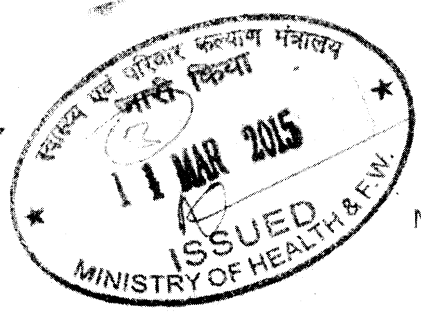


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NO:U.12012/ 46 /2014-NE  
Government of India  
Ministry of Health & Family Welfare  
(NE Division).

Most Immediate/By Fax

Nirman Bhavan, New Delhi  
Dated 11<sup>th</sup> March, 2015

To,

FTS-21021.

- ✓ 1. The Director,  
North Eastern Indira Gandhi Regional Institute of Health &  
Medical Sciences (NEIGRIHMS), Director's Block,  
GPO Post Bag No. 92, Mawdiangdiang Village,  
East Khasi Hills, Shillong-793 018.

FTS-21022.

- ✓ 2. The Director,  
Regional Institute of Medical Sciences,  
Imphal, Manipur.

FTS-21023.

- ✓ 3. The Director,  
Regional Institute of Paramedical and Nursing Sciences,  
Zemabawk, Aizawl, Mizoram-796017

Subject:-Check List for examination of cases relating to purchase of Medical Equipments -regd.

Sir,

In order to ensure that medical equipments are procured strictly as per Government guidelines including Central Vigilance Commission on Tender procurement etc, it was realised that there is a need to formulate a uniform procurement procedure for examination of proposal relating to purchase of Medical Equipments in the Medical Institutions under the administrative control of this Ministry.

2. Accordingly, a check list has been formulated in consultation with the Procurement Division/Integrated Finance Division of the Ministry . A copy of the checklist is enclosed herewith .

3. In view of the above, you are advised to ensure that while submitting the proposals for obtaining the approval of the Competent Authority for procurement of Medical Equipments/Goods in your Institute, the proposal need to be finalised strictly as per the aforesaid checklist.

o/c

Yours faithfully,

*(Signature)*  
(Murari Lal Sharma)

Under Secretary to the Govt. of India  
Tel.No.23062032

S.P.O  
fl.  
12/03.

Encl:- As above.

## CHECK LIST FOR EXAMINATION OF PROCUREMENT CASES

Sl. No.	Check point	Yes	No
1.	Whether justification given: i) For necessity and requisite quantity/number of the equipment. ii) For estimated cost.		
2.	Whether expected outcomes/deliverables proposed to be achieved brought out		
3.	Whether administrative approval of Competent Authority obtained		
4.	Whether procurement planning has been done for working out i) Mode of procurement viz. limited tender enquiry/advertised tender enquiry/ global tender enquiry ii) Warranty period/obligations/CMC (for high end equipments, Warranty for 5 years with 5 years CMC is desirable) iii) Earnest money depot (EMD) iv) Performance Bank Guarantee (PBG) v) Terms of payment vi) Delivery period and terms of delivery vii) Performance security clause for CMC period.		
5.	Whether broad-based specifications of the equipment by technical experts have been formulated.		
6.	Whether Performance Security has been worked out as percentage of basic cost of the equipment as well as CMC period after adding applicable taxes. Also whether Net Present Value (NPV) has been called for CMC charges.		
7.	In case of imported items i) Whether the procurement is being facilitated through an Indian agent only as facilitator and purchase would directly be in the name of Govt. so that <del>so that</del> the benefit of custom duty exemption and other benefits accruing on account of direct import of goods are directly transferred to the Government. ii) If so, whether the price is quoted in foreign currency.*		
8.	Whether draft of Bidding Document incorporating various provisions decided at procurement planning stage has been vetted by the Competent Authority		
9.	Whether bid advertisement has been given wide publicity including advertisement on Central Public Procurement Portal (CPPP), E-Publishing and E-Tendering for all purchases more than Rs. 2.00 lakhs.		
10.	Whether pre-bid meeting for addressing concerns of the bidders has been organised and amendment to the bid document has been carried out accordingly, if any.		
11.	Whether Technical Bid opening at scheduled date and time has been done in the presence of trade representatives.		
12.	Whether Technical Evaluation of the Bids, i.e. comparing the technical specification of quoted item vis-a-vis tender enquiry specification has been done by Technical Experts.		

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13.	Whether Commercial Evaluation of Bids i.e. comparing the commercial term and condition quoted by the bidders vis-à-vis tender enquiry terms and conditions has been done		
14.	Whether acceptance of Technical and Commercial Bid evaluation Report and examination of representation, if any including action taken thereon by procurement entity has been done.		
15.	Whether price Bid opening of technically and commercially responsive bids has been done in the presence of trade representatives.		
16.	Whether Price Ranking Statement of the bids has been prepared in terms of evaluation criteria stipulated in the bid documents.		
17.	Whether justification of the rates quoted by lowest evaluated bidder w.r.t. Last Purchase Price (LPP), purchase price of other organizations for similar equipment i.e. like-to-like comparison and estimated price has been given.		
18.	Whether availability of Budget Provision has been confirmed.		
19.	Whether approval of Competent Authority for placement of order on lowest (L1) technically and commercially responsive bidders (provided rates are reasonable), has been obtained.		
20.	Whether total financial implications of the proposal along with the Authority* Competent for approving the proposal in normal course and the cases involving lack of competition has been indicated		
21.	Whether Proprietary Article Certificate as per GFR – 154 (ii) has been furnished in case of purchase through the only manufacturer available.		

\* The spirit behind this is that in case the agent first imports an item in his own account he will not be entitled for the said benefits to which only the Government will be entitled and in that case he will quote such price in INR which will obviously be more than the price in case the item is imported directly in the name of Government. If bidders have quoted in foreign currency, the rate of exchange as on date of bid opening to be applied.

