

अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली

निदेशक कार्यालय

फा.सं.40-30/2022-स्था.।

31.10.2023

कार्यालय आदेश

विषय: एम्स, नई दिल्ली के लिए प्रापण सहायता एजेंसी की नियुक्ति हेतु गुणवत्ता एवं लागत आधारित चयन पद्धति का इस्तेमाल करने संबंधी।

दिनांक 31 मार्च, 2023 के कार्यालय ज्ञापन सं. 40-30/2022-स्था.। के संदर्भ में, एम्स, नई दिल्ली हेतु एक सार्वजनिक क्षेत्र के उपक्रम (पीएसयू) को प्रापण सहायता एजेंसी (पीएसए) के रूप में नियुक्त करने के लाभों एवं पद्धतियों की जांच करने के लिए एक समिति का गठन किया गया था। अधोहस्ताक्षरी द्वारा उक्त समिति की रिपोर्ट का अवलोकन किया गया तथा यह नोट किया गया कि समिति ने एक पीएसयू को पीएसए के रूप में शामिल करने के पक्ष में सिफारिश की है क्योंकि इससे प्रापण प्रक्रिया में तेजी लाने में सहायता मिलेगी।

समिति ने खुली निविदा अथवा नामांकन प्रक्रिया के माध्यम से पीएसए की नियुक्ति की सिफारिश की है। पीएसए हेतु चयन प्रक्रिया में पारदर्शिता को बढ़ावा देने के लिए, यह निर्णय लिया गया है कि एम्स, नई दिल्ली के लिए पीएसए की नियुक्ति हेतु सार्वजनिक उपक्रमों के बीच जीईएम (जेम) पर एक खुली निविदा जारी की जाए। चिकित्सा उपकरणों की खरीद में सर्वोत्तम प्रदर्शन एवं अधिकतम अनुभव वाली एजेंसी का चयन सुनिश्चित करने के लिए, जीएफआर 2017 के नियम 192 के अंतर्गत अनुमति के अनुसार पीएसए के चयन हेतु गुणवत्ता एवं लागत आधारित चयन (क्यूसीबीएस) आधारित चयन प्रक्रिया अपनाई जाए।

पीएसए के कार्य के दायरे में, खरीद करने में सहायता प्रदान करना, सभी चिकित्सा उपकरणों का केंद्रीयकृत संपत्ति प्रबंधन एवं अनुरक्षण ट्रेकिंग, खरीद के प्रबंधन, इनवेंटरी प्रबंधन, संपत्ति प्रबंधन एवं अनुरक्षण ट्रेकिंग आदि हेतु एक समग्र आईटी सोल्यूशन की स्थापना करना शामिल है। जैसा कि समिति द्वारा अनुसंधित है, पीएसयू को आपस में अथवा एक आईटी सहयोगी के साथ एक कंसोर्टियम के रूप में भाग लेने की अनुमति भी प्रदान की जाए ताकि प्रभावी तरीके से पूरे दायरे की कवरेज सुनिश्चित की जा सके। आईटी सोल्यूशन के अतिरिक्त अन्य सभी पहलुओं के लिए, यह सुनिश्चित किया जाए कि पीएसए के पास उच्चतम स्तर की आंतरिक विशेषज्ञता एवं दक्षता हो।

पीएसए की समयबद्ध नियुक्ति सुनिश्चित करने के लिए, निम्नलिखित समय-सीमा का पालन किया जाए:

- क्यूसीबीएस मानदंडों सहित निविदा दस्तावेज को अंतिम रूप देना: **15 नवंबर, 2023 तक**
- जेम (जीईएम) पर बोलियां जारी करना: **21 नवंबर 2023 तक**
- बोली से पूर्व बैठक: बोली लगाने की तिथि से एक सप्ताह पहले।
- जेम पर तकनीकी बोलियां खोलना: **22 दिसंबर 2023 तक**
- क्यूसीबीएस आधारित तकनीकी मूल्यांकन को अंतिम रूप देना: **10 जनवरी 2024 तक**
- वित्तीय प्रस्ताव खोलना: **15 जनवरी, 2024 तक**
- चयनित पीएसए को कार्य सौंपना: **31 जनवरी, 2024 तक**

उपर्युक्त विस्तृत समय-सीमा के अनुसार पीएसए का समय पर चयन सुनिश्चित करने के लिए आवश्यक है कि दिनांक 28 फरवरी, 2024 से पहले सभी विभागों को वित्त वर्ष 2024-25 हेतु उनकी वार्षिक प्रापण योजना तैयार करने में सहायता प्रदान करने के लिए पीएसए उपलब्ध हों, जैसा कि दिनांक 5 जून 2023 के कार्यालय ज्ञापन संख्या एफडी/सीसीए/एपीपी/2023-24 में वर्णित है।

कार्रवाई: चिकित्सा अधीक्षक (एम्स); प्रभारी-आचार्य (प्रापण)

प्रो. एम.श्रीनिवास

निदेशक

वितरण: (इसे अपने नियंत्रणाधीन अधिकारियों को भी परिचालित करने के अनुरोध सहित)

- संकायाध्यक्ष (शैक्षिक, अनुसंधान, परीक्षा)
- अपर निदेशक (प्रशासन)
- चिकित्सा अधीक्षक, (एम्स)
- सभी केंद्रों के प्रमुखगण/अध्यक्ष, एनसीआई इज्जर
- सभी विभागाध्यक्षगण
- वरिष्ठ वित्त सलाहकार
- प्रभारी-आचार्य; कंप्यूटर सुविधा

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

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

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

31.10.2023

OFFICE ORDER

Sub: Use of Quality-cum-Cost Based selection method for engagement of Procurement Support Agency for AIIMS New Delhi reg.

