

06 FEB 2023

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110 029  
**STORES SECTION (DO)**

XVI-73/Medicine/2013-14/Msc. Deptt./photocopier/2013-14

February 06, 2023

**CIRCULAR**

**Subject: - Provide the details of photocopier machine which are required the Comprehensive AMC/ FSMA after completion of warranty – reg.**

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In respect of CAMC for photocopier machines installed at various locations in AIIMS, it is informed to all departments/Sections/Centres please provide the complete details of photocopier machines which is required for CAMC after completion of warranty, **adhering to the provisions of Office of the Director in compliance of memorandum no. - F. No. - 40-30/2022-Estt.I dated 29.12.2022 (copy enclosed)**, in following format:-

Sr. No.	Name of Department and location of Machine with contact no.	Make	Model	Sr. No.	Installation Date	Warranty period	Machine is under Warranty or Not
1.							
2.							
3.							
4.							
5.							

Duly Signed by Officer-In-Charge of concerned area with Designation & Office Stamp

**The required information must be provided within 07 days from the issue of this circular.**

  
Stores Officer (DO)

**Copy forwarded to:-**

1. PPS/PA to Director/PS to Addl. Director (Admn.)/Dean (Acad.)/Dean (Exam)/ P.S. to Dy. Secy./ P.S. to Sr. F.A.
2. Professor in-charge B.B. Dikshit Library, Superintending Engineer, Chief Security Officer
3. Sr. Admn. Officer/Administrative Officer of Establishment Section, ESD Cell, Faculty Cell, Recruitment Cell, Estate Section, Legal Cell, Co-ordination Cell, Hindi Section
4. Finance Division (Financial Advisor, F&CAO and all Accounts Officer Cash Section, Audit Section, GPF section, Pension Cell, Budget Section)
5. The Computer Facility - with a request to upload this on official website of the Institute.



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

F. No. 40-30/2022-Estt.1

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



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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.

  
27/12/2017

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