

अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली

निदेशक कार्यालय

फा.सं. 40-30/2022-स्था.।

06.03.2024

कार्यालय आदेश

विषय: एम्स दिल्ली हेतु खरीद सहायता एजेंसी की नियुक्ति में अनुचित विलंब संबंधी।

दिनांक 31 मार्च 2023 के कार्यालय ज्ञापन संख्या 40-30/2022-स्था.। के संदर्भ में, एक समिति का गठन किया गया था ताकि सार्वजनिक क्षेत्र उपक्रम (पीएसयू) को एम्स, नई दिल्ली के लिए एक खरीद सहायता एजेंसी (पीएसए) के रूप में नियुक्त करने के लाभों एवं तौर-तरीकों की जांच की जा सके। उक्त समिति द्वारा खरीद में सहायता हेतु पीएसए के रूप में एक पीएसयू की नियुक्ति के पक्ष में सिफारिश की गई थी ताकि आईओटी, खरीद के प्रबंधन, इन्वेंट्री प्रबंधन, परिसंपत्ति प्रबंधन एवं अनुरक्षण ट्रेकिंग आदि हेतु एक समग्र आईटी सोल्यूशन स्थापित करते हुए सभी चिकित्सा उपकरणों की खरीद में सहायता, केंद्रीकृत संपत्ति प्रबंधन एवं अनुरक्षण ट्रेकिंग की जा सके। समिति द्वारा यह सिफारिश भी की गई थी कि एक खुली निविदा जांच के माध्यम से अथवा नामांकन प्रक्रिया द्वारा पीएसए नियुक्त किया जाना चाहिए।

सुशासन पद्धति को ध्यान में रखते हुए तथा पीएसए की चयन प्रक्रिया में पारदर्शिता बढ़ाने हेतु, अधोहस्ताक्षरी ने दिनांक 31 अक्टूबर 2023 के कार्यालय ज्ञापन संख्या 40-30/2022-स्था.। द्वारा निदेश दिए थे कि पीएसए की नियुक्ति हेतु गुणवत्ता-सह-लागत आधारित चयन (क्यूसीबीएस) चयन प्रक्रिया का उपयोग करते हुए सार्वजनिक उपक्रमों के बीच जीईएम पर एक खुली निविदा जारी की जाए ताकि सर्वोत्तम कार्य-प्रदर्शन तथा चिकित्सा उपकरणों की खरीद में अधिकतम अनुभव रखने वाली एजेंसी का चयन सुनिश्चित किया जा सके।

आगे यह दोहराया गया कि निर्धारित समय-सीमा के अनुसार समयबद्ध तरीके से पीएसए की नियुक्ति की प्रक्रिया पूरी की जानी चाहिए ताकि विभिन्न विभागों को उनकी वार्षिक खरीद योजना तैयार करने में सहायता प्रदान करने के लिए 28 फरवरी 2024 से पहले पीएसए उपलब्ध हो, जैसा की दिनांक 5 जून 2023 के कार्यालय ज्ञापन संख्या एफडी/सीसीए/एपीपी/2023-24 में निहित है। इसे दिनांक 17.01.2024 के कार्यालय ज्ञापन संख्या 40-30/2022-स्था.। द्वारा पुनः दोहराया गया था।

अधोहस्ताक्षरी द्वारा हाल ही में पीएसए की नियुक्ति की दिशा में हुई प्रगति की समीक्षा की गई है तथा यह नोट किया गया है कि आज तक पीएसए की नियुक्ति हेतु निविदा जारी नहीं की गई है। पीएसए की नियुक्ति हेतु निविदा जारी करने में यह अनुचित विलंब स्वीकार्य नहीं है तथा इससे विभिन्न विभागों की वार्षिक खरीद योजनाएं तैयार करने

की समय-सीमा पर व्यापक प्रभाव पड़ेगा तथा आवश्यक चिकित्सा उपकरण आदि की खरीद में विलंब होगा।

तदनुसार, चिकित्सा अधीक्षक (अ) को यह सुनिश्चित करने की सलाह दी जाती है कि 10 मार्च 2024 से पहले एम्स हेतु पीएसए नियुक्त करने के लिए निविदा जारी की जाए तथा एम्स, नई दिल्ली के लिए पीएसए नियुक्त करने की पूरी प्रक्रिया 15 अप्रैल 2024 तक पूरी कर ली जाए।

कार्रवाई: चिकित्सा अधीक्षक (अस्प.)

