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भारत सरकार

Government of India

स्वास्थ्य सेवा महानिदेशालय

Directorate General of Health Services

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health & Family Welfare

लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कृपलानी अस्पताल

Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital

शहीद भगत सिंह मार्ग, नई दिल्ली - ११०००१

Shaheed Bhagat Singh Marg, New Delhi-110001

१३ जून २०२० / 13th June 2020

OFFICE MEMORANDUM

Subject: Advisory to be followed for sending the proposals for procurement LHMC & SSK Hospital.

All Heads of Department/Unit In-charges/Section Heads are required to follow the instructions mentioned bellow while sending/forwarding the demands/ information to the Stores Section;

1. All the demands should be dully forwarded by the concerned HOD/Unit Incharge/Section Head. The departments, units & section of the Institute are requested to send their demands separately for Medicines, Disinfectants, Surgical-Consumables, Disposables, Linen, Chemicals, Kits, Glassware, General, Miscellaneous & Stationary items, Hardware items, Furniture, Computers, Computers -peripherals, Photocopiers, Refrigerators & other hardware/ electronic appliances etc. the demands of different categories (as mentioned above) of items should not be mixed with each other in a single request.
2. While placing the requirement of Consumables Items (items pertains to Drug Store, Surgical Store, General Store-2, Linen Store i. e. Medicine, Disinfectants, Surgical-Consumable, Disposable, Linen, Chemicals, Kits, Glassware, General, Miscellaneous & Stationary items etc.) the following information for the each of the item required;
 - a) Complete justification for requirement.
 - b) Quantity required annually & whether the items will be required on recurring basis or not.
 - c) How much quantity is required currently & will last for how many days/ Quantity required quarterly (if required on recurring basis)
 - d) Complete specifications of the items required (Point wise)
 - e) Approximate unit price
 - f) Urgency of requirement (if any)
 - g) Whether the item is available on GeM Portal or not ?
3. While placing the requirement of Non-consumables Items the demands (in case of Hardware, B.P. instruments, Suction Apparatus, Laryngoscopes, small surgical instruments, etc.) should be sent furnishing the following information;
 - a) Complete functional justification in favour of demand
 - b) Total Quantity required
 - c) Quantity required annually (if the item will be required on recurring basis)
 - d) How much quantity is required currently & will last for how much time.
 - e) Complete technical specifications (Point wise), including warrantee & post warrantee maintenance services (if required)

- f) Approximate unit price of each of the items required.
 - g) Urgency of requirement (if any)
 - h) Whether the item is available on GeM Portal or not ?
4. The demands (Furniture, computers, computers-peripherals, laptops photocopiers, refrigerators, oven, water dispensers & other electronic appliances etc.) should be sent furnishing the following information;
- a) Complete justification in favour of demand
 - b) Total Quantity required
 - c) Existing quantity (if available presently in the department)
 - d) Complete technical specifications (Point wise) including warrantee & post warrantee maintenance services (if required)
 - e) Approximate unit price
 - f) Urgency of requirement (if any)
 - g) Undertaking that the space is already available to accommodate the required items (where ever applicable)
 - h) Whether the item is available on GeM Portal or not ?
5. While sending the information regarding the non-functioning of the equipments the following points must be acknowledged;
- a) Date of non-functioning of the equipment
 - b) Action taken by the departmental level (copies of letters, mails sent to the service provider) along with Service reports (if any)
 - c) Copy of supply order & installation report
 - d) Whether the equipment is under warrantee, AMC or CMC
 - e) Reason for non-functioning (if known)
 - f) A copy of Log Book of the equipment
 - g) Name, designation & mobile number of nodal officer of the concerned department for making contact
 - h) The requirement of Proprietary items/ repair of equipment & AMC/CMC of the equipments are to be specifically sent in the already provided proforma

All such demands/communications received in the stores section without above essential information will be treated as "INCOMPLETE" The HODs/Unit Incharge/Section Heads are requested to not to forward such incomplete demands, the stores section will not be responsible for the delay caused in processing such incomplete demands.

The HOD/Unit Incharge/Section Head The departments are also requested to take necessary steps to include all the desired items (required on day to day basis) in the Annual Open Tender (irrespective of their value) in order to get reasonable price. Necessary efforts should also be taken to ensure timely submission of requests for procurement of the required items to ensure maximum availability of the items.

The above directions must be strictly followed.



Dr. N. N. Mathur
Director
LHMC & Associated Hospitals New Delhi

Distribution;

1. All Heads of Departments/ Unit In-charge (with request to circulate this OM among all Faculty/Staff under them)

2. All Addl. M. S.
3. Dr. Anupan Prakash Prof Medicine & Incharge A/E (with request to circulate this OM among all Faculty/Staff under them)
4. Chief Nursing Officer (with request to circulate the OM among all Nursing Staff)
5. All Administrative Officers (with request to circulate the OM among Staff)
6. Academic Section LHMC
7. Labor Cell LHMC
8. Warden (UG Hostel, Nursing Hostel)

Copy to:

1. P.S. to Director
2. Stores Section
3. LHMC Website