

F. No.Z-28016/2/2012
Government of India
Ministry of Health & Family Welfare
Nirman Bhawan, New Delhi

Dated, 19th December .2012

ORDER

Subject: Procurement of pre-clinical equipments for six new AIIMS.

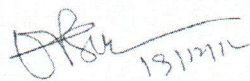
For procurement of medical equipments meant for pre-clinical departments in the six new AIIMS at Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur and Rishikesh, it has been decided to award the work of PSA (Procurement Support Agent), on nomination basis under Rule 176, General Financial Rules, 2005 to M/S HLL Lifecare Ltd, a Government of India Enterprise subject to financial limit of Rupees Two Hundred Crore taking into account requirements of all the six AIIMS together. The following guidelines / process is hereby ordered.

A: The Requirements and Specifications Committee (RSC)

RSC will have three Sub Committees taking into account the pre-clinical departments. The Terms of Reference (ToR) of the RSC shall be as follows:

A: ToR of the Requirements and Specifications Committee

- i) To recommend to MoHFW, the lists of equipments along with detailed specification, estimated cost and number of equipments required, location wise, keeping in mind the planned intake of students.
- ii) To recommend to MoHFW such lists and specifications which will ideally evoke multi-vendor response and if limited/ proprietary make, service the same to be specified.
- iii) To keep in mind the quality benchmark of equipments *vis-a-vis* expenditure of the public money and sustainability.
- iv) The Committee will also keep in mind the role of HLL is to provide all supporting brochures, draft specifications, logistics/coordination so that multi-vendor and genuine manufacturer participation or sole authorized vendor situation is aimed at in a transparent manner.
- v) Committee will document its proceedings, duly minuted and supply the same to MoHFW along with its recommendation.
- vi) Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and


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preparing minutes and taking necessary follow up action would be with the PSA.

A-1: Composition of RSC Sub Committee on Anatomy

- i) Director, AIIMS, Patna- Convenor
- ii) Director, AIIMS, Bhubaneswar
- iii) HoD, Department of Anatomy, AIIMS New Delhi or his representative member of Faculty
- iv) HoD, Department of Anatomy, Safdarjung Hospital or his representative member of Faculty.

A-1: Quorum: 3

A-2: Composition of RSC Sub Committee on Biochemistry

- i) Director AIIMS, Jodhpur - Convenor
- ii) Director AIIMS, Raipur
- iii) HoD, Department of Biochemistry, AIIMS or his representative member of Faculty
- iv) HoD, Department of Biochemistry, Safdarjung Hospital or his representative member of Faculty.

A-2: Quorum: 3

A-3: Composition of RSC Sub Committee on Physiology and Community Medicine

- i) Director, AIIMS, Bhopal - Convenor
- ii) Director, AIIMS, Rishikesh
- iii) HoD, Department of Physiology, AIIMS, New Delhi or his nominee Faculty member
- iv) HoD Department of Community Medicine, AIIMS New Delhi or his nominee Faculty member
- v) HoD, Department of Physiology, Safdarjung Hospital or his nominee Faculty member
- vi) HoD, Department of Community Medicine, Safdarjung Hospital or his nominee Faculty member

A-3: Quorum: 4, with minimum one Member from each of the Departments of Physiology and Community Medicine.

A: Time Frame for RSC Sub Committees: Each Sub Committee to submit its recommendation to MoHFW by 27th December, 2012

A: Approval Authority for Recommendations by the three Sub Committees of RSC:
PMSSY Wing, MoHFW

B: Tender Documentation Committee

B: Composition:

- i) Director (EPW), MoHFW- Convenor
- ii) Director (Procurement), DGHS, MoHFW

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- iii) DS(IFD)
- iv) DS/US (PMSSY)

B: ToR

- i) To keep in mind the Government guidelines/instructions issued and compliance
- ii) To keep in mind IFD advisory and compliance
- iii) To aim at evoking multi-vendor and genuine direct manufacturer participation in tender process
- iv) To examine the standard tender document submitted by PSA-HLL (PSA to submit draft on or before 21 December, 2012) and recommend final draft tender document by 2 January, 2013.
- v) Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA.

B: Quorum : 3, including IFD

B: Approval Authority: PMSSY Wing with IFD Concurrence.

B: Timeline for Committee : To recommend to PMSSY Wing by 27th Dec 2012

C: Pre-Bid Conference & Amendments

C-1: Technical Approval Committee

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

C-1: Quorum: 3, minimum 2 Directors of AIIMS

C-1: 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.
- v) Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA.

C-1: Timeline: One week after conclusion of conference.

C: Pre-Bid Conference and Amendments

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C-2: Commercial Approval Committee

C-2: Composition:

- i) Director(EPW), MoHFW- Convenor
- ii) Director (Procurement), DGHS, MoHFW
- iii) DS(IFD)
- iv) DS/US (PMSSY)
- v) Rep. of HLL for all related Divisions who participate in C-1 Committee

C-2: Quorum: 4, including IFD

C-2: Timeline: One week after conclusion of conference (Pre-Bid Conference: Technical and Commercial will be simultaneous and PSA to coordinate/ facilitate).

