests for information from any sources, including higher-level officials/ authorities within the Ministry or from outside, may be forwarded to the TC/Convener of TC for its examination on merits and action as considered necessary, maintaining independence, impartiality, confidentiality and 'No Conflict of Interest.' An interim reply may be provided that the Tender is still under consideration and that a final response shall be given after the declaration of the award of the contract.

7.6.14 Tender Committee Recommendations/Report

1. The TC must make formal recommendations (Annexure 14) for the award of the contract to the bidder whose bid has been determined to be substantially responsive and the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the

¹¹⁴ Please refer to para 3.5-5 for clarification