

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
Stores Section (DO)**

No. F. 01/SO(DO)/COVID-19/2020-21/St.

Dated: 20.04.2020

**Sub: Standard Operating Procedure (SOP) to be followed for purchases of items i.e. Machinery & Equipment and Material & Supplies (Consumables) during the COVID-19 global pandemic - reg.**

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AIIMS, New Delhi is facilitating management of patient care in its Trauma Centre, NCI and preparing Burns & Plastic Centre also for future. This exercise requires procuring and stocking items of patient care in sufficient quantity for present cases & preparedness in case situation escalates.

AIIMS, New Delhi has accordingly constituted various committees i.e. Resource Management Committee (RMC), Diagnostic Management Committee (DMC), etc. by drawing members from faculty, administration, departments for procurement of **Machinery & Equipment and Material & Supplies (Consumables)** for COVID-19 pandemic.

The Director, AIIMS, New Delhi has approved the proposal initiated by the Sr. Financial Advisor for formation of SOPs in terms of compliance on Para 7 of OM dated 27.03.2020 in order to invite competitive process from 'available' sources. It is decided to resort to "Short Tender" wherein bid time is curtailed (same day/next day/like-wise) as per **critical requirement**. The following Standard Operating Procedure (SOP) is to be followed for finalization of purchases of items i.e. Machinery & Equipment and Material & Supplies (Consumables) during the COVID-19 global pandemic with immediate effect:-

- i. Identification of '**Essential Supplies**' by the Resource Management Committee and approved by the Director.
- ii. Requirements of various approved items as calculated/estimated/projected by various Committees/sub-committees with specifications may be put up on Institute's website to be responded by prospective suppliers.
- iii. A pro-forma of requirements i.e. description of item, specifications, quantity, delivery period, payment terms, demo/sample kits, and most importantly date & time of closure of receiving quotation/bid may be filled in by Stores before uploading on website.
- iv. The bidder may be allowed single bid submission through speed post/courier/in person/email/fax, as the case may be in the prevailing situation. A dedicated email ID may be created by Stores (Hospital/DO) to receive bids which can be opened in presence of a committee of 2-3 faculty/officials (user faculty, representative of Stores & Finance).
- v. The bids so received can be evaluated by Resource Management Committee and submit its recommendations for securing financial concurrence & administrative approval on priority over other matters/files.
- vi. Effort should be made wherever possible when the supplies are proposed to be procured from abroad to request the Indian Missions through e-mails to host the requirement on their website.
- vii. Moreover, Institute also has database of vendors pertaining to different items. The potential suppliers will be informed through means of bulk SMSs/emails by respective Stores.
- viii. Requirement not related to COVID-19 will be governed by AIIMS Purchase Manual 2018.
- ix. This circular is valid till 3<sup>rd</sup> May, 2020.

It has been issued with the approval of Director, AIIMS, New Delhi.

*[Signature]*  
20/4/2020  
**SR. STORES OFFICER (DO)**

**Copy to:-**

1. Chief(s) of all Centres
2. Medical Superintendent/Addl. M.S. of all Centres/Hospital
3. Head (s) of all the departments
4. All Faculty of Hospital Administration
5. Store Officers/Asstt. Store Officers/Jr. Store Officers of all Centres/Hospital
6. Prof.In-charge, Computer Facility - with a request to circulate it on content provider

**Cc to :** PPS to Director/DDA/Sr. FA/Dy. Secretary – for information please.

*Circulate to all*  
*[Signature]*  
20/4/2020

*Rel/2*  
*20/4*