



अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली-29
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(Finance Division)

F.No. Sr.FA/Circulars/24-25/

Date:29.07.2024

OFFICE MEMORANDUM

Subject: Inaccuracy in Estimated Costs in Procurement Proposals

It has been noticed in several recent procurement-related proposals, the actual cost of procured items has significantly exceeded estimate cost (EC) indicating a lack of diligent and objective preparation in estimated costs.

This discrepancy is a matter of concern as the estimated cost plays a crucial role in various procurement processes, approvals, and the establishment of price reasonableness. It is important to note that competent authorities for administrative approvals, expenditure sanctions, TSEC composition, among others, are determined based on the estimated cost provided.

To ensure consistency and accuracy in estimating costs, it is essential that the guidelines outlined in the following manuals/Office Memorandum (OM) are strictly adhered to :

- i. Manual for Procurement of Goods
- ii. AIIMS Procurement Manual
- iii. OM No.FD/CW/2023-24 dated 5th June 2023

All concerned officials/officers/authorities are hereby requested to meticulously follow the guidelines mentioned above to ensure that estimated costs are prepared diligently and objectively.

Furthermore, it is imperative that the estimated cost is reviewed before floating the tender and revised appropriately.


(Divya Yanamadala)
Senior Financial Advisor

Distribution:

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10. Prof. in-charge (CF) - Request for uploading the same on AIIMS website.

Copy to: (for information please)

1. The Director, AIIMS, 2. The Addl. Director (Admn.), AIIMS