

OFFICE OF THE SPL. SECRETARY (H&FW)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
9TH FLOOR 'A' WING, DELHI SECRETARIAT, NEW DELHI-110 002

No.F.12(1)/EPC/DHFW/TAC indents/2013/776-786 Dated: 04/10/2013

CIRCULAR

In order to streamline and expedite the process of procurement of medical equipments, following procedure is hereby formulated for guidance of the hospitals and medical institutions of the Health & Family Welfare Department:-

1. In place of Equipment Procurement Cell there is now a Procurement Co-ordination Cell (PCC) which will have its office in Vikas Bhawan-II, Metcalf Road. The PCC will perform the following functions:-
 - (i) Providing policy & technical support to the hospitals
 - (ii) Compiling indents received from the hospitals, for procurement.
 - (iii) Convene the meeting of Technical Advisory Committee
 - (iv) Co-ordination with Procurement Support Agent i.e. Consultant.
2. All the decisions/approvals related to procurement viz. administrative approval, expenditure sanction, vendor selection, purchase order, payment release, contract management etc will be taken by the hospitals themselves.
3. The hospitals will have the following options for procurement:-
 - (i) They may undertake procurement themselves by inviting NIT and doing the entire bid management for vendor selection,
 - OR
 - (ii) They may take the help of Procurement Support Agent i.e. HLL Limited which will perform all tasks as per the Agreement entered between the Department and HLL.
4. HLL Limited has been engaged by the Health & Family Welfare Department, with the approval of the Cabinet, to provide support and consultancy for procurement of medical equipments. The copy of Agreement including the matrix of responsibilities between the Department & its hospitals and the HLL is enclosed herewith.

Chairman Purchase Committee
 Member of Purchase Committee
 Purchase Officer - Pls keep a copy of it in concerned file from which such procurement procedure
 I/c Surgical / medicine / Gen. Sec
 I/c X-ray / Sonography & getting it uploaded on our
 I/c IT / Website
 P.S. to Mr. H.O. office

Contd...2/-

→ *[Signature]*

For all procurements having total estimated value of more than Rs.10 lakhs, the hospitals will have to get mandatory clearance of TAC for (i) Verification and approval of the requirement i.e. need assessment, and (ii) approval of technical specifications. For purchases of estimates upto Rs.10 lakhs, the hospital may not come to the TAC for clearance.

6. For all those items which require clearance of TAC, indents will be sent by Director/MS to the PCC with following details, viz:-

- (i) Equipment details, estimates and specifications
- (ii) Justification for need
- (iii) Giving the option & choice about whether hospital will make procurement on its own or through the Procurement Support Agent i.e. HLL

7. For preparing the technical specifications, the hospitals can take the support of the HLL which is duty bound, as per matrix of responsibilities, to provide inputs for technical specifications.

8. PCC will place the requirement & technical specifications as received from the hospital(s) before the TAC. HLL will be present in the TAC meetings to provide necessary assistance.

9. (i) After clearance from the TAC, the indents of those hospitals which have given option to make procurement on their own will be sent back to the concerned hospitals for further floating the NIT and do the procurement.

(ii) The indents of those hospitals which opt for procurement through HLL will be clubbed by the PCC and passed on to the HLL for initiating the bid process.

(iii) While passing on the indents to the HLL, the PCC will nominate a lead hospital (where two or more hospitals are involved) and a technical committee of the HOD/Specialists of the hospital (s) who will be the focal point for direct correspondence with the HLL on the matters of the technical specifications. This committee will have full powers to approve amendments in the technical specifications upon pre-bid meeting, and also approve the technical evaluation. Any amendments in technical specifications done by this committee will not require further ratification by the TAC.

Contd...3/-



Records of all correspondences with the HLL will be maintained in the file by the hospitals for perusal & references. Likewise, PCC will also maintain records of all correspondences with HLL, including the periodical reports and returns prepared by HLL as per Agreement, and share this with the hospitals.


11. After the technical evaluation is completed and approved by the above said technical committee, price bids will be opened and evaluated by the HLL, which will also provide justification for reasonableness of the price bid to the above said technical committee which at this stage will co-opt at least one accounts functionary on the committee, who will be nominated by the Director/MS of the lead hospital.
12. Once the price bid evaluation is completed and approved by the above said committee, and vendor is selected, proposal for procurement and E/S will be processed by respective hospitals in their own individual hospital files for approval of the respective Director/MSs. Subject to their approval, the Directors/MSs of the respective hospitals will formally convey the written approval to the HLL for placing the orders with the selected vendor indicating clearly the NIT number, name of equipment, quantity, name of vendor, approved price etc. A copy of this purchase letter will be invariably sent to PCC for record.
13. All the payments to the vendor and HLL as per the terms of Agreement will be released by the respective hospitals, who will keep the proper account and do reconciliation.
14. HLL will handle all complaints related to procurements undertaken by it. It will be responsible for contracting, contract management, quality control and training in respect of equipments procured by it. Inputs for handling queries under RTIs, Court cases, CVC etc will also be provided by HLL.

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15. In respect of equipment procured directly by the hospitals, contract management, training and complaint handling etc will be done by the hospital concerned.

This is issued with the approval of the Secretary(Health).


(S.B. Shashank)
Spl. Secretary(H&FW)

Copy to:-

1. Secretary to Minister for Health & Family Welfare, GNCTD
2. Secretary(Health), GNCTD
3. Secretary(Medical), GNCTD
4. All Spl. Secretaries(H&FW), DHFW, GNCTD
5. Director (Health Services)
6. Director of Family Welfare, GNCTD
7. Dean, MAMC
8. Principal, UCMS
9. Purchase Officer (Procurement Coordination Cell)
10. Directors/MSs under DHFW, GNCTD
11. M/S. HLL Lifecare Ltd.


(S.B. Shashank)
Spl. Secretary(H&FW)