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F. No.Z-28016/2/2012  
Government of India  
Ministry of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated, the 5<sup>th</sup> of July 2013

**ORDER**

Subject: Procurement process for medical equipments and other goods and services through Procurement Support Agent (PSA) for six new AIIMS under PMSSY.

1. For procurement of **medical equipments and other goods and services** through Procurement Support Agent (PSA) meant for different functions of the six new AIIMS at Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur and Rishikesh, the work of PSA selected through open tender system has already been awarded to M/S HLL Lifecare Ltd, a Government of India Enterprise vide communication of even no. dtd 12 June 2013, subject to financial limit of Rupees One Thousand Crore taking into account requirements of all the six AIIMS together. This financial limit is inclusive of procurement done or being done by following due process/issued guidelines/Rules in a transparent manner and within the approved budget, by each new AIIMS for meeting minimum operational requirements of starting the six AIIMS hospitals in a limited manner, in August 2013, as per decisions contained in the conveyed minutes of three meetings of Procurement Committee Chaired by Secretary H&FW held on 13 February 2013, on 26 March 2013 and on 02 May 2013.

2. With the approval Hon'ble Health & Family Welfare Minister and concurrence of IFD, the following guidelines / processes are hereby ordered for strict adherence by all concerned, including the six new AIIMS and the PSA.

3. **PROCUREMENT PROCESS TO BE ADOPTED THROUGH PSA**

**A. Stakeholders and steps to be followed**

- a. Six AIIMS at Bhopal, Patna, Rishikesh, Bhubaneswar, Jodhpur and Raipur to be involved in the process.
- b. Each new AIIMS has to specify its requirement within the budget ceiling of approx. Rs200cr per AIIMS which includes all types of procurement of equipments, goods etc, whether local, limited, domestic or global, including the procurements being handled through PSA. It is reiterated that duly approved upper ceiling amount is approx. Rs.200cr per AIIMS and it includes OTs of different kinds, CSSD, MGPS, equipments etc.

- c. Recommendations of the Technical Specifications Committees (in place, vide order No. Z-28016/33/2013-SSH Dtd 26 February 2013)
- d. Tender Documentation (tender documents vetted by IFD for Rs200cr procurement and tender documents/guidelines decided in the Secretary HFW headed Procurement Committee (constituted vide No. Z-28016/2/2012-SSH Dtd 31 January 2013) to be adopted by PSA who would also include adequate training of personnel and non-locked open software and standard interface interoperability conditions for networked equipments in hospital management information system(HMIS)
- e. Pre-bid Conference & Amendments Committee
- f. Tender opening Committee
- g. Bid evaluation Committee
- h. Procurement recommendation (Purchase Proposal)
- i. Approval by competent authority
- j. Placing of Orders
- k. Procurement, Inspection, Quality Assurance, Delivery, Installation and Commissioning.
- l. Consignee Receipt, Certificate (CRC) and Final Acceptance Certificate (FAC)
- m. Payments to supplier/PSA

**B-1-A: Specifications Committee**

These Committees and Terms of Reference are as contained in order No. Z-28016/33/2013-SSH Dtd 26 February 2013. Some of the Committees which are yet to submit their recommendations shall be asked by PMSSY Division to expedite, and PSA will coordinate the process effectively.

**B-1-B: Review Committee on Specifications**

The specifications and recommendations made by Committees set up order No. Z-28016/33/2013-SSH Dtd 26 February 2013 shall be reviewed by a **Committee of Directors** under Convenorship of Director, AIIMS, Raipur and comprising of Directors of AIIMS, Bhubaneswar, Jodhpur and Rishikesh. **Quorum: 3. Time line: One week** after receipt of recommendation of a Specifications Committee.

**B-1-B: Approval Authority for Recommendations made by these Specifications Committees and Review Committee:**

PMSSY Wing, MoHFW

**B-2 : Tender Documentation**

Tender documents vetted by IFD for earlier Rs200cr procurement for six new AIIMS and tender documents approved by Secretary HFW headed Procurement Committee are to be adopted by PSA who would include

adequate training of personnel and non-locked open software and standard interface interoperability conditions for networked equipments in hospital management information system.

### **B-3 Pre-Bid Conference & Amendments**

#### **B-3-A: Technical Approval Committee**

- i) Director, AIIMS, Jodhpur- Co-Convenor
- ii) Director, AIIMS, Raipur- Co-Convenor
- iii) Director, AIIMS, Bhubaneswar
- iv) Director, AIIMS, Rishikesh
- v) Representatives of PSA from all the related Divisions

**B-3-A: Quorum** : 3, minimum 2 Directors of AIIMS

#### **B-3-A: ToR**

- i) To conduct due pre-bid conference
- ii) To consider requests received in pre-bid conference and decide on them
- iii) To keep in mind that unfair elimination of bidders does not take place and genuine manufacturers are encouraged for fair competition
- iv) To approve amendments of technical nature and recommend their incorporation in tender document.

**B-3-A Timeline:** One week after conclusion of conference.

### **B-3-B: Pre-Bid Conference and Amendments**

#### **B-3-B: Commercial Approval Committee**

##### **B-3-B: Composition:**

- i) Director(Procurement), DGHS- Convenor
- ii) Representative of Proc Wing, MoHFW
- iii) Representative of IFD, MoHFW
- iv) DS/US (PMSSY)
- v) Representatives of PSA for all related Divisions who participate in B-3-A Committee

**B-3-B: Quorum:** 3, including IFD

**B-3-B Timeline:** One week after conclusion of conference (Pre-Bid Conference: Technical and Commercial will be simultaneous and PSA to coordinate).

### **E-4 Tender Opening Committee**

#### **E-4 Composition:**

PMSSY Procurement for new AIIMS through PSA July 2013.