इसके अतिरिक्त, पीएसए को एम्स नई दिल्ली में चिकित्सा उपकरण परिदृश्य को समझने में सक्षम बनाने तथा प्रत्येक चिकित्सा उपकरण हेतु एक विशिष्ट संपत्ति कोड प्रदान करने के लिए निदेश दिया गया था कि दिनांक 13.9.2023 के कार्यालय ज्ञापन संख्या 40-30/2022-स्था। द्वारा विभिन्न विभागों, केंद्रों, स्टोर आदि द्वारा खरीदे गए चिकित्सा उपकरणों के लिए एक केंद्रीकृत जियो-टैग सूची तैयार की जाए। उक्त कार्यालय ज्ञापन के अनुक्रम में, कार्यालय ज्ञापन संख्या 22.09.2023 द्वारा कंप्यूटर सुविधा ने उपकरण संबंधी अपेक्षित विवरण प्राप्त करने के लिए एक वेबफॉर्म निर्मित किया था। पीएसए की ऑनबोर्डिंग से पहले इन विवरणों के यथावत व्यवस्थापन की सुनिश्चितता हेतु सभी विभागों को 31 मार्च 2024 से पहले उक्त डेटाबेस में अपने उपकरण सूची का विवरण दर्ज करने की प्रक्रिया पूरी करनी होगी।

प्रो. एम. श्रीनिवास
निदेशक

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

1. संकायाध्यक्ष (शैक्षिक, अनुसंधान, परीक्षा)
2. अपर निदेशक (प्रशासन)
3. चिकित्सा अधीक्षक (एम्स)
4. सभी केंद्रों के प्रमुखगण/अध्यक्ष, एन.सी.आई. झज्जर
5. सभी विभागाध्यक्षगण
6. वरिष्ठ वित्त सलाहकार
7. प्रभारी-आचार्य, कंप्यूटर सुविधा

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

OFFICE OF DIRECTOR

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

06.03.2024

OFFICE ORDER


Sub: Undue Delay in engagement of Procurement Support Agency for AIIMS Delhi

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 said committee had recommended in favour of engagement of a PSU as PSA for assistance in procurement, centralized asset management & maintenance tracking of all medical equipment using IoT, deployment of a composite IT solution for management of procurement, inventory management, asset management & maintenance tracking, etc. The committee had also recommended that the PSA should be engaged through an open tender enquiry or through nomination process.

Keeping in view good governance practices and to increase transparency in the selection process for PSA, the undersigned had vide OM No. 40-30/2022-Estt.I dt. 31st October 2023 directed that an open tender be floated on GeM amongst PSUs using the Quality-cum-Cost Based selection (QCBS) selection process for engagement of a PSA so as to ensure selection of an agency with best performance and maximum experience in procurement of medical equipment.

It was further reiterated that the process for engagement of PSA must be completed by in a timely manner as per the prescribed timelines so that the PSA is available to assist various departments in the preparation of their Annual Procurement Plan before 28th February 2024 as detailed vide OM No. FD/CCA/APP/2023-24 dt. 5th June 2023. The same was also reiterated vide OM No. 40-30/2022-Estt.I dt. 17.01.2024

The undersigned has recently reviewed the progress made towards the engagement of PSA and has noted that till date the tender for engagement of PSA has not been


6/3/2024

issued. This undue delay in floating the tender for engagement of PSA is not acceptable and shall have a cascading effect on the timelines for preparation of the Annual Procurement Plans of various departments and in turn in delayed procurement of essential medical equipment, etc.

Accordingly, the Medical Superintendent (H) is advised to ensure that the tender for engaging PSA for AIIMS is floated before 10th March 2024 and the entire process for engaging the PSA for AIIMS New Delhi is completed latest by 15th April 2024 .

