

NORTH EASTERN RAILWAY

No. S/2022/JPO/Drugs items

Date:- 03.02.2022

JOINT PROCEDURE ORDER FOR PURCHASE OF MEDICINE AND RELATED ITEMS.

Sub: JPO for procurement of Drugs and related items.

Railway Board has issued Drug Procurement Policy vide letter No.2014/RS(G)779/13 dated 03.02.2015 accordingly procurement of the medicine and related items (i.e. medical consumables, disposable and non-disposable, excluding M&P items) are to be made by Stores Department. To take over procurement of medicine and related items by Stores Department, the following procedure shall be followed:

A-Registration of Firm-It is being done by Railway Board.

B- Inspection of firms and approval (Same as drug policy 2014)

Inspections of manufacturing unit under the geographical jurisdictions of NER will be done by the PCMD office as per drug procurement policy as amended from time to time by the nominated officers by PCMM and PCMD.

C- Registration at zonal level has been revised as per Railway board letter No. 2014/RS(G)/779/13, Dt 20.08.2018.

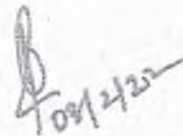
1.0 As per Drug Policy 2014, para - 2.0 demand generation of medicines will be as following :-

"Demand Generation of medicine - Quantity assessment for all medicines and all other medical items (mentioned above) will be done on the basis of generation of periodic requisition (annual or less than that) from all hospitals falling under the jurisdiction of PCMD which will be clubbed at the HQ level. After clubbing, if the estimated value of each item is less than one lakh, the individual indents can be sent back to field hospitals, where the MD/CMS/MS etc. can directly purchase their respective quantities under medical chapter of Model SOP, circulated under Railway Board's letter No. 2017/Trans/01/Policy dated 26.10.2017, Correction slip no. 17 to MSOP-2018 adopted by NER. For item no. 6.2.2 of Part-B Medical matters "Power of SAG Officers in independent charge of Divisional Hospitals is upto Rs.50000/ in each case has to be modified upto one Lakh. That is, such medicines/ other medical items whose total annual procurement value for the entire zone is less than Rs. 1 lakh for each type of medicine need not be processed for centralized procurement at HQ office. They can be procured at the hospital level through tender.

Supplementary requisition will be generated if quantity over and above the annual requirement is required to be procured or if emergency procurement is


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required to be made at hospital level. All the proposals has to be approved by PCMD.

1.1 Accordingly, Medical Department will forward only those demands to Stores Department where the total annual procurement value on the N.E. Railway is more than Rs. One lakh for each item.

1.2 PCMD office shall send a consolidated list of items, for which procurement action by Stores Department is required, duly indicating requirement of each field unit for that item and other details like unit of purchase, requirement of staggered delivery, category of item (Vital/ Essential/ Desirable) etc. PAC shall accompany the items to be procured on Proprietary Basis.

1.3 Calendar for procurement of drugs and consumables for the year 2022-23 onward will be as follows :-

Sl.No.	Description	Target Date/ Month
1	The Annual Indents duly vetted and fund certified by associated account should reach the PCMD's office.*	31 st January each year.
2	Compilation, consolidation and segregation of Annual indents by PCMD office.	28 th February
3	VED (Vital, Essential, Desirable) analysis, preparation of pre-tender scrutiny (PTS) and submission of list costing Rs. 1 lakh and above each in aggregate value to Stores Department.	31 st March
4	Floating and opening of all tenders by Stores Department.	April to July
4	Placement of PO by Stores Department.	By September

* As funds for next financial year would not be available at the time of indent preparation, the indents will be submitted by indenting units, with provisional certification of funds and liability noted for the year of procurement. On receipt of funds from PCMD's office, the concerned indenting unit MD/CMS/MS etc. will send consolidated fund certificate for the procurement year, mentioning details of each and every indent, to HQ Stores through PCMD office latest by 31st May.

1.4 Medical Department shall provide a list of the registered firms (Approved by Railway board available on Health Directorate, Indian Railway website for drugs.) for each product/ item with validity of their registration. The list of registered firms shall be finalized as per Drug Procurement Policy 2014 and as modified from time to time with the approval of PCMD.

2.0 All tender cases will require technical scrutiny by nominated medical officer (nominated by PCMD). PCMD will circulate a standing nomination for this purpose. In TC cases, the concerned technical/ medical member of TC will do the technical scrutiny as well.

