



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर, भोपाल, (मध्य प्रदेश) – 462020
Saket Nagar, Bhopal (M.P.) – 462020

No. ADM-15(1)/2022/AIIMS/BPL/2370

Date: 02/06/2022

OFFICE ORDER

A Standard Operating Procedure (SOP) for procurements and Hospital Services at AIIMS, Bhopal has been approved by the Hon'ble President, AIIMS, Bhopal and a copy of the same is enclosed herewith as **Annexure-A** for information of all concerned.

The procedures outlined in the SOP may be strictly adhered to by all concerned.

This is issued with the approval of the Competent Authority, AIIMS, Bhopal.

A. Kumar
26/6/2022
Administrative Officer
AIIMS, Bhopal

Copy to:-

- 1) All Deans, AIIMS, Bhopal
- 2) MS//c SPSO//c-SE/F&CAO/Registrar/EE/DDO/SAO/AO/LO/, AIIMS, Bhopal
- 3) I/c IT Cell – for circulation/uploading on the website
- 4) PA to President, AIIMS, Hopal
- 5) PA to Director, AIIMS, Bhopal
- 6) Guard File

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प्रशासनिक अधिकारी
Administrative Officer
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Annexure-A
अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
साकेत नगर, (प्रदेश मध्य) भोपाल 462020
Saket Nagar, Bhopal (Madhya Pradesh) 462020

SOP OF PROCUREMENTS BEING FOLLOWED IN AIIMS BHOPAL

(Prepared in accordance with the decision in the VC under the Chairmanship of Hon. President, AIIMS Bhopal)

1. AIIMS Bhopal is an Institute of National importance with a 960 Bed Hospital. The average OPD patient foot fall is 2000 with almost 70 percent of in-patient capacity. The hospital adheres to the health care needs of patients from the state of Madhya Pradesh and adjoining states. The rates charged to patients are minimal and are on the lines of AIIMS Delhi. We attend to patients under various schemes of Government of India, Government of Madhya Pradesh, internal employees, patients having lower economic status and all other categories of patients who come for their treatment. We adhere to all instructions of the Central Institute Body and Central Government (MoH&FW) as per the provisions in Section 25 of AIIMS Act.
2. **Various policies related to the different categories of patients in AIIMS Bhopal are as follows:**
 - a. **OPD patients:** AIIMS Bhopal charges an Annual fee of Rs. 10/- from the OPD patients. AIIMS Bhopal has procured e-Sushrut of CDAC and related hospital services, in accordance with the CIB decisions. We also have a *Swasthya* App on which patients are able to register, pay online and obtain reports of diagnostic services. AIIMS Bhopal does not bear any cost towards medicines and diagnostics of OPD patients. We do not provide any free food to the OPD patients. We have arrangement for PMBJAK (Jan Aushadhi) and HLL-AMRIT outlets which provide them economical generic/ branded medicines to OPD patients.

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b. **IPD Patients:** In patients are further divided into several sub-categories as follows:

- i. **General** (Patients above poverty level)- These patients are charged for various services except for EDL medicines and Patient-diet which is given free.
- ii. **Ayushman Bharat Yojna patients:** Completely free. AIIMS Bhopal has also developed Ayushman Bharat Manual which is enclosed at **Annexure A**.
- iii. **Employee Health Scheme Patients:** Completely free
(In case the facility is not available, the expenditure is reimbursed at CGHS Rates/Rules to the employees)
- iv. **Below Poverty Level Patients:** Completely free
- v. **Exemption category patients:** Completely free
- vi. **Government Grant patients (PM/CM schemes/ Gas relief patients/ special grant patients, etc.):** Completely free
(The expenditure on medicine etc as claimed by the Patient is reimbursed from the Grant and the unspent grant is returned to funding department)

3. In terms of **teaching, training and research**, AIIMS Bhopal ordinarily follows AIIMS Delhi with regard to the fee of students, payment of stipends, provision of subsidised infrastructure for student/resident canteens, sports facilities, etc. For Faculty recruitment, Development and Research, AIIMS Bhopal ordinarily follows AIIMS Delhi pattern.

4. In order to provide for the needs of Hospital and the Academic Institutions, AIIMS Bhopal follows these **methodologies of procurement of goods and services:**

- a. AIIMS Bhopal follows General Financial Rules 2017; Manual of procurement of Goods; Manual of procurement of services and all extant instructions of Government of India from time to time, including GeM procurement; Make-in-India policy, etc. In addition, we follow AIIMS Delhi procurement manual while constituting committees for Technical Specifications and Evaluation of procurement proposals, including external experts for Tenders. In terms of Tenders, AIIMS

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Bhopal follows GeM instructions on procurement as well as e-Tenders on e-procurement basis, published in the on Central Procurement Portal of Government of India. We also utilize the services of M/s ITI Limited for e-Procurement and e-tenders. A copy of OM showing the various committees of procurement are enclosed at **Annexure B**.

- b. For procurement of drugs, pharmaceuticals and hospital consumables, we prepare an estimation of requirements through a Drugs and Therapeutics Committee. Accordingly, indents are invited through User Departments through e-Pharmacy module of CDAC. As of now, AIIMS Bhopal follows the following methodology:
 - i. GeM procurement
 - ii. Internal Supply from HLL AMRIT: A revised MoU is also in progress.
 - iii. Supply from other Government organizations/ PSUs like HABL, KAPL, etc. MoU have been revised and updated.
 - iv. Rate Contracts in the form of Open Tenders for Hospital Consumables, in accordance with Government Rules
 - v. Emergency procurements (only in exceptional circumstances) in accordance with GFR
 - vi. For Ayushman Bharat procurements also, AIIMS Bhopal has commenced internal supply mechanism by strengthening its Pharmacy Stores and on-boarding the e-Pharmacy module of CDAC.
- c. For procurement of Medical Oxygen, open Tender was done in the year 2020 which is still live and the procurement is being done from the successful bidder.
- d. For Patient diet kitchen, the current Vendor was selected by Open Tender. A fresh open E-tender has been published and is in process.
- e. For Laundry and Ambulance Services, AIIMS Bhopal has selected Vendors based on open tenders.

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- f. Medical Equipment: These equipments are procured through GeM and through HLL HITES which is the Procurement Support Agency (PSA). In case of PAC equipments, procurement is being done by Central Stores of AIIMS Bhopal through necessary Web-challenge mechanism. In cases of equipment, which are not available on GeM, or with HLL HITES, open-Tenders are being done.
- g. Furniture, devices, non-medical equipments: Majority of procurement is being done through GeM or through PSA, HLL HITES, failing which non-GeM procurements are being carried out, in accordance with the GFR Guidelines.
- h. Services (Housekeeping, Security, Manpower on outsourcing, AIIMS Bhopal has recruited vendors by carrying-out open-tender in accordance with GFR and manual of procurement of goods and services.
- i. Engineering and infrastructure augmentation works: The Engineering service department carries out the works/ procurement in accordance with the CPWD manual and GFR 2017. Major works are being executed through the CPWD.
5. The file movement in AIIMS Bhopal has been kept in the manner that the indent is examined with the Central Stores/ Pharmacy Stores/ Hospital Administration followed by recommendation of SPSO, and after concurrence by Finance and the Administration Sections, the procurement proposal is placed before the Director, AIIMS Bhopal for administrative approval and financial sanction. All expenditures are made accordingly and after obtaining due approvals of the competent authority, as per extant rules.