Action: Medical Superintendent (H)

Further, to enable the PSA understand the medical equipment landscape at AIIMS New Delhi and to provide a unique asset code to each medical equipment, it was directed to prepare a centralized geo-tagged inventory for medical equipment procured by various Departments, Centers, Stores, etc. vide OM No. 40-30/2022-Estt.I dt. 13.9.2023. In follow-up to the said OM, Computer Facility had vide OM No. 22.09.2023, developed a webform to capture the requisite details of the equipment. To ensure that these details are in place before the onboarding of PSA, all departments are required to complete the exercise of entering the details of their equipment inventory in the said database before 31st March 2024.

 8/3/2024

Prof. M Srinivas
Director

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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

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

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

17.01.2024

OFFICE ORDER

Sub: Delay in 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 said committee had recommended in favour of engagement of a PSU as PSA for assistance in procurement, centralized asset management & maintenance tracking of all medical equipment using IoT, deployment of a composite IT solution for management of procurement, inventory management, asset management & maintenance tracking, etc. The committee had also recommended that the PSA should be engaged through an open tender enquiry or through nomination process.


Keeping in view good governance practices and to increase transparency in the selection process for PSA, the undersigned had vide OM No. 40-30/2022-Estt.I dt. 31st October 2023 directed that an open tender be floated on GeM amongst PSUs using the Quality-cum-Cost Based selection (QCBS) selection process for engagement of a PSA so as to ensure selection of an agency with best performance and maximum experience in procurement of medical equipment.

It was further reiterated that the process for engagement of PSA must be completed by in a timely manner as per the prescribed timelines so that the PSA is available to assist various departments in the preparation of their Annual Procurement Plan before 28th February 2023 as detailed vide OM No. FD/CCA/APP/2023-24 dt. 5th June 2023.

The undersigned has recently reviewed the progress made towards the engagement of PSA and has noted that till date the tender document – which was to be finalized by 15th November 2023 – hasn't been finalized. This inordinate delay in initiating the

tender process for engagement of PSA is not acceptable and shall have a cascading effect on the timelines for preparation of the Annual Procurement Plans of various departments and in turn in delayed procurement of essential medical equipment, etc.

To ensure expeditious engagement of PSA, Addl. Director (Admin) is requested to immediately review the ongoing efforts for engagement of PSA along with Sr. Financial Advisor, Medical Superintendent, PIC (Procurement) & other stakeholders to ensure the PSA is engaged within the timelines stipulated in OM No. 40-30/2022-Estt.I dt. 31st October 2023 (copy attached).

 17/11/2023

Prof. M Srinivas
Director

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7. Prof. I/c Computer Facility

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)

 31/10/23

Prof. M Srinivas

Director

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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.


31/3/2023
(Prof. M Srinivas)
Director

Distribution:

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- Addl. Director (Admin)
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- Heads' of all Departments
- Prof. I/c Computer Facility
- O/lc 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/SC (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. CIDAL 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.

1. Chief of all the Centres / Heads of all the Departments.
2. Dean (Academics) / Dean (Research) / Dean (Examination)
3. Medical Superintendent (Main) / Medical Superintendent (RPC)
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.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

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

13.09.2023

OFFICE MEMORANDUM

Sub: Centralized Inventory for Medical Equipment Reg.

Ref. OM No. F. No. 40-30/2022-Estt.I dt. 31st March 2023, AIIMS New Delhi is in the process of engaging a procurement support agency (PSA) for providing assistance in procurement of machinery & equipment and for streamlining the process of maintenance of medical equipment.

To enable the PSA understand the medical equipment landscape at AIIMS New Delhi and to provide a unique asset code to each medical equipment, it is essential to have a centralized inventory for medical equipment procured by various Departments, Centers, Stores, etc.

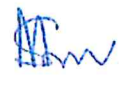
Accordingly, computer facility is required to develop by 16th September 2023, a standardized web form which can be accessed via AIIMS intranet, and all departments can enter the details of medical equipment available with them. The said web form shall capture atleast the following details:

- Equipment Name
- Equipment Location
- Date of Installation
- Date of Start of CAMC
- Date of End of CAMC
- Functional Status

Action: Prof. I/c Computer Facility.

Subsequently, all departments shall latest by 30th September 2023, enter the relevant details in the said web form without fail for all medical equipment available in their respective wards, OPD's, labs, etc. irrespective of whether they were procured via Hospital Store, DO Store, Department Stores, etc.

