

पी.ए.बी.एक्स./PABX : 26588980, 26588707, 26589336, 26589745,  
26589873, 26589414  
फैक्स/FAX : 011-26588662, 011-26589791, 011-26589258

तार / GRAM : विज्ञानी / SCIENTIFIC  
Web-site : www.icmr.nic.in  
E-mail : icmrhqds@sansad.nic.in



# भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

No.68/18/BMHRC/2012-NCD-II  
Dated:29.5.2012

## MEMORANDUM

Subject: - Council guidelines for procurements of goods, equipments etc. – reg.

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As per the recommendations of the Directors meeting held on 12-13 January, 2012 at DMRC, Jodhpur, the Council has prepared Guidelines for the procurement of various goods, equipments etc. and a copy of the same is enclosed herewith for your perusal and to follow them in all cases of public procurement at your Institute.

Encls: As above.

(Arun Baroka)  
Sr.Dy.Director-General(Admn.)

## **Procurement and Maintenance Procedures and Financial Limits of the Director**

### **A. Procurement of equipments**

1. Equipments costing up to Rs. 5.00 lakhs: Director has power to purchase equipment's/item's costing up to Rs. 5.00 lakhs after following GFR.
2. Equipment costing between Rs. 5.00 to Rs. 25.00 lakhs: Duly completed proposal including all the steps as per GFR is being sent to the ICMR for administrative, financial concurrence and DG's approval.
3. Equipment costing more than Rs. 25.00 lakhs: Duly completed proposal including all the steps as per GFR is being sent to the ICMR for approval of the ICMR Technical Committee and Expert Committee.

### **The following procedure is being followed by ICMR Institutions/Centers**

1. Institute's should analyse dispassionately before moving new proposals for capital works and purchase of equipment keeping in mind their optimal level of utilization. (Recommendation of the Director's meeting May 2011)
2. Keeping in mind genuine justification, requirement and also available space, staff and maintenance requirement the equipments should be projected for purchase. (Recommendation of the Director's meeting May 2011)
3. While projecting demand for new equipments and machinery, apart from usual requirements, it was felt necessary to keep in mind:- (Recommendation of the Director's meeting May 2011)
  - i. The justification and need and requirement of the equipment of machinery.
  - ii. Whether the work can be done well with existing equipment or machinery (known models with published record) without going in for the latest, untested technology
  - iii. How the work was being managed without this equipment
  - iv. How specifications have been arrived at whether market search has been done, all options are on record and other alternatives ruled out for recorded reasons
  - v. What is the utilization of earlier equipments – backed by log books
  - vi. Whether buying is better or outsourcing could be better
4. Based on the requirement, appropriate specifications has to be prepared which should be approved by a competent "Specification Committee" consisting of minimum two

members from outside the Organization who have got expertise in the relevant area/field.

5. Depending on the total estimated cost of the tender, the tendering process has to be initiated as per the GFR.

### **Technical Bid**

6. After tendering, all the technical bids of the tenders received (in case of double bid tender) should be opened in presence of the members of the Institute/Center purchase/technical committee and representatives of all the participating firm's.
7. The technical bid's should than be examined by the purchase/technical committee of the Institute/Center.
8. The members of the committee should consist of minimum two members from outside the Institution/Centre having experience in the related field/area and one of them has to be the Chairman of the committee, a representative from Administration of the Institute/Center and a representative from the Finance Section of the Institute/Center. The procurement in-charge of the Institute/Center should be the member secretary of the Committee.
9. A proper comparative statement has to be prepared based on the eligibility criteria mentioned in the technical bid of the tender and same has to be examined by the Institute/Center purchase committee/technical committee (including terms & conditions).
10. The committee should then recommend the qualified firm's based on the comparative statement of the technical bids of all the firms which should be signed by all the members of the Institute/Center purchase/technical committee.

### **Financial Bid**

11. The financial bids of the qualified firm's should be opened in presence of the representative's of the qualified firm's and member of the Institute/Center purchase/technical committee.
12. A comparative statement of the financial bid's of the qualified firm should be prepared and based on the lowest rate quoted by the firm, L-1 firm has to be identified. All the members of the purchase/technical committee of the Institute/Center should sign on the comparative statement of the financial bid.
13. Further the above exercise should be completed by the December of the calendar year for purchases of next financial year. (Recommendation of the Director's meeting May 2011)
14. The complete proposal including all the steps indicated above should then be sent to the ICMR for administrative and financial concurrence and DG's approval.

15. In response to the tender if the Institute/Center receive only one response and if the equipment is not a proprietary item then the Institute/Center should re-tender for the same equipment with wide publicity.
16. If second time also the Institute/Center receive only one response then the proposal may be considered with the condition to have Negotiation on cost of the equipment.
17. In order to avoid delays it is being planned to process cases about purchase of equipment and execution of capital work through e-governance and single window concept. (Recommendation of the Director's meeting May 2011)
18. The Directors were requested to send the report within two weeks about.  
(Recommendation of the Director's meeting May 2011)
  - The use of the equipments

### **Establishment of Central Public Procurement Portal (CPP Portal)**

- Vide letter No. 10/1/2011-PPC dated 12/12/2011 from the Secretary, Dept. of Expenditure, Ministry of Finance, Govt. of India.
- CPP Portal has been set up by the National Informatics Center (NIC) and is accessible at the URL <https://eprocure.gov.in>.
- E-publishing of tender enquires corrigenda there to and details of contracts awarded thereon, on the CPP Portal, is mandatory for all the Govt. Institutions including ICMR Institutions/Centers.
- The CPP Portal has started functioning w.e.f 1<sup>st</sup> April 2012.
- It will be mandatory for all Ministries/Departments of the Central Government, Central Public Sector Enterprises (CPSEs) and autonomous and statutory bodies to publish all their tender enquiries issued on the CPP Portal.

### **B. Procurement of drugs, devices and consumable**

For procurement of drugs, devices and consumable, the Centre should follow the instructions sent by the Council through our letters no.1/BMHRC/Drug/2012-Procurement Unit dated 22<sup>nd</sup> March, 2012 and 27<sup>th</sup> April, 2012.

### **C. Annual maintenance contract**

Efforts should be made to finalize the annual maintenance contract of the equipment at the time of purchase of the equipment and the following conditions should be included in the maintenance contract. These conditions are basically essential for the sophisticated & capital equipments and machineries.

1. 3 years comprehensive warranty and 2 years non comprehensive services for equipment free of cost.

2. Non-comprehensive annual maintenance from 6<sup>th</sup> to 10<sup>th</sup> years @ decided by the appropriate Technical Committee.
3. Provide spare parts to maintain the equipment, up to 10 years.
4. Give discount on list price of all spare parts up to 10 years.
5. Provide 2 preventive maintenance visits per year and also breakdown visits as and when required.
6. Submit Performance bank guarantee of 10% of the FOB value of the order and which will be retained by the Council till the end of warranty period.
7. The duration of warranty period will start after, proper installation of the equipment and submitting users satisfactory report.
8. The maximum response time should also be specified in consultant with the Expert/ Technical Committee.
9. 0.1% of FOB as penalty per week till the warranty period, if the instrument remains in non working condition for more than 18 days.
10. When the equipment is under warranty/comprehensive maintenance, it would be the responsibility of the manufacturer/dealer/agent to procure spare parts and the Institute will not incur any expense on duty, octroi or handling charges.
11. The detailed circuit diagram along with trouble shooting procedure and operational manual would be provided to the Institute/Centre along with the equipment.
12. Efforts should be made to obtain onsite training to the users.