

1. EQUIPMENT PROCUREMENT POLICY AND PROCEDURE :

The government of Rajasthan had constituted Rajasthan Medical Services Corporation Limited, Jaipur by passing a Cabinet Memo in March, 2011 with the objective to procure and manage the drugs & medicines and equipment & instruments at fair and reasonable prices for all the Govt. Medical Institutions. A equipment procurement and maintenance (EPM) cell for procurement & maintenance of equipment & instruments, medical and non-medical consumables & other hospital supplies established in RMSC, Jaipur under the overall supervision of Executive Director (EPM). The purchase policy and procedure for equipment & instruments and other hospital supplies shall be as under:-

1. Rajasthan Medical Services Corporation shall procure equipment & instruments, hospital supplies, reagents & spares and execute AMC/CMC through open competitive bidding following the provisions of Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Public Procurement Rules, 2013 for carrying out the provisions of this Act. The bidding shall be through <https://eproc.rajasthan.gov.in/> e-procurement portal of Govt. of Rajasthan
2. The EPM-cell shall prepare a essential equipment and other hospital supplies list and get examined and approved from the Technical Advisory Committee (T.A.C.). The Essential Equipment List (EEL) may be reviewed frequently to meet the requirement of medical institutions. EEL may be revised from time to time by RMSC in consultation with T.A.C. & users departments. The list of medical equipments & instruments (EEL) is classified in 13 speciality Sections. T.A.C has reviewed and revised the Essential Equipment List (EEL) in meeting held on dated 02.02.2015. Copy enclosed.
3. Normally, RMSC will not purchase equipments beyond EEL. Other than EEL items are required to be purchased by the respective department according to their needs and budgetary provisions. The following purchasing levels have been approved by the board for different categories of items:-
 - (a) RMSC will centrally purchase Equipment and Instruments which are included in EEL and other items resolved by Board of Directors or as directed by the State Government.
 - (b) The items of EEL which are available on DGS&D Rate Contract may also be purchased by RMSCL, if the R/C items fulfil the technical specification requirements. Moreover, RMSCL may also purchase items on DGS&D rate contract for its own requirements.
 - (c) Other than EEL items are decentralized for making purchase by the respective departments in accordance with their budgetary provision and requirements.
4. RMSC shall invite bids based on the demand estimates of past purchases for making regular rate contracts for various required items to stream line the timely uninterrupted supply of equipments and other hospital supplies to medical institutions. All the medical institutions of the state shall submit their demands for equipment & instruments and other hospital supplies to RMSC in the prescribed format (Indent form to RMSCL).
5. RMSC may procure items through rate contract of D.G. S & D., if the items fulfil the requirement of technical specifications, and such purchases shall also be examined by the purchase committee before placement of the supply order. RMSC may also

procure from unique/single sources or particular reserved items without bids as allowed in GF&AR-II/RTTPA, 2012 and RTTPR, 2013 of Govt. of Rajasthan.

6. There shall be Technical Committee (TC) for preparation and examination of technical specification of item/article and examination of technical issues. M.D, RMSCL is authorised to constitute a technical committee for an equipment including specialist/experts from RMSCL and users departments.
7. The medical institutions shall transfer funds along with Indent form to RMSCL/ demands for procurement of their equipment/items to RMSC. M.D., RMSC/E.D. (EPM) to place orders for supplies on RMSC Rate Contracts. The demanding officers should submit their demand/ Indent form to RMSCL with technical specification of the non-EEL (non-catalogues item/article).
8. The EPM-cell, RMSCL may also procure and manage the hospital furniture and fixtures on regular basis. The supply arrangement for very common and regular items which do not require installation/commissioning may be made through central Store/C.D. Store, Sethi Colony, JAIPUR,/ District Drug Warehouses (DDW)/Medical College Drug Warehouses (MCDW).
9. RMSC may also supply equipments/items of rate contracted to corporation/PSU/government departments of other states of union of India on their demand and transfer of funds on 5% service charges. If the rate contract holder firm agrees to make supplies at indenting agency stores or demanding agency is ready to lift supplies from RMSC stores. The differential tax liability shall be borne by the indenting agency.
10. In conformity with the Government policy, purchase preference up to 15% to SSI units of Rajasthan shall be given, if they match the L-1 rates. Purchase preference up to 10% shall also be given to P.S.U.'s of Rajasthan State subject to matching the L-1 rates. Financial, technical & other criteria of bidders will be decided by Purchase Committee (P.C) of RMSC to ensure quality parameter.
11. The payments of all the procurements shall be made centrally through RTGS or any other mode of payments. The remittance charges shall be borne by the suppliers.
12. The RMSC shall also provide for maintenance of equipment & instruments in the procurement mechanism. The Guarantee period and Comprehensive Maintenance Agreement shall be the part of the rate Contract, if technical committee advised necessity of maintenance of the equipments.
13. The quality and performance standards shall be observed in procurement of item/article through sampling, inspection, demonstration and testing etc. The required provisions shall be provided in bid terms & conditions. The manufacturing premises of the bidders participating in the RMSC bids may be inspected for the compliance of Good Manufacturing Practices, Good Laboratory Practices and for verification of their production capacity and information's submitted. The inspection team will comprise of officials from Corporation and end-user departments.
14. The RMSC will charge 5% service charges on basis price+ taxes=total cost of an item and the issue price of items/articles will be fixed for issuance of Utilisation Certificates by adding RMSC charges .However, RMSCL may increase or decrease these charges for the specific purchases subject to maximum 10% with the approval of Board of Directors. However, the levy of charges for procurement of items on DGS&D contracts shall be 1% on the value of supply orders.
15. All the Head of Department or their subordinate offices referred in Cabinet memo dated 31.03.2011 are required to obtain non-availability certificate (N.A.C) from RMSC before making procurement of EEL equipments/ items.

The agenda regarding purchase policy and procedure for equipment & instrument procurement (EPM-CELL) was submitted in the 50th meeting of Board of Directors of Rajasthan Medical Services Medical Corporation Limited held on 4th March, 2015 under the chairmanship of Principal Secretary (M.H. & FW) and Chairman RMSCL, Jaipur. The agenda was considered by the BOD and was of the view to continue the same rates of 1% charges of RMSC for procurement of items on DGS&D rate contract. The approval of the Board was accorded to the purchase policy and procedure for procurement of equipment & instrument. The purchase policy and procedure is issued vide office order no. F-8() RMSC/EPM/TAC/2014-15/0217 dated 17.4.2015.