Action: Chiefs of Centers, Medical Superintendent, Heads of all Departments

 13/9/2023

Prof. M Srinivas
Director

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

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5. Heads' of all Departments
6. Prof. I/c Computer Facility
7. O/Ic Procurement

COMPUTER FACILITY
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NEW DELHI-29

Date: 22/09/23

Sub: Web-form for entering details of all Non-Consumable equipment (Medical, Surgical, IT etc.)
for creation of Centralized Inventory.

With reference to the Office Memorandum No. F.No. 40-30/2022-Estt.I date : 13/09/2023 (Copy attached), a web-form has been developed for entering details of all Non-Consumable equipment (Medical, Surgical, IT etc.). The same is accessible via AIIMS Intranet at link "https://internal2.aiims.edu/inventory".

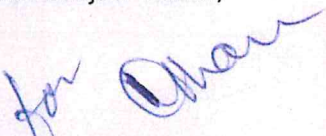
Accordingly, all the departments are requested to inform, through e-mail at address sanjeevkr@aiims.gov.in, the following details of the person(s) who will make the entries, so that login id & password can be created and issued to them.

Details required:

1. Name of the Building/Centre.
2. Name of the Department
3. Name of the User.
4. Email Address of the User (the password will be sent to this email id).
5. Mobile Number of the User.

The steps for data entry are mentioned in the attached sheet.

For any query please contact to Sh. Rajat Kumar, Programmer (Mob. 8750030780)/Sh. Sanjeev Kumar, Sr. Programmer(Mob. 9013040211)

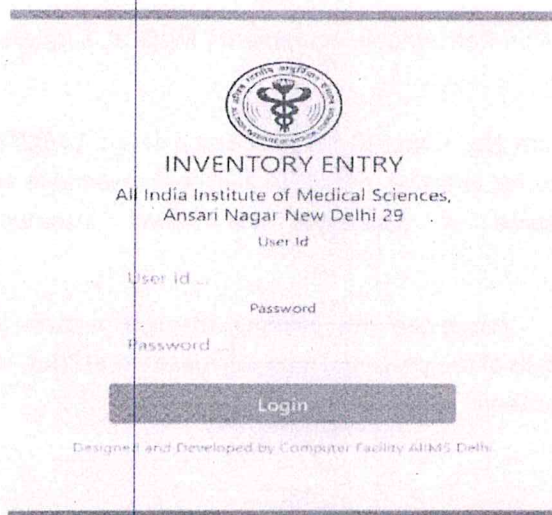

Dr. Pooja Gupta
Prof. In-Charge

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3. Medical Superintendent (AIIMS)
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5. Heads of all Deapartments
6. Officer Incharge, Procurement

Steps for Data Entry in Web-form for Entering Details of Equipment:

1. Open URL <http://internal2.aiims.edu/inventory> on any browser in a system on AIIMS Intranet. Following screen opens



INVENTORY ENTRY
All India Institute of Medical Sciences,
Ansari Nagar New Delhi 29

User Id
User Id ...

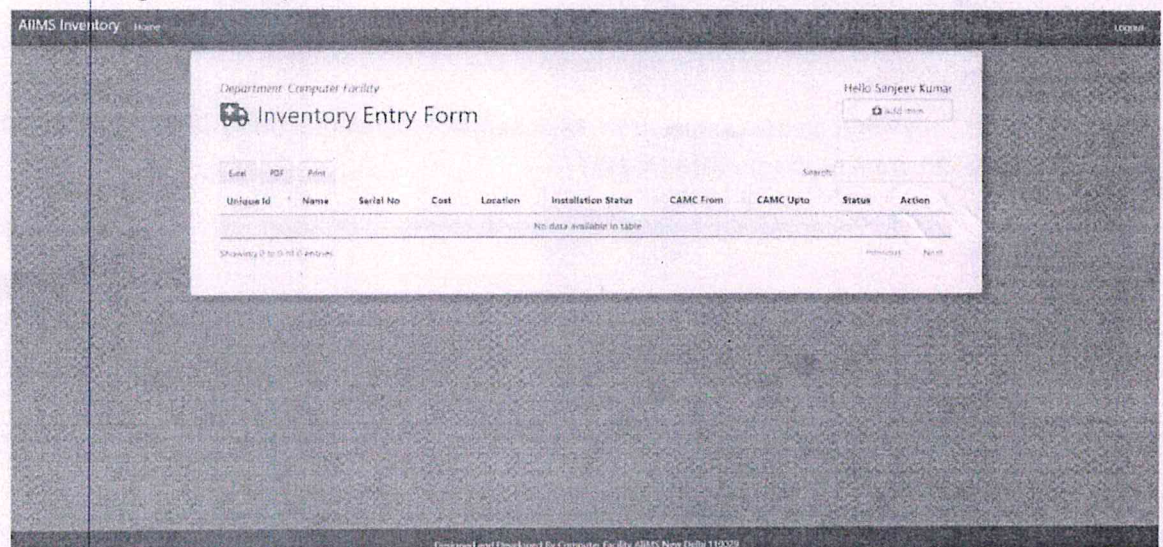
Password
Password ...

