

अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली

निदेशक कार्यालय

फा.सं. 40-30/2022-स्था.-I

21.03.2024

कार्यालय ज्ञापन

विषय: इंजीनियरिंग कार्यों हेतु संविदा एवं डैशबोर्ड का समग्र वार्षिक रखरखाव।

दिनांक 19.10.2022 के कार्यालय ज्ञापन संख्या 40-30/2023-स्था.I के अनुसार 'इंजीनियरिंग सेवा विभाग के कामकाज को सुव्यवस्थित करने' (प्रति संलग्न) के संबंध में यह सुनिश्चित करने हेतु सलाह दी गई थी कि प्रतिस्पर्धा बोली के पश्चात एवं अनुरक्षण संबंधी कार्यों को छोटी संविदाओं में विभाजित होने से रोकने हेतु प्रमाणित ट्रेक रिकॉर्ड वाली सक्षम एवं योग्य फर्मों को शामिल किया जाए, एम्स की सभी इमारतों एवं क्षेत्र 01 अप्रैल 2023 से समग्र वार्षिक रखरखाव अनुबंधों के अंतर्गत आएंगे।

हालाँकि, यह नोट किया गया है कि इंजीनियरिंग सेवा विभाग उक्त तिथि तक इस समग्र वार्षिक अनुरक्षण संविदाओं को अंतिम रूप देने में सक्षम नहीं रहा। तदनुसार, अधोहस्ताक्षरी ने दिनांक 17 अगस्त, 2023 के पत्र संख्या 40-30/2023-स्था.I के माध्यम से सीपीडबल्यूडी से आयुर्विज्ञान नगर परिसर एवं एशियाड विलेज परिसर सहित एम्स नई दिल्ली की वर्तमान कार्यात्मक इमारतों की मरम्मत एवं अनुरक्षण का उत्तरदायित्व लेने का अनुरोध किया था। उक्त अनुरोध के जवाब में, सीपीडबल्यूडी टीम की एक इंजीनियरिंग टीम ने एम्स, नई दिल्ली का दौरा किया था एवं एसई (दिल्ली सर्कल IV) से दिनांक 20 सितम्बर 2023 के पत्र संख्या 1341 के माध्यम से एम्स की इमारतों, विस्तृत सेवाओं आदि के बारे में जानकारी देने के लिए अनुरोध किया था। उक्त के संबंध में, अधोहस्ताक्षरी ने एम्स इंजीनियरिंग टीम के साथ अनेक बार पारस्परिक विचार-विमर्श किया तथा उससे यह ज्ञात हुआ है कि, चूंकि एम्स नई दिल्ली का समय-समय पर विस्तार हुआ है, इसलिए सभी इंजीनियरिंग परिसंपत्तियों के लिए कोई व्यापक सूची उपलब्ध नहीं है। तदनुसार, इंजीनियरिंग विभाग को इंजीनियरिंग परिसंपत्तियों की सूची के विवरण का मिलान करने एवं उक्त को सीपीडबल्यूडी को प्रस्तुत करने में कुछ समय लग सकता है।

तदनुसार, एम्स की इमारतों की उचित मरम्मत एवं अनुरक्षण सुनिश्चित करने के लिए जब तक सीपीडबल्यूडी सम्मिलित नहीं हो जाता है, तब तक एम्स का इंजीनियरिंग विभाग सभी मौजूदा इंजीनियरिंग सम्पत्तियों का अनुरक्षण करना जारी रखेगा। हालाँकि, यह भी सुनिश्चित किया जाए कि दिनांक 19.10.2022 को जारी कार्यालय ज्ञापन संख्या 40-30/2022-स्था.I के माध्यम से जारी किए गए सभी निदेशों का अनुपालन किया जा रहा है। सभी मरम्मतों एवं अनुरक्षण संविदाओं के लिए डैशबोर्ड को अनुरक्षित किया जाएगा एवं सभी अंतिम स्वीकृति प्रमाणपत्रों पर उपयोगकर्ता प्रमाणीकरण अनिवार्य रूप से प्राप्त किया जाएगा।

(प्रो. एम. श्रीनिवास)

निदेशक

वितरण: (इसे अपने नियंत्रणाधीन सभी अधिकारियों को परिचालित करने के अनुरोध सहित।)