D: Tender Opening Committee

D: ToR:

- i. To open tenders in the manner prescribed under Government guidelines
- ii. Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA.

D: Composition:

- i) US(IFD)
- ii) US(PMSSY)
- iii) Representative of HLL

D: Quorum: 3, including IFD

E-1: Bid Evaluation Committee- Technical

E-1: ToR:

- i. To carry out technical evaluation of bids in the manner prescribed under Government guidelines
- ii. Commercial and technical bid evaluations are to be done simultaneously to avoid delay. For both technical and commercial evaluation HLL has to furnish preliminary data on compliance to checklist of the tender for eligibility.
- iii. Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA.

E-1 Composition:

- i) Director AIIMS, Jodhpur- Convenor
- ii) Director, AIIMS, Raipur

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- iii) Director, AIIMS, Rishikesh
- iv) Representatives of HLL from all HLL Divisions concerned.

E-1 Quorum : 3, with minimum 2 Directors

E-1 Timeline : Recommendation of the Committee to MoHFW within three weeks of opening of bids.

E-1 Approval Authority: MoHFW

E-2 Bid Evaluation Committee- Commercial

E-2: ToR:

- i. To carry out commercial evaluation of bids in the manner prescribed under Government guidelines
- ii. Commercial and technical bid evaluations are to be done simultaneously to avoid delay. For both technical and commercial evaluation HLL has to furnish preliminary data on compliance to checklist of the tender for eligibility.
- iii. Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA.

E-2: Composition :

- i) Director(EPW), MoHFW- Convenor
- ii) Director (Procurement), DGHS, MoHFW
- iii) DS(IFD)
- iv) DS/US (PMSSY)
- v) Rep. of HLL for all related Divisions who participate in E-1 Committee

E-2 Quorum : 3, including IFD

E-2 Timeline : Recommendations of the Committee to MoHFW within three weeks of opening of bids.

E-2 Approval Authority: MoHFW

E-3: Financial (Price) Bid Opening and Evaluation Committee

E-3 Composition:

- i) Director, AIIMS, Jodhpur-Convenor
- ii) Director (Procurement), DGHS, MoHFW
- iii) DS(IFD)
- iv) Representatives of HLL for all concerned Divisions of HLL

E-3 ToR

- i) To make procurement recommendations (Purchase proposal)

- ii) PSA will supply site inspection reports as applicable, particularly for L-1.
- iii) Responsibility of facilitating the fixing and convening of the meetings, issuing agenda for the meeting, maintaining back ground papers and preparing minutes and taking necessary follow up action would be with the PSA. For this committee, the PSA has to provide estimated cost, basis of estimated cost for each of the equipments, last purchase price, latest procurement price of other institutions for like to like comparison.
- iv) PSA to facilitate the committee to decide on reasonability of bid price.

E-3 Timeline : Within three weeks of communication of approval of MoHFW to opening of price bid.

F: Approval of Price Bid Evaluation Committee Recommendation:

- i) PMSSY Wing to seek IFD concurrence within one week after receiving the recommendations.
- ii) IFD concurrence: Within one week
- iii) Placing before competent authority in MoHFW by PMSSY Wing and conveying of approval to PSA of acceptance or otherwise, of price bids.

G: Placing of Orders by PSA:

Within three days of receipt of approval at F stage.

H: Procurement, Inspection, Quality Assurance, Delivery, Installation,

H: Domestic items: PSA to complete process by 22nd April, 2013.

H: Global Items: PSA to complete process by 22nd June, 2013

I: Receipt & Acceptance

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

I-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.

I-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.

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


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J: Payments

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

J-2: As per PMSSY consultancy pattern, PSA's fee will be as approved by competent authority.

This issues with the concurrence of IFD conveyed vide CD No: C-1524 Dtd 19 December 2012.


(O.P.Sharma)

Under Secretary to the Government of India
PMSSY Division
Tel: 23061120

Copy to:

- i. Director, AIIMS, Bhopal, Bhubaneswar/ Jodhpur/ Patna/ Raipur/ Rishikesh
- ii. CMD, HLL Lifecare Ltd, HLL Bhawan, Thiruvananthapuram, Kerala/ local officer at NOIDA
- iii. PS to HFM
- iv. Director (EPW), MoHFW
- v. Director (Procurement), DGHS, MoHFW
- vi. Director, AIIMS, Delhi with the request that the HoDs of Deptt.of Anatomy/ Biochemistry / Physiology/ Community Medicine, may be nominated as a member of the committee
- vii. Addl. D.G & M.S Safdarjung Hospital/ VMMC with the request that the HoDs, of D/o of Anatomy/ Biochemistry / Physiology/ Community Medicine, may be nominated as a member of the committee
- viii. DS(IFD), MoHFW
- ix. DS(PMSSY), MoHFW
- x. US(PMSSY), MoHFW
- xi. PPS to Secretary/ Spl Secretary/ AS&FA/ JS(PMSSY)
- xii. Programme/ Accounts Sections in PMSSY Division