

JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

Public Sector Undertaking of the Government of Jammu and Kashmir



**Proposed purchase Policy
&
Procedure for Equipment
&
Instrument Procurement**

Proposed purchase Policy and Procedure for Equipment & Instrument Procurement

The Government of J&K had established J&K Medical Supplies Corporation Limited with the objective to procure and manage the drugs & medicines and equipment & instruments at fair and reasonable prices for all the Govt. Health & Medical Institutions. A equipment procurement and maintenance (EPM) cell for procurement & maintenance of equipments/instruments, medical and non Medical consumables & other hospital supplies established in JKMSCL under the overall supervision of General Manager (EPM). The purchase policy and procedure for equipment & instruments and other hospital supplies shall be as under:-

1. JK Medical Supplies Corporation Ltd. shall procure equipment & instruments, hospital supplies, reagents & spares and execute AMC/CMC through open competitive bidding following the provisions under J&K financial code, rules and regulations. The bidding shall be through <https://jk tender/e-procurement portal of Govt. of Jammu and Kashmir>.
2. The EPM-cell shall prepare an essential equipments and other hospital supplies list and get the same examined and approved from the Technical Advisory Committee (T.A.C.). Based on inputs from the medical institution Essential Equipment List (EEL) shall be prepared and reviewed frequently to meet the requirement of medical institutions of the state, EEL may be revised from time to time by JKMSCL in consultation with T.A.C. & users departments. The list of medical equipments & instruments (EEL) shall be classified speciality wise.
3. JKMSCL shall carryout 100% procurement of equipments and instruments required by Health and Medical Education Institutions of J&K which are included Essential Equipment list (EEL), besides other items requisition by HoDs of indenting department or items resolved by Board of Directors or as directed by the State Government.
4. JKMSCL 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 equipments & instruments and other hospitals supplies to JKMSCL in the prescribed format (Indent form).
5. There shall be Technical Advisory Committee (TAC) for preparation and examination of technical specification of item/article and examination of technical issues. M.D JKMSCL is authorised to constitute a technical committee for an equipment including specialist/experts from JKMSCL and users departments/experts from other medical supplies corporations.
6. The indenting departments shall place their requisition along with the transfer of funds to Corporation for procurement as per standard procedure of JKMSCL for Non-EEL items, the HoDs

of intending department shall submit demand/ indent to JKMSCL along with technical specifications, which shall further be standardized by Technical Advisory Committee (TAC) constituted for the purpose.

7. So as to ensure the supply of quality equipment/ machinery, committee of technical experts shall be constituted by the Corporation for the purpose, which shall be deputed to the point of manufacture/supply for demonstration of working/functioning of said equipment/machinery. Further, after receipt of the said equipment/machinery, it has to be re-demonstrated to the satisfaction of the committee constituted for the purpose by the Corporation at the end user site after installation and commissioning of the said equipment/machinery.
8. The EPM ócell, JKMSCL shall 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 District Drug Warehouses (DDW)/ Medical College Drug Warehouses (MCDW).
9. JKMSCL may also supply equipments/items to corporation/PSU/government departments of other states of union of India on their demand and transfer of funds on 5% Administrative charges.
 - 9.1. If the rate contract holder firm agrees to make supplies at indenting agency stores or demanding agency is ready to lift supplies from JKMSCL stores, the differential tax liability shall be borne by the indenting agency.
10. The payment 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.
11. The JKMSCL shall also provide for maintenance of equipment & instruments in the procurement mechanism upto Guarantee period. However Comprehensive Maintenance Agreement (CMA) may be the part of rate Contract or third party maintenance under/ on the analogy of comprehensive Equipment and Machinery maintenance programme of Government of India as deemed fit by the Corporation.
12. The manufacturing premises of the bidders participating in the JKMSCL bids may be inspected for the compliance of Good Manufacturing Practices, Good Laboratory Practices (as the case may be) and for verification of their production capacity and information submitted. The inspection team will comprise of officials from Corporation and end-user departments.
13. The JKMSCL shall charge 5% Administrative charges on cost price+taxes i.e total cost of an item and funds Utilisation Certificates shall be issued accordingly by JKMSCL. However JKMSCL may increase or decrease these charges for the specific purchase subject to maximum 10% with the approval of Board of Directors.