- i) Representative of IFD, MoHFW
- ii) US(PMSSY)
- iii) Representatives of PSA

**B-4 Quorum:** 3, including IFD

**B-5 Bid Evaluation Committee- Technical**

**B-5 Composition:**

- i) Director, AIIMS, Jodhpur- Co-Convenor
- ii) Director, AIIMS, Raipur- Co-Convenor
- iii) Director, AIIMS, Bhubaneswar
- iv) Director, AIIMS, Rishikesh
- v) Representatives of PSA from all Divisions concerned.

**B-5 Quorum:** 3, with minimum 2 Directors

**B-5 Timeline:** Recommendation of the Committee to MoHFW within three weeks of opening of bids.

**B-5 Approval Authority:** PMSSY Wing, MoHFW

**B-6 Bid Evaluation Committee- Commercial**

**B-6: Composition :**

- i) Director (Procurement), DGHS-Convenor
- ii) Representative of Proc Wing, MoHFW
- iii) Representative of IFD, MoHFW
- iv) DS/US- PMSSY
- v) Representative of HLL from all HLL Divisions concerned.

**B-6 Quorum:** 3, including IFD

**B-6 Timeline:** Recommendations of the Committee to MoHFW within three weeks of opening of bids.

**B-6 Approval Authority:** PMSSY Wing with IFD Concurrence

**B-7: Financial (Price) Bid Opening and Evaluation Committee**

**B-7 Composition:**

- i) Director, AIIMS, Raipur- Co-Convenor
- ii) Director, AIIMS, Jodhpur- Co-Convenor
- iii) Director (Procurement), DGHS
- iv) Representative of Proc Wing, MoHFW
- v) Representative of IFD, MoHFW
- vi) DS/US, PMSSY

Handwritten signature or initials.

vii) Representatives of PSA for all concerned Divisions

**B-7 Quorum:** 4, including IFD

**B-7 ToR**

- i) To make procurement recommendations (Purchase proposal)
- ii) PSA will supply site inspection reports as applicable, particularly for L-1.

**B-7 Timeline:** Within three weeks of communication of approval of MoHFW to opening of price bid.

**B-8-A Approval of Price Bid Evaluation Committee Recommendation:**

- i) PMSSY Wing to seek IFD concurrence within one week after receiving the recommendations.
- ii) Obtaining IFD concurrence: Within one week by PMSSY Wing
- iii) Placing before competent authority in MoHFW by PMSSY Wing

**B-8-B Competent Authority** (also for cases requiring approval of HFM shall have to be recommended by the following Committee)

Composition as follows:

- i. Secretary, HFW: Chairman
- ii. DG, DGHS: Member
- iii. AS & FA, MoHFW: Member
- iv. Joint Secretary (PMSSY): Member
- v. Joint Secretary (Procurement): Member
- vi. Director, AIIMS, Bhubaneswar: Member
- vii. Director, AIIMS, Raipur: Member
- viii. FA, AIIMS, Jodhpur: Member
- ix. FA, AIIMS, Patna: Member
- x. MS, AIIMS, Rishikesh: Member

**B-9: Placing of Orders by PSA:** within three days of receipt of approval at B-8 stage.

**C. Procurement, Inspection, Quality Assurance, Delivery, Installation,**

**C-1 Domestic items:** PSA to complete process within three months.

**C-2 Global Items:** PSA to complete process within five months

**D. Receipt & Acceptance**

**D-1** Receipt and Acceptance to be done by each new AIIMS duly facilitated by PSA.

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**D-2** CRC (Consignee Receipt Certificate) to be furnished by relevant Committee comprising of Group A Officers of the AIIMS concerned, duly constituted by the Director, AIIMS. CRC to be countersigned by the Director, AIIMS. CRC will be in format supplied by PSA.

**D-3** FAC (Final Acceptance Certificate) to be furnished by relevant Committee comprising of Group A Offices of the AIIMS concerned, duly constituted by the Director, AIIMS. FAC to be countersigned by the Director, AIIMS. FAC will be on format supplied by PSA.

**D-4** Stock entry of items received by each AIIMS shall be as per Government of India guidelines. Stores Management Automation Software should be adopted.

**E- Payments to be made though PSA**

**E-1:** Bills for payment are to be concurred by the FA of AIIMS concerned before payment is released, based on CRC/FAC.

**E-2:** PSA's fee will be as per agreement.

**E-3:** PMSSY Wing in MoHFW to be strengthened with provision of staff and space.

  
(Oma Nand)

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Copy to:

- i. Director, AIIMS, New Delhi/ Bhopal/ Bhubaneswar/ Jodhpur/ Patna/ Raipur/ Rishikesh
- ii. CMD, HLL Lifecare Ltd, Thiruvananthapuram, /NOIDA
- iii. Dy Director (Admn), AIIMS, Bhopal/ Bhubaneswar/ Jodhpur/ Patna/ Raipur/ Rishikesh.
- iv. Financial Advisor, AIIMS, Bhopal/ Bhubaneswar/ Jodhpur/ Patna/ Raipur/ Rishikesh
- v. Medical Suptdt, AIIMS, Bhopal/ Bhubaneswar/ Jodhpur/ Patna/ Raipur/ Rishikesh
- vi. PS to HFM
- vii. Director(EPW), MoHFW
- viii. Director (Procurement), DGHS, MoHFW
- ix. Director/DS (IFD), MoHFW
- x. DS (PMSSY), MoHFW; US (PMSSY), MoHFW
- xi. PPS to Secretary / AS&FA/ AS (H)/ JS (Procurement)/ JS(PMSSY)
- xii. Programme / Accounts Sections in PMSSY Division
- xiii. NIC, MoHFW for hosting on website