1. संकायाध्यक्ष (शैक्षिक, अनुसंधान, परीक्षा)
2. अपर निदेशक (प्रशासन)
3. चिकित्सा अधीक्षक (एम्स)
4. सभी केंद्र प्रमुखगण/अध्यक्ष, एन.सी.आई. इज्जर
5. सभी विभागाध्यक्षगण
6. वरिष्ठ वित्त सलाहकार
7. उप-सचिव
8. प्रभारी-आचार्य, कंप्यूटर सुविधा
9. अधीक्षण अभियंता, (एम्स/एनसीआई)

(नोट - किसी विवाद की स्थिति में अंग्रेजी पाठ मान्य होगा।)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F.No. 40-30/2022-Estt.I

21.03.2024

OFFICE MEMORANDUM

Sub: Composite Annual Maintenance Contracts & Dashboards for Engineering Works

Ref. OM No. 40-30/2022-Estt.I dt. 19.10.2022 regarding 'Streamlining the functioning of Engineering Services Department' (copy attached), wherein it was advised that To ensure that competent & qualified firms with a proven track record are engaged after competitive bidding and to avoid splitting of maintenance works into smaller contracts, all buildings & areas of AIIMS shall be covered under composite annual maintenance contracts w.e.f. 1st April 2023.

However, it was noted that Engineering Services Department was not able to finalize the said composite annual maintenance contracts by the said date. Accordingly, the undersigned vide Letter No. 40-30/2023-Estt.I dt. 17th August 2023, had requested CPWD to take over the repair & maintenance of the existing functional buildings of AIIMS New Delhi including those in Ayur Vigyan Nagar Campus & Asiad Village Campus. In response to the said request, a team of engineers form CPWD team had visited AIIMS New Delhi and had requested for information regarding AIIMS buildings, bulk services, etc. vide Letter No. 1341 dt. 20th September 2023 from the office of SE (Delhi Circle IV). In the said regard, the undersigned has had repeated interactions with the AIIMS engineering team and it has emerged that as AIIMS New Delhi has expanded from time to time, there is no comprehensive inventory available for all the engineering assets. Accordingly, it may take some time for the Engineering Department to collate the details of the inventory of engineering assets and furnish the same to CPWD for their due diligence.

Accordingly, to ensure appropriate repair & maintenance of AIIMS buildings till such time CPWD is onboarded for their maintenance, the engineering department of AIIMS shall continue to maintain all the existing engineering assets. However, it shall be



ensured that all instructions issued vide OM No. 40-30/2022-Estt.I dt. 19.10.2022 are complied with. Dashboards shall be maintained for all repair & maintenance contracts and user certification shall be mandatorily obtained on all final acceptance certificates.

 21/3/2024

Prof. M Srinivas
Director

Distribution (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Deputy Secretary
8. Prof. I/c Computer Facility
9. Superintending Engineer (AIIMS / NCI)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

OFFICE OF DIRECTOR

F. No. 40-30/2022-Estt.I

19.10.2022

OFFICE MEMORANDUM

Sub: Streamlining the functioning of Engineering Services Department reg.

As a part of Good Governance, to increase transparency & to streamline the functioning of Engineering Services Department, the following steps shall be taken:

Instructions regarding Capital Works

- To ensure better coordination amongst agencies & to avoid splitting of works into smaller packages, tenders for all capital works, shall be invited on composite basis only w.e.f. 1st January 2023. For any exceptions, prior approval of the Addl. Director (Admin) shall be sought with justification
- Routine works of a similar nature being executed by a division of the Engineering Department within the same month shall be clubbed in a single composite tender. Urgent works if any maybe executed as a separate tender with prior approval of Addl. Director (Admin)
- SE/EE/AE shall examine each estimate in detail & vouch for their correctness before giving technical sanction as per guidance given by CPWD from time to time
- General conditions of contracts shall be strictly as per the latest CPWD guidance
- Special conditions of contract if any must be specifically detailed with justification on the note sheet in the eFile while obtaining AA & ES
- **User certification must be recorded by respective JE after the completion of work and final payments to the contractors shall not be made till the user satisfaction is placed on record.** The users shall objectively provide feedback on the quality of work done and shall not ask for items beyond standard entitlement or outside contract terms & conditions

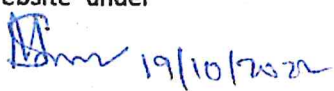
Instructions regarding Repair & Maintenance Contracts w.e.f. 1st April 2023

