

**GUIDELINES**

**on**

**ROLES AND RESPONSIBILITIES**

**of the**

**EXECUTING AGENCY (EA), PROCUREMENT SUPPORT AGENCY**

**(PSA) and GOVERNMENT MEDICAL COLLEGES**

**in the**

**“PROCUREMENT, INSTALLATION AND COMMISSIONING OF THE**

**MEDICAL EQUIPMENT”**



**2018**

## **Background :**

Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) aims at correcting regional imbalances in the availability of affordable & reliable tertiary services & augmenting facilities for quality medical education. Under this scheme up-gradation of Govt. Medical Colleges/ Institutes is being undertaken apart from setting up of new AIIMS. Recently, up-gradation projects in 73 GMCs/Institutes are being executed.

Executing Agencies (EA) i.e. HLL / HITES / HSCC / CPWD / Bridge & Roof have been engaged for construction related activities. Similarly procurement of medical equipment is being carried out through Procurement Support Agency (PSA) (i.e. HLL / HITES) appointed by the Ministry. The Executing Agencies have already been appointed for all the 73 GMCIs up-gradation projects of PMSSY.

In view of the difficulties faced in coordinating various activities amongst the Executing Agency (EA), Procurement Support Agency (PSA) and the Govt. Medical College in the matter of procurement and installation of medical equipments, a need has been felt to clearly spell out the roles and responsibilities of the parties concerned i.e. Executing Agency (EA), Procurement Support Agency (PSA) and the respective Government Medical Colleges (GMC/s) to ensure smooth process in the supply, installation and commissioning of the medical equipment. Accordingly, Ministry has prepared guidelines to be followed by the EA, PSA and the concerned GMCs with a view to bring clarity of roles to all the stakeholders and actors in execution of the GMCs project, as detailed below which may be observed by all for smooth and timely completion of these projects.

### **1. STAGE – I : Planning/ Pre- Construction Stage**

- 1.1 PSA and EA will carry out the GAP analysis along with the Institute (GMC) and finalize the user requirement with respect to Medical equipment and civil construction in consultation with the GMC authorities.
- 1.2 PSA will communicate to EA about the area requirement, power requirement for major equipment and medical services and any other equipment specific special requirement so as to enable EA to include all the necessary requirement in the DPR.

- 1.3 EA will ensure inclusion of the above requirements in their works tenders. The user requirement pertaining to the construction work will be communicated to the Ministry by EA.
- 1.4 EA will prepare the DPR incorporating all the requirements indicated by PSA and submit to MoHFW for approval.
- 1.5 PSA will carry out the procurement as per the relevant guidelines issued by MoHFW from time to time.
- 1.6 Institute, EA and PSA will appoint their nodal officers, who will hold joint meetings regularly at the project site for effective coordination of the project activities.
- 1.7 EA, PSA and Consignee will jointly draw out timeline / activity schedule and PERT Chart for construction component, delivery, installation & commissioning of the major medical equipment and handing over of the facility. The timeline / activity schedule will be uploaded in the dash-board by the respective agency (EA & PSA) pertaining to their area of responsibility.
- 1.8 The activity schedule will also include timeline for giving work-front to PSA for allowing them to plan medical equipment supply and installation activities.

## **2. STAGE – II : During Construction and Delivery and storage of Medical Equipment**

- 2.1 The PSA will send the copy of the NOA for various medical equipment/ medical services to the Nodal Officer/ Director of the Institute.
- 2.2 The supplier along with Bio Medical Engineers (BME) of PSA will visit the Institute within **15 days** from issue of NOA along with drawing for medical services, medical equipment like MGPS, MOT, CSSD, MRI, CT, CATHLAB, DR, Mammography etc. for discussion and approval.
- 2.3 Head of the Institute or his authorized representative shall approve the drawing, colour, flooring etc. within **7 days** of submission of drawing to the Institute.
- 2.4 PSA will carry out pre-dispatch inspection for all the domestic supplies and issue inspection note. In case of imported goods, the pre-dispatch inspection shall be done by designated third party from the country of origin of goods.
- 2.5 PSA will send an advance intimation to the institute regarding likely date of delivery of equipment at site

2.6 Since the equipment are required to be purchased in the name of Institute, Nodal officer authorized by the Medical College will receive the equipment delivered at site in packed condition along with the Inspection Note issued by PSA or by TPA (third party agency in case of imported goods). While receiving delivery, Lorry Receipt/ Delivery challan shall be signed by the nodal officer of the Institute immediately.

2.7 Thereafter, Consignee Receipt Certificate (CRC) shall be signed by Nodal officer/ Store officer as per practice of Institute. Format of CRC is attached.

2.8 Guidelines for CRC Signing:

- a) Under the column “name of the item supplied and quantity supplied”, the consignee will endorse the following “as per the packing list attached and certified by the supplier”.
- b) The packing list shall be counter signed by nodal officer/ store officer.
- c) Under the column “date of receipt by the consignee” the nodal officer / store officer shall mention the date of receipt of goods by the consignee, which was mentioned while signing the lorry receipt/ delivery challan.
- d) All the points in consignee receipt shall be filled and signed with name and seal of the signatory”.
- e) There shall not be any striking or overwriting on the CRC, as the payments are to be released based on this document.
- f) Consignee Receipt Certificate (CRC) should ordinarily be issued immediately however, not later than **7 days** of the receipt of consignment at site, in any case.

2.9 The equipment shall be stored safely in packed condition in the existing store/ designated place in the premises by the Institute.

2.10 In case suitable space is not available in existing premises of Institute, EA shall provide suitable storage enclosure with locking facility which will be termed as a temporary store. The temporary store will be under the custody of Institute and shall be operated by the Institute. However, the EA will provide overall security through the construction contractor or in any other manner.

2.11 Institute will ensure that items delivered are received and stored in sealed condition till issued for installation.

2.12 PSA will coordinate with the supplier for installation.

2.13 The items shall be opened at the time of installation in presence of client and supplier who shall be authorized by PSA.

- 2.14 EA will provide temporary power and water supply to medical equipment suppliers at site.
- 2.15 EA will facilitate installation of the medical equipment and will also ensure that construction contractor make available work fronts and make other required facilitation to the medical equipment supplier to enable them to carry out installation and commissioning activities at site. Required power connection upto the room where medical equipment is to be installed will be provided by Executing Agency.

### **3. STAGE – III : Installation of the Equipment**

- 3.1 PSA and Supplier will regularly coordinate with EA and Institute to check the availability of site and power for installation of Equipment.
- 3.2 Institute will issue the stock to supplier for installation.
- 3.3 PSA to ensure that Supplier quickly installs the equipment under monitoring of PSA / Institute.
- 3.4 Upon Satisfactory Installation, Supplier will submit the installation report, Institute will concur the installation report within **3 days**.

### **4. STAGE – IV : Testing and Commissioning of the Equipment**

- 4.1 PSA to ensure that Supplier carries out testing and commissioning of the equipment to the satisfaction of the end user i.e. the Govt. Medical College / Institute.
- 4.2 Institute, upon satisfactory functioning of equipment will sign and issue Final Acceptance Certificate (FAC).
- 4.3 Final Acceptance Certificate shall be issued within **30 days** of Installation, commissioning and training.
- 4.4 On receipt of FAC, PSA will release the balance payment to the supplier within **15 days** subject to complying with the terms and conditions of tender/ NOA.

The EA, PSA and GMC should work collaboratively in close co-ordination so that the delay in installation of medical equipment can be avoided.

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