

GOVERNMENT OF N.C.T. OF DLEHI
MAULANA AZAD MEDICAL COLLEGE
2-BAHADUR SHAH ZAFAR MARG : NEW DELHI - 110 002

No.F.32(2701)/MC/PUR/2026-27/ 3702

Date : 07/03/2026

CIRCULAR

O.S.D. to Minister, Office of the Minister Health and Family Welfare, Transport and Information Technology, GNCT Delhi order No.F.MinH&FW/TPT/IT2025/MinHFW/2308-2310 dated 04.06.2025 and No.F.MinH&FW/TPT/IT2025/MinHFW/2405 dated 06.06.2025 vide which it has been directed that CPA is now designated as the sole agency responsible for the procurement of Medicines, consumables, medical devices, machinery, equipment for hospitals / institutions / healthcare facilities in Delhi.

In compliance a screening committee has been constituted to take necessary action with regard to procurement of equipments in respect of MAM College.

All HODS / Branch Incharges of MAMC must submit their demand with regard to the equipments in prescribed proforma alongwith following details within 15 days so that the same may be placed before screening committee for onward submission to CPA for early procurement :-

1. Copy of indent duly signed by user Department and HOD.
2. Copy of technical specification (soft copy of word / excel file on email of purchase branch i.e. purchasemamc@gmail.com also).
3. Name of Two (02) officers alongwith their designation and mobile number for each equipment as Technical Expert to be nominated as member in Technical Evaluation Committee.



PURCHASE OFFICER
MAMC

No.F.32(2701)/MC/PUR/2026-27/

Date :

Copy to following for information and necessary action :-

1. All HODs / Branch Incharges, MAMC.
2. PA to Dean, MAMC.
3. Incharge (LAN and Server), MAMC to upload the circular on the Institute / department portal.



PURCHASE OFFICER
MAMC

Maulana Azad Medical College, New Delhi:
Govt of NCT of Delhi
Indent for procurement of Medical equipments

Submitted by:

Department of _____

1.a.	Name of the equipment	
1.b	Alternate name (s) of the equipment	
1.c	Name of indenting department	
2.a	The primary use of the equipment for patient Care/Clinical, Academic or Research purposes and brief uses of the equipment	
2.b	Justification for the purchase (why do we need it and any alternative are available for this equipment or not)	
3.a	Is it a new item being asked Or additional Or replacement	
3.b	Stock in hand a. Working condition b. Condemned c. Under condemnation	
3.c	Required quantity	
3.d	Estimated unit cost (INR)	
3.e	Estimated total cost (INR)	
3.f	Likely cost of annual maintenance (after the expiry of standard warranty and free AMC period)	
4.a	Whether imported/Foreign make is required of Indian make is required.	
4.b	If Indian make is available, justification for asking imported/Foreign make.	
5.	Whether this equipment/similar types of equipment was purchased by this Hospital/Institution in the recent past? If yes details the last purchase like Qty, Date, Department for which the purchase was made, Name of the supplier and unit/Total cost of the equipment may be furnished	
6.a	Whether expertise in terms of trained manpower to handle the equipment is available or not.	

6.b	Whether suitable space/Electricity and other infrastructure facilities are readily available for immediate installation and commission of the equipment upon receipt.	
6.c	Approximate period within which the supply is to be arranged (bearing in mind normal time taken for procurement of such items). It will specifically state whether purchase is arranged or not. If purchase is stated to be urgent, it will clarify why this could not be foreseen.	
7.a	Whether the equipment is a proprietary or non proprietary item (in case it is a proprietary item PAC is to be submitted by Indentor as per the GFR Rules 2017 with proper justification	
7.b	Complete set of specifications of the item(s) to be produced (specifications should be board-based & should not be tailor made) and Vetted by external expert(Signature and Seal)	
7.c	Whether more than one/two quotation/tender will be availability to meet these specifications?	
8.	Availability of funds. The availability of funds-earmarked for this particular equipment in the C.F.Y. i.e. 2017-18 and not the general budget available with the college.	
9	Name, designation and mobile number of two officers as Technical Expert of the equipment .	1. 2.

Faculty

Faculty

HOD