

Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(Procurement Cell)

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Nirman Bhavan, New Delhi-110011  
Dated: 02.11.2018

To

1. The Medical Superintendent, Dr. RML Hospital, New Delhi-110001
2. The Medical Superintendent, Safdarjung Hospital, New Delhi-110001
3. The Director & Medical Superintendent, LHMC & Associated Hospitals, New Delhi-01
4. The Director, CIP, Ranchi(Jharkhand)
5. The Director, AIPMR, Mumbai and AIH&PH, Kolkata

**Sub: Procurement of medical equipments by filed formations under Dte.GHS -reg.**

Sir/Madam,

I am directed to refer to say that the following instances have come to the notice of this Directorate:-

- (i) Specifications of medical equipments used in various tenders were not broad base (have some restrictive parameters) and updated;
  - (ii) Payment terms/clause being used in tender documents or purchase order or supply contracts are not as per widely accepted standard/norms;
  - (iii) Various clauses being used tenders were not reviewed & updated in terms of various manuals like procurement, erstwhile DGS&D, CVC, etc. from time to time, which has caused either to linger the process or to scrap the tenders repeatedly.
  - (iv) Warranty period is stated to have been started from the date of inspection despite the facts that the equipment being purchased has not been installed & commissioned even after its supply & inspection a year of a couple of year back.
2. All concerned Hospitals / Institutions are advised that:-
- (a) While reviewing/framing Technical Specifications of Medical Equipments, draft technical specifications must be placed in the public domain (on the website of the Ministry / Dte.GHS / Hospital or Institute concerned for comments from the stakeholders for a period of at least 21 days. The Technical Specifications of Medical Equipments may be reviewed by the designated committee including outside experts on regular intervals (say in every 03 years) and be kept the same broad base or generic. Further the guidelines issued vide Ministry of Health & Family Welfare's OM dated 20.2.2018 may also be complied with.
  - (b) Warranty period of any medical equipment should be started from date of completion of installation and commissioning the purchased equipments at the final destination and accepted by the purchaser as per the standard practice being followed widely. Necessary changes in this regard, if already not carried out, may be incorporated in the tender documents being used henceforth.
  - (c) Tender documents should be in sync with the various manuals of procurement and other instructions / guidelines published/issued by Nodal Agencies like MoF, erstwhile DGS&D, CVC, MSME, DIPP, etc. from time to time.

Yours faithfully,

*B. L. Meena*  
(B. L. Meena) 21/11/2018

Dy. Director (BLM)

For Director General of Health Services

Tel. No. 011-23061950

Copy for information and necessary action to:

1. PS to JS(RM)
2. PS to all DDGs
3. PS to all Directors

Copy also for information to:

1. PPS to DGHS
2. PPS to Addl.DGHS
3. PPS to Principal Advisors

*Pl. also mark one copy to  
IT Cell for upload in such  
letters in DGHS website.  
21/11/18  
Dy. Director (BLM)  
for further necessary action pl.  
IT Cell, Dte. GHS*