



GOVT. OF NCT OF DELHI  
MAULANA AZAD MEDICAL COLLEGE; NEW DELH  
(PURCHASE BRANCH)

F.32(1707)/2015-16/MC/Pur/15861

Date: 21-09-2015

**CIRCULAR**

**I. Demand of all items for III Quarter.**

1. As per the advisory of CPA dated 19-06-2015 for procurement of all the items can continue at the college level for only six month<sup>s</sup> as per the open e-tender contract and also information sent to CPA.
2. To avoid any crisis due to shortage/lack of any consumables/diagnostics Kits/Chemicals for the Teaching of the UGs & PGs of College/Research /Diagnostic work and Patient Care in MAM College, all HODs may be directed to submit the demand for IIIrd Quarter with buffer stock of approved items in MAMC Open e-tender only 2014-15, in the prescribed performa within 07 days to the Central Store Branch, MAMC.
3. Central Store Branch shall verify and compile the demands and forward the same to Purchase Branch, MAM College within 02 days.

**II. Demand of all items for IV Quarter for CPA**

1. As per advisory of CPA dated 26-08-2015, All HODs may submit the demand for IVth Quarter, which has to be sent to CPA of all items in Excel format with tender S. No/items code, within 07 days to Central Store Branch for compilation. Central Store Branch after compiling of the demands may forward to Purchase Branch in Excel format to send the e-mail of the Purchase Officer, MAMC.

**III. Demand of all items for New Tender to be floted by CPA (Group wise).**

1. As per advisory of CPA dated 24-05-2015 and 28-08-2015, All HODs shall submit the fresh demand for all the Groups (Consumables/Non-Consumables) for the New Tender 2016-17 as all the procurement for FY-2016-17 will be done by CPA, a separate demand may be sent to Central Store Branch, MAMC and which will forward it to Purchase Branch in Excel format after compilation of all the demands.
2. All HODs may be directed to comply with the above order on top priority and send the demands within 07 days.

(Dr. DEEPAK K. TEMPE)  
DEAN

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Date:

1. All the Head of the Department/Branch In-charge, MAM College.

(Dr. DEEPAK K. TEMPE)  
DEAN

Incharge Data Centre to upload MAMC Website.