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27.6.16  
(12.10/16)



**All India Institute of Medical Sciences**  
**Sijua, Post: Dumduma, Bhubaneswar - 751019**

AIIMS/BBSR/FA/Circular/34

Date: 27.06.2016


**CIRCULAR**

**Sub:** Submission of procurement proposals properly in file.

It is observed by the Competent Authority that the file containing procurement proposals are not properly submitted. Therefore, following points may be kept in view scrupulously while submitting file proposals:

1. Indents for first procurement as well as subsequent procurements may be signed by three faculties of the Department including HOD.
2. Page Nos. in respect of Note Sheets as well as correspondence may be invariably done in order to obviate missing pages.
3. The rationality of approximate cost may be furnished by comparing the cost of procurement as is done in institutions of National importance.
4. After comparative statement of Price Bid is prepared, it may be marked as L1, L2 & L3 in legible hand writing in red or green colour.
5. Each page of the draft Notice Inviting Tender may be signed by the indenter in order to authenticate the document as well as the specifications of the equipment or item.

The file proposals without compiling the extractions as above will not be forwarded to the Competent Authority for obtaining administrative approval and expenditure sanction.

  
(Ravindra Pattar)  
Financial Advisor  
AIIMS, Bhubaneswar