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- 2.1 The technical scrutiny should be furnished by the nominated medical officer within 7 days.
- 3.0 For the procurement of medicines and related items, the IRS Conditions of contract will be followed.
- 3.1 The purchase officer shall issue purchase orders duly indicating bill passing and bill paying authorities, within 15 to 30 days for Direct Acceptance cases and within 30 to 60 days for TC cases, from the date of opening of tender.
- 3.2 Concerned Medical Officer at HQ/Div Hospitals/ Health Units (drug store in-charge Doctors, on receipt of PO shall chase suppliers against POs placed by Stores Department to ensure availability. Concerned store officer will also help in chasing the suppliers for delivery of items
- 3 Concerned Medical Officer and Dy.CMM shall held co-ordination meeting every fortnightly and see the status of procurement, review the procurement of medical items being done by Stores Department, and draw minutes of the meeting . This review meeting shall identify items causing anxiety, items below 3 months stock in the hospitals and chronic drugs to initiate emergency procurement action by PCMD/NER, wherever required so as to improve the availability of medicines.
- 3.4 Concerned medical officer in HQ shall furnish a list of POs against which supplies not received and DP expired to Stores Department. Stores Department shall initiate appropriate action in respect of contract terms and conditions with a view to ensure early supplies.
- 4.0 Purchase power for procurement of medicine and other related items at HQ Stores, shall be as per power delegated by Railway Board in Model SOP 2018 (Stores matters) and purchase powers at field level by Medical Department shall be as per power delegated by Railway Board in Model SOP (Medical matters) as modified from time to time. These powers will be exercised by officers of Stores Department in HQ and officers of Medical Department at the Field level in line with the above delegations. Finance concurrence, wherever required, should be taken.
- 5.0 Procurement of these items by Stores Branch shall be done in line with the present Drug Policy-2014 issued by Railway Board vide letter No. 2014/RS(G)/779/13 dated 03.02.2015 with latest amendment thereon from time to time. Special tender conditions as per Annx. D of Board's letter dated 03.02.2015 and as modified from time to time will be included in the tender document. Medical department shall forward the policy circulars from time to time to the office of PCMM and also indicate the same during the pre-tender scrutiny.
- 6.0 All Purchase orders above Rs. 8 lakhs except TC cases will require finance vetting before issue.

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- 6.1 For treatment of cancer and other patient specific medicines of high cost an urgently required medicine. PCMD, NER can initiate proceeding of procurement at his own level.

Local Purchase- The procurement of retails purchase of urgently/day to day required items which include medicines, implants, surgical and consumable items, vaccines , consumable items of medical equipments/machines e.g cassettes for phaco machines. phacotubings, phaco tips etc pathology kits, surgical clips, X-ray plates, intraocular lenses, masks, PPE kits, VTM kits and other such items etc will continue to be done by concerned hospital in charges as per Part III of drug procurement policy 2014 & as per MSOP 2018 for medical matters 7 a,b,c,d.

Local purchase of patient specific items

1. Ophthalmics items

Intraocular lens implants they are patient specific and different types and different dioptric powers are required for different patients in case of intraocular lenses, hence each hospital should have a firm registered for supply of ophthalmic items in the city itself near the hospital and rate contract of commonly used type IOLs (as per specification given by hospital) and other commonly used ophthalmic items should be taken .They will be purchased as per type of Intraocular Lens and dioptric power required by different patients and as per the estimated requirement given by Ophthalmic surgeon to keep some buffer stock in operation theatre to deal with exigencies and requirement. Rebate offer should be taken on other different types of rarely required IOLs, ophthalmic instruments and other ophthalmic items required for different types of surgeries like ACIOL, Iris fixated IOL, Scleral fixated IOL, CTR, Iris Hooks etc . The local supplier will be keeping an inventory of different types and different dioptric powers Intraocularlenses, and other ophthalmic items and urgently supply the required items within 24 hours.

2. Orthopaedic implants Similarly orthopaedic implants are also patient specific and different types and sizes are required which can be judged only during surgery , hence firms should be registered for supply of implant with rebate offer they will send the full set of implants of various sizes and the implant which will be used will be paid by the hospital. Same procedure should be applied for all other implants and other things required for any type of surgery etc.

3. Spare parts of medical equipments ,and consumables, pathology kits etc of different machines and tools required for surgery, pathology, and other types of patient management can also be purchased by hospital incharge under local purchase

**Expenditure of all these above items will not be counted under the total expense of Local purchase, as these items need to be purchased but because of their being patient specific and surgery specific purchasing them in bulk stock will not be of practical use and many times will go waste, therefore they are being purchased locally.*

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Monitoring

Drug store in-charge pharmacist, on receipt of PO shall chase suppliers against supply of medicines, however concerned stores officer may assist wherever required and Drug store in-charge pharmacist shall furnish list of PO's against supplies not received and DP expired in the first week of every month.

ACMD/MS and DyCMM/G shall review the procurement of medical items to be procured by PCMD/NER They will put status every fortnight and draw minutes of coordination meetings. This review meeting shall identify items below three-month stock in the hospitals and chronic drugs in order to initiate emergency procurement action by PCMD/NER wherever required so as to improve the availability of medicines urgently.

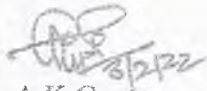
CMM/C, CHD and FA&CAO/G shall hold a quarterly coordination meeting to monitor working of this JPO and to ensure release of outstanding payment. Medical supplies information be provided by medical department and store department will provide the procurement status like, date of issue of PO, tender date and other information of all other items not supplied at least 10 days before the meeting.

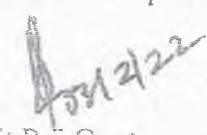
Transition phase

At present drug procurement for the year 2021-22 compiled item for medicine was 802 in which 454 item had to be procured at HQ level in which 454 tender has been floated and 304 PO's has been issued till date. items below 50000 was 348 in which 190 PO has been issued. 158 items have to be procured at division level.

- 7.0 Tenders already floated and opened of AMI 2021-22 in Medical Department shall be finalized by Medical Department.


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