



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

No: 6/1/2012-Admn.II

Dated: 17/02/2016

MEMEORANDUM

Sub:- ICMR Check List for evaluation of Capital Equipments/Services - reg:

As per the advice of the Director General, ICMR a check list for evaluation of capital equipments/services by the ICMR Technical Committee and Experts Committee has been prepared and the copy of the same is enclosed herewith for your perusal and to follow them in all cases of capital equipments/services at your Institute/Centers

This issues with the approval of the competent authority of ICMR.

With kind regards,

Yours sincerely,

(R.S. Sharma)

Scientist-G & Head

Div. of RBMH &

Procurement Officer

To

All Director/Director-in-Charge

Permanent Institute/Center

DG Office

All Technical Division, ICMR Hqrs.

Admn.-II, ICMR Hqrs.

BIC Section: for uploading the circular on ICMR Webstie

Check List for Evaluation of Capital Equipments/Services by ICMR Technical and Experts Committees

Note:

- Please tick(√) in each box if yes
- Please put (x) if not applicable
- Write /Print page No. of the completed document where that particular document is placed.

S. No			Page No
Scientific Advisory Committee (SAC) of the Institute/Center			
1.	Recommendation of Scientific Advisory Committee (SAC) of the Institute/Center.	<input type="checkbox"/>	
Institute/Center Specification Committee			
2.	Minutes of duly constitute specification committee as per ICMR Guidelines clearly drafting the specification for the desired equipment.	<input type="checkbox"/>	
Tender Document			
3.	Documents in support of inviting double bid global open tender by publishing in National News paper, National Trade Journal and also on Institutes/Centers web site for wide publicity and for better competition.	<input type="checkbox"/>	
4.	The proof of adequacy of the tender notice period.	<input type="checkbox"/>	
5.	Documents in support of putting the tender on the central e-portal.	<input type="checkbox"/>	
6.	Documents in support of having pre-bid meeting/conference held, if any, with Documents in support of its recommendations.	<input type="checkbox"/>	
Institute/Center Tender Bids Committee			
7.	Documents in support of having tender bids opening committee.	<input type="checkbox"/>	
Institute/Center Technical Committee			
8.	Minutes of the duly constituted Institute/Center Technical Committee as per ICMR Guidelines.	<input type="checkbox"/>	
9.	Comparative statement of technical specifications submitted by various firms with clear cut recommendation of the technical committee declaring firms which have being declaring technically qualified and disqualified firm with proper justification.	<input type="checkbox"/>	

10.	Each page of the minutes of the institute/center technical committee as well as of the technical 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.	<input type="checkbox"/>	
11.	Examining carefully the technical comparative statement so that if the institute/center technical committee has committed any mistake in declaring any firm qualified or disqualified can be cross checked.	<input type="checkbox"/>	
Institute/Center Financial Bid Committee			
12.	The minutes of financial bid committee or institute/center technical committee with comparative statement of financial bids of all qualified firms. The minutes and the comparative statement of financial bids should be signed by all the members of the committee and on the last page of the minutes and comparative statement, the full name, designation and signature of all the members of the committee needs to be obtained.	<input type="checkbox"/>	
13.	The financial bid comparative statement should clearly mentioned the L-1 firm and should have a clear statement recommending the procurement of desired equipment from the L-1 firm with clear terms and conditions.	<input type="checkbox"/>	
14.	The price comparison worked out correctly i.e. a 'like to like' comparison of all bidders on the (CIF, FOB) price of main equipments / AMC / CMC / consumables / civil works and accessories etc.	<input type="checkbox"/>	
15.	A comparison was made on all counts to work out the L-1 such that and addition of any one count which is left out does not alter the L-1.	<input type="checkbox"/>	
16.	Consumable/accessory prices were frozen where committed nos. of consumable and accessories would be required in the subsequent years.	<input type="checkbox"/>	
17.	Any element that could alter the price subsequent to technical bid comparison having been finalized was not introduced.	<input type="checkbox"/>	
18.	List of institutions where the L-1 firm has supplied the same equipment.	<input type="checkbox"/>	