Login

Designed and Developed by Computer Facility AIIMS Delhi

2. Login by entering your login id and password issued by Computer Facility.

Following screen opens



AIIMS Inventory Home Logout

Department Computer Facility

Hello Sanjeev Kumar

Inventory Entry Form

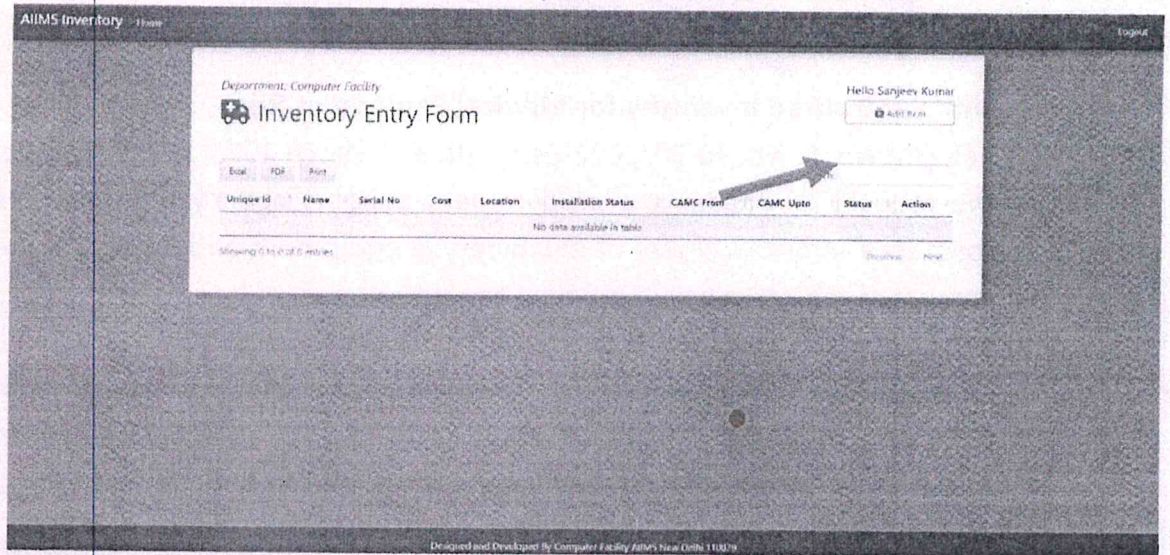
List PDF Add

Unique Id	Name	Serial No	Cost	Location	Installation Status	CAMC From	CAMC Upto	Status	Action
No data available in table									

Showing 0 to 0 of 0 entries

Designed and Developed by Computer Facility AIIMS New Delhi 110029

- To add a new item into the inventory, click on button "Add Item"



Following form pops up:

New Item Details

Serial No. (Mandatory) N/A

Equipment Name

Equipment Name

Equipment Code

Location/Address

Equipment Code

Cost (Mandatory) Not Known

Functional Status

Equipment Code

CAMC (Mandatory) YES/NO

Date of Start of CAMC

Date of End of CAMC

dd/mm/yyyy

dd/mm/yyyy

Installation Status

select

Location Latitude

Latitude

Location Longitude

Longitude

Make relevant entries. Starred (*) fields are mandatory. Click on "Add to Inventory" button.

- On successful entry a message pops up to confirm the same and the items becomes visible in your list.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

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
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