- It is noted that currently buildings are being maintained in a piece meal manner and no annual maintenance contracts are being executed. Also, there appears to be cartelization and same contractors are being given orders again and again under Rs. 6 lakhs / Rs. 1 Crore to keep the contract value within the powers of AE / EE respectively. To ensure that competent & qualified firms with a proven track record are engaged after competitive bidding and to avoid splitting of maintenance works into smaller contracts, all buildings & areas of AIIMS shall be covered under composite annual maintenance contracts w.e.f. 1st April 2023 as per following packages:
 1. Main Hospital, PC Teaching Block & Convergence Block
 2. New RAK OPD & all new Clinical / Service Blocks in Masjid Moth Campus
 3. Dr RP Center, CN Center, Dr. BRAIRCH & CDER
 4. Trauma Center Campus including Burns Block, Vishram Sadan, External, etc.
 5. All Hostels in West Ansari Nagar & Masjid Moth Campuses
 6. All Residences in West & East Ansari Nagar & Masjid Moth Campuses
 7. AV Nagar Campus including External Services & Asiad Village Residences
 8. NCI Jhajjar including all Institutional / Residential areas, external, etc.
 9. NDDTC Ghaziabad & Trilokpuri including external services
 10. Ballabgarh including its associated sub centers, external services, etc.
 11. All other areas including external services in Ansari Nagar & Masjid Moth

- SE AIIMS & SE NCI shall prepare a road map to consolidate the aforementioned packages into a single AIIMS wide composite maintenance package by 31st March 2024
- For all specialized maintenance contracts required to be awarded directly to the OEM or their authorized agency (e.g. for HVAC, Lifts, Telephone systems, Fire Alarm Systems, UPS, DG Sets, etc.) – **only one contract per OEM** shall be awarded by the respective Superintending Engineers covering all the E/M services of that OEM in the areas under their jurisdiction
- For horticulture, only one contract shall be awarded by the respective Superintending Engineers covering all the campuses of AIIMS under their jurisdiction. A committee shall be constituted to certify the works done under this contract before the payments are made to the contractor
- General conditions of all maintenance contracts shall be strictly as per CPWD guidance
- ESD (AIIMS & NCI) shall by 30th November 2022, in consultation with finance division & PMU, prepare a document detailing the specialized conditions of contract, service level agreement, etc. for all maintenance contracts to bring homogeneity in the contracts executed across AIIMS
- All maintenance contracts must have the provision of electronic & telephonic complaint registration and ticket generation on 24x7 basis by users & engineers based on which turn around time of resolution should be automatically calculated and displayed on a dashboard accessible to all users. Appropriate clause shall be built in to all maintenance contracts to ensure that this dashboard is deployed by the contractor from day 1 & proactive updates regarding status of the complaint ticket are provided by the system via SMS & WhatsApp to all users and engineers in an automated manner
- No new smaller or piece meal maintenance contracts valid beyond 31st March 2023 shall be placed with immediate effect. Any existing maintenance contracts not in sync with guidance in this OM shall be closed w.e.f. 1st April 2023 or from the date of execution of the larger contract whichever is earlier, without any additional cost to AIIMS. Maintenance contracts executed along with primary capital works contracts shall continue till their contracted period.

Miscellaneous:

- To ensure optimal implementation of these instructions, SE AIIMS / SE NCI may reorganize the distribution of areas under their respective engineering divisions if required
- To increase transparency, only **eFile / eReceipt / email** shall be used for all Engineering related works including for all communication to & from users, vendors, etc. and no paper trail w.e.f. 1st November 2022 shall be accepted as a valid mode of official communication
- All tools, plants, materials, etc. available on GeM shall be procured via GeM only (unless they are a part of a larger composite contract executed as per CPWD manual). GeM non-availability report shall be placed on record while seeking approval if any such items are procured outside GeM
- In line with store contracts, payment for all engineering contracts executed w.e.f. 1st Jan 2023 shall only be made after the contracts are published on 'Digital Library' on erp.aiims.edu by the respective engineering divisions. O/IC Procurement shall enable the system for the same immediately and shall also ensure that analytics from the said system are on monthly basis published on AIIMS website under esd.aiims.edu to ensure transparency, increase vigilance and minimize RTI queries in view of proactive declaration of information to the public at large
- Information of all tenders floated by ESD shall also be published on AIIMS Website under tenders.aiims.edu as is being done for store purchases


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8. O/c Procurement
9. Deputy Secretary
10. Financial Advisor
11. Superintendent Engineer (AIIMS)
12. Superintendent Engineer (NCI)