Ref. OM No. 40-30/2022-Estt.I dt. 31st March 2023, a committee was constituted to examine the benefits and modalities of engaging a Public Sector Undertaking (PSU) as a Procurement Support Agency (PSA) for AIIMS New Delhi. The undersigned has perused the report of the said committee and it is noted that the committee has recommended in favour of engagement of a PSU as PSA as that would help in expediting the procurement process.

The committee has recommended engagement of a PSA through open tender enquiry or through nomination process. In order to further enhance transparency in the selection process for PSA, it has been decided that an open tender be floated on GeM amongst PSUs for engagement of a PSA for AIIMS New Delhi. To ensure selection of an agency with best performance and maximum experience in procurement of medical equipment, Quality-cum-Cost Based selection (QCBS) based selection process be adopted for selection of the PSA as permitted under Rule 192 of GFR 2017.

The scope of work for PSA shall include assistance in procurement, centralized asset management & maintenance tracking of all medical equipment, deployment of a composite IT solution for management of procurement, inventory management, asset management & maintenance tracking, etc. As recommended by the Committee, PSUs may also be permitted to participate as a consortium amongst themselves or with an IT partner to ensure coverage of the entire scope in an effective manner. For all aspects other than the IT solution, it shall be ensured that the PSA has inhouse expertise and competence of the highest order.




To ensure timely engagement of the PSA, the following timeline shall be adhered to:

- Finalization of tender document with QCBS criteria: by 15th November 2023
- Floating of bids on GeM: **by 21st November 2023**
- Pre-bid meeting: 1 week from the date of floating of bids
- Opening of technical bids on GeM: **by 22nd December 2023**
- Finalization of QCBS based technical evaluation: **by 10th January 2024**
- Opening of financial proposals: **by 15th January 2024**
- Award of work to selected PSA: **by 31st January 2024**

Timely selection of PSA as per the afore-detailed timelines is essential to ensure that PSA is available to assist various departments in the preparation of their Annual Procurement Plan for FY 2024-25 before 28th February 2024 as detailed vide OM No. FD/CCA/APP/2023-24 dt. 5th June 2023.

Action: Medical Superintendent (AIIMS); Prof. I/c (Procurement)

 31/10/2023

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

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2022-Estt.-I(DO)

Dated: 31st March, 2023

OFFICE MEMORANDUM

Subject: Committee for engaging Govt. agency / PSU as Procurement Support Agency for procurement of medical equipment at the AIIMS, New Delhi Reg.

AIIMS New Delhi procures thousands of medical equipment and medical supplies annually for patient care, medical education, and research. However, the following key observations have been made by the undersigned:

- Currently, stores and procurement are usually handled by the same personnel, which is not in line with good governance practices. Often, outsourced staff are handling procurements, which is not appropriate.
- The store cadre is limited in strength due to which there is frequent unmet demand for stores & procurement personnel from various Centers & Departments. In many areas, as an interim arrangement, procurement work is being handled by administrative cadre staff who are not formally trained in procurement matters.
- There are no biomedical engineers or similar technical staff in the store cadre to support the procurement of complex medical equipment in line with the current best practices globally.
- Due to shortage of technical & trained personnel, clinical faculty are spending a lot of time in procurement-related activities which is in turn affecting their time available for patient care, teaching & research.
- During an interaction with the faculty & staff, it was informed that in certain cases, procurements have been pending for 2 years due to a shortage of procurement resources in some Departments & Stores.

It has been brought to the attention of the undersigned that recently, the Ministry of Health & Family Welfare, Govt. of India, has engaged a PSU as 'Procurement Support Agency' for three Central Government Hospitals in Delhi. Along similar lines, there is a possibility to engage a PSA for facilitating procurements in Main Hospital, Centers and Departments at AIIMS, New Delhi. This can help to expedite the procurements, as the PSA shall be contractually bound by strict timelines and shall also improve core storekeeping functions by freeing the existing staff from procurement-related activities and consequently shall also lead to relieving of all outsourced staff from Stores and Procurement related functions. As the PSA shall have the database of procurement of medical equipment from across the country, this shall help in quicker finalization of specifications and better benchmarking of prices, which can in turn result in higher efficiency and better prudence in procurement.

To examine the benefits & modalities of engaging a Govt. agency / PSU as PSA for the procurement of medical equipment at AIIMS New Delhi, the following committee is constituted:

- | | |
|--|--------------------|
| 1. Sr. Financial Advisor | - Chairman |
| 2. Medical Superintendent (Main Hospital) or his nominee | - Member |
| 3. Chief, JPNATC or his nominee | - Member |
| 4. Chief, Dr. RPCOS or his nominee | - Member |
| 5. Chief, CTC or his nominee | - Member |
| 6. Chief, CNC or her nominee | - Member |
| 7. Chief, Dr. BRAIRCH & Head, NCI or her nominee | - Member |
| 8. Chief, NDDTC or his nominee | - Member |
| 9. Chief, CDER or her nominee | - Member |
| 10. Dr. Sheetal Singh, Asst. Prof. (Hosp Adm) | - Member-Secretary |

The committee shall submit their recommendations by 08th April 2023.


(Prof. M Srinivas)
Director

Distribution:

- As above

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- Medical Superintendent (AIIMS)
- Chiefs' of all Centres / Head, NCI Jhajjar
- Heads' of all Departments
- Prof. I/c Computer Facility
- O/Ic Procurement

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.

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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.