



<<क्षेत्रीयआयुर्विज्ञानसंस्थान, इंफाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्यऔरपरिवारकल्याणमंत्रालय, भारत सरकार केअंतर्गतएकस्वायत्तसंस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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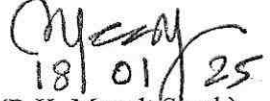
CIRCULAR

Imphal, the January, 2025

Subject: Annual Procurement Plan (PP) for the year 2025-2026.

No. 94/PUR/RIMS-2024: Publishing of Procurement Plan (PP) is a mandatory requirement under Rule 144(x) of GFR 2017 as also under Para 8 of MSME order dated 23rd March, 2012. Besides, publishing of Procurement Plan (PP) for one year on the website is also a necessary requirement for seeking Global Tender Enquiry approval in terms of DoE/MoF Revised Consolidated instructions issued vide OM dated 3rd August, 2021.

2. This Institute is preparing an Annual Procurement Plan for Financial Year 2025-2026, based on the Budget allocation under the head "Grant-in-aid - Asset creation", and in compliance with the GFR provisions.
3. In this regard, all Department/Colleges/Units/Sections are requested to submit their requirement/indents in the prescribed format for Equipment & Assets (**Annexure-I**) and reagents/chemical & glasswares/hospital accessories/drugs & medicines (**Annexure-II**) to **Section Officer (Purchase) through e-Office** only, on or before Friday, the 31st January, 2025, for inclusion in the Annual Procurement Plan (APP) 2025-2026.
4. Consumables (irrespective of value) are to be clubbed together category-wise e.g. Chemicals/ Glass wares/ Plastic wares/ Filters/ Stationery/ Toners & Cartridges etc. with approximate value. While submitting indents, care should be taken to use only the generic names of indented items. Further, specific quantity required and approximate cost, are to be given for each item.
5. This issued with the approval of the Director, RIMS, Imphal.


18/01/25
(R.K. Mecolt Singh)
Deputy Director (Admn.)

Copy to:

1. The P. S. to Director, RIMS, Imphal, for keeping in Guard file
2. The Medical Superintendent, RIMS Hospital, Imphal
3. The Dean (Academic), RIMS, Imphal
4. The Principal, Dental College, RIMS, Imphal
5. The Principal, College of Nursing, RIMS, Impha
6. All Heads of Departments, RIMS, Imphal
7. The Chief Accounts Officer cum F.A., RIMS, Imphal
8. The Chief Nursing Officer, RIMS Hospital, Imphal
9. The Accounts Officer, RIMS, Imphal
10. All Section Officers, concerned Sections, RIMS, Imphal
11. The MSK-I and MSK-II, Store, RIMS, Imphal
12. The EE Civil/Consultant (Elect.), Engineering Dept., RIMS, Imphal
13. System Administrator for uploading in the RIMS website
14. Order book.

ANNEXURE-I

Requisition form for equipment/machine (separately for each class of equipment):-

Sl. No.	Description	Particulars
1	Name of Equipment, Quantity/ Units.	
2	Brief descriptions..	
3	New Procurement/ Replacement of existing one.	
4	In case of replacement, whether the existing equipment has expired the useful life span and been processed for condemnation. Buy-back offer (in case of replacement of an existing old item(s) with a new and better version).	
5	Whether the work can be done well with existing equipment/ item (known models with published record) without going in for the latest, untested technology.	
6	How the work was being managed without this equipment in the Department.	
7	Whether the procurement will involve AMC/CAMC.	
8	Whether procurement will involve consumables required (Details thereof and justifications) or whether equipment is closed system i.e. requires reagents & consumables of same manufacturer.	
9	Whether the specification of the equipment is generic or proprietary item (In case of proprietary item PAC Certificate signed by HOD should be enclosed.	
10	Any information regarding installation of the same equipment in other Govt./ autonomous institute.	
11	Estimated value with basic Warranty (2 year) with supporting documents such as P.O. of other institutes quoted rate.	
12	Requirement of the equipment for teaching/ patient care or for both?	
13	Detailed justification of requirement to be submitted.	
14	Whether additional Manpower is required/ manpower for manning the equipment is available.	
15	Availability of space in the Department.	
16	How will the patients benefit? /Benefits to the trainees/ students.	

Signature of Head of Deptt./In-charge with Seal

Name of College/Department/Unit/Section:

ANNEXURE-II

Requirements for reagents/chemical & glasswares /hospital accessories/drugs & medicines etc.:-

Sl. No.	Description of item with a brief specification	Qty. for one year	Present stock position	Which month procurement is to be initiated.
1				
2				
3				
4				
5				
6				

Signature of Head of Deptt./In-charge with Seal

Name of College/Department/Unit/Section:-