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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.1/1/2009-Admn.

Dated: 21/12/2022

To

The Directors/Directors-in-Charge,
of all Institutes/Centres of ICMR as well ICMR Hqrs.

Sub.: Standard Operating Procedure (SOP) for Procurement/Hiring/Outsourcing of Services etc. –Reg.

Sir/Madam,

Enclosed please find herewith a copy of Standard Operating Procedure (SOP), approved by the Competent Authority, for Procurement/Hiring/Outsourcing of Services etc., for your information and necessary action.

Yours faithfully

(Jagdish Rajesh)
Assistant Director General (Admn)

Encl.: as above.

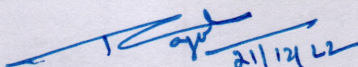
Copy to :-

- (1) PS to DG/Addl. DG/Sr. DDG(A)/Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)/ADG(A)
- (4) Dr. L.K.Sharma, Scientist "E" – soft copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.

INDIAN COUNCIL OF MEDICAL RESEARCH
SOP (Standard Operating Procedure) For
Procurement/ Hiring/ Outsourcing of Services

ICMR Institutes/ Centers shall process for the Procurement/ Hiring/ Outsourcing of services like Human Resource/ Housekeeping/ Security/ Vehicle/ Horticulture services/ CMC/ AMC (other than CPWD) as per the GFR and Government of India Public Procurement Guidelines, as notified from time to time, following the below procedure:

1. **Procurement/ Hiring/ Outsourcing of "Human Resource Service having estimated annual procurement cost within the delegated financial power" to Director/Director-in-charge of Institute/ Center:**
 - a. Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
 - b. (i). In case of the resultant tender (i.e., identified L-1 bidder) value exceeds the delegated power of the Director/Director-in-charge, the proposal along with all related documents shall be forwarded to ICMR, Hqrs for necessary approval of the competent authority.
(ii). In case of resultant tender value is within the delegated power of the Director/ Director-in-charge, Institutes/Centers shall award the contract to the shortlisted L-1 bidder in line with Gol norms/GFR and other applicable Gol PP guideline issued from time to time.
2. **Procurement/ Hiring/ Outsourcing of "Human Resource Service beyond the delegated financial power" of Director/ Director-in-charge of Institute/ Center:**
 - a. ICMR Institute/ Center should submit the proposal for hiring Human Resource to ICMR Hqrs on the basis of recommendation of their works committee through their respective division to seek in-principle administrative approval in respect of number of Human Resource and justification prior to initiation of tendering process.
 - b. After the approval of ICMR, Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
 - c. After short listing the L1 bidder, the Institutes/ Centers shall submit the proposal along with all the documents as mentioned in **Annexure 'A'** to CPC-ICMR through their respective divisions at ICMR Hqrs for necessary approval of the competent authority for awarding the contract.
3. **Procurement/ Hiring/ Outsourcing of "Housekeeping/ Security/ Vehicle/ Horticulture services/ CMC/ AMC (other than CPWD) having estimated cost within the delegated financial power" of Director/ Director-in-charge of Institute:**
 - a. ICMR Institutes/ Centers shall float the tender, as per the GFR and Gol norms notified from time to time, in this matter, on GeM portal.
 - b. (i). In case of resultant tender (i.e., identified L-1 bidder) value exceeds the delegated financial power of the Director/ Director-in-charge, the proposal along with all related documents as mentioned in **Annexure 'A'** to CPC-ICMR through their respective divisions at ICMR Hqrs. for necessary approval of the competent authority for awarding the contract.


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(ii). In case of resultant tender (i.e., identified L-1 bidder) value is within the delegated power of the Director/Director-in-charge, the Institute/ Center shall award the contract to the shortlisted L-1 bidder in compliance with the GFR and GoI norms notified from time to time.

4. Procurement/ Hiring/ Outsourcing of "Housekeeping/ Security/ Vehicle/ Horticulture services/ CMC/ AMC (other than CPWD) beyond the delegated financial power" of Director/ Director-in-charge of Institute:

- a. ICMR Institutes/ Centers shall submit the proposal for hiring Housekeeping/ Security/Vehicle/Horticulture service to ICMR Hqrs on the basis of recommendation of their works committee through their respective divisions to seek administrative approval and financial concurrence.
- b. After obtaining the approval of ICMR, the Institutes/ Centers shall float the tender, as per the GFR and GoI norms notified from time to time, in this matter, on GeM portal.
- c. After short listing the L1 bidder, the Institutes/ Centers shall submit the proposal along with all the documents as mentioned in **Annexure 'A'** to CPC-ICMR through their respective divisions at ICMR Hqrs for necessary approval of the competent authority for awarding the contract.

Note:

- a. Services for Maintenance of Civil, Electrical, Refrigeration, Horticulture and Fire services are to be outsourced through CPWD only (wherever applicable), as per the MoU signed between ICMR and CPWD in March, 2022.
- b. ICMR Hqrs in a period of one month from the date of receiving of complete proposal will take the decision regarding in-principle administrative approval and on those proposals which are beyond the delegated financial power of Director/ Director-in-charge of Institutes/ Centers from the date of submission to the respective division.
- c. Human Resources include both administrative as well as technical staff like Data Entry Operator, MTS, Animal House Staff, Nurses, Junior Medical Officers, etc.

NB: It is pertinent to note that as per GFR & GoI orders, the Procurement of Services by Ministries or Departments will be mandatory for Services available on GeM. Moreover, the feature of 'Custom Bid' enables Ministries or Departments to create bids for Services even if they may not be available on GeM.

Raj
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Annexure 'A'

S No		Page No
1.	Minutes of the duly constituted Institute/ Centers Committee consisting of minimum two members from outside the Organization who have got expertise in the relevant area/ field, Administrative Officer & Accounts Officer of the Institute/ Centers for calculation of the estimated cost, selection criteria and Terms & Condition of the tender.	
2.	Documents in support of floating tender on GeM and advertising it on ICMR and Institutes/ Centers website.	
3.	The proof of adequacy of the tender notice period.	
4.	Documents in support of having pre-bid meeting/ conference held, if any, with Documents in support of its recommendations	
5.	Corrigendum (if any)	
Evaluation of Bids by Institute/ Centers Evaluation Committee		
6.	Minutes of the duly constituted Institute/ Centers Evaluation Committee consisting of at least two domain expert who have got sufficient expertise in the relevant area/ field, Administrative Officer & Accounts Officer of the Institute/ Centers	
7.	Comparative statement of selection criteria submitted by various firms with clear cut recommendation of the Evaluation Committee declaring firms with proper justification.	
8.	Each page of the minutes of the Institute/ Centers Evaluation Committee as well as of the comparative statements needs to be signed with date by all the members of the committee and on the last page of the minutes and comparative statement, the full name, designation and signature with date of all the members of the committee needs to be obtained.	
9.	Approval of the Director of Institute/ Centers on the minutes of meeting of the Evaluation Committee	
Evaluation of Financial Bids		
10.	GeM generated Financial Evaluation Statement with financial bid of each of the bidder duly signed by Administrative Officer & Accounts Officer and approved by Director of the Institute/ Centers	
11.	"Negotiation Committee minutes" duly signed by all the members of the Negotiation Committee and duly vetted by the Accounts Officer of the Institute (if applicable).	
Other relevant documents		
12.	Complete bid document of the L-1 bidder	
13.	A formal letter from the Director providing brief Proposal and Justification for the Services	
14.	Checks on any representation receive during the tender process from other vendors etc. and their valid redressal.	