Other relevant documents			
19.	Copy of the latest purchase order, if any, from any institution for the same equipment.	<input type="checkbox"/>	
20.	A letter from the Director certifying that Institute/center has appropriate space, electricity load and a trained manpower or a person has been identified to run the equipment.	<input type="checkbox"/>	
21.	For high value equipments it is desirable to examine/compare recent benchmarks i.e. similar purchases made in other labs/institutes.	<input type="checkbox"/>	
22.	Checks on any representation receive during the tender process from other vendors etc. and their valid redressal.	<input type="checkbox"/>	
ICMR Technical Committee			
23.	Recommendation of ICMR Technical Committee for the equipment.	<input type="checkbox"/>	
24.	Presentation of the proposal by the Director/Director-in-charge/representative of the Institute/centre with special reference to related logistic issues concern with installation and functioning of the equipment.	<input type="checkbox"/>	
25.	The merits of whether it would be desirable to enter into AMC or CMC were examined.	<input type="checkbox"/>	
ICMR Experts Committee			
26.	Discussion with the representative of the firm on the following issues:	<input type="checkbox"/>	
i.	The firm agreed to provide 3 years comprehensive warranty and 2 years non comprehensive services for equipment free of cost.		
ii.	The firm agreed to provide non-comprehensive annual maintenance from 6 th to 10 th years @		
iii.	The firm agreed to provide spare parts to maintain the equipment, up to 10 years.		
iv.	The firm agreed to give discount of % on list price of all spare parts up to 10 years.		
v.	The firm agreed to provide 2 preventive maintenance visits per year and also breakdown visits as and when required.		
vi.	The firm agreed to submit Performance bank guarantee of 10% of the FOB value of the order and which will be retained by the Council till the end of warranty period.		
vii.	The firm agreed that the duration of warranty period will start after, proper installation of the equipment and submitting users satisfactory report.		

viii.	The maximum response time of hrs. was accepted by the firm.		
ix.	The firm agreed to accept 0.1% of FOB as penalty per week till the warranty period, if the instrument remains in non working condition for more than 18 days.		
x.	When the equipment is under warranty/comprehensive maintenance, it would be the responsibility of the manufacturer/dealer/agent to procure spare parts and the Institute will not incur any expense on duty, octroi or handling charges.		
xi.	The detailed circuit diagram along with trouble shooting procedure and operational manual would be provided to the Institute along with the equipment.		
xii.	The firms agreed to provide on-site training to the users.		
xiii.	In addition to the above all other conditions/negotiations if any held with the firm at the Institute/centre remains as such.		
xiv.	The firm agreed to supply above mentioned equipment at a total cost of Rs.-/- inclusive of all items and conditions plus taxes as applicable.		

Check List for Evaluation of Proprietary Equipment

S. No			Page No
1.	Recommendation of Scientific Advisory Committee (SAC) of the Institute/Center.	<input type="checkbox"/>	
2.	Checks w.r.t. propriety items which should invariably include propriety certificate and authenticated benchmarks (i.e. prices at which sold to other clients in the recent past).	<input type="checkbox"/>	
3.	Minutes of newly constitute specification committee as per ICMR Guidelines clearly drafting the specification for the desired equipment with justification why the equipment with said specifications is require and for what type of research project.	<input type="checkbox"/>	
4.	Copy of the Proprietary Certificate from the concern firm certifying that the said equipment is their proprietary item as described in GFR.	<input type="checkbox"/>	
5.	Copy of the Proprietary Certificate from the end user counter signed by the Director of the concern Institute/center justifying clearly that why the equipment with said specifications is require, for what type of research project and what is its significance.	<input type="checkbox"/>	
6.	Copy of the financial bid of the equipment with details terms and conditions.	<input type="checkbox"/>	

7.	Clear cut recommendation of the Institute/Centre TC regarding the cost of the proprietary item clearly mentioned about CIF or FOB and also about CAMC etc.	<input type="checkbox"/>	
8.	ICMR Technical Committee should recommend the procurement of the proprietary item with the condition to have negotiation on the cost of the equipment and discussion with the firm for other logistic issues.	<input type="checkbox"/>	
9.	Discussion with the representative of the firm as shown at Sl. No. 26.	<input type="checkbox"/>	