

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
FINANCE (ESTABLISHMENT - B) DEPARTMENT
EXECUTIVE ORDER

ECF/No.: 693811/GeM/Health/02

Dated: 01-12-2025

Subject: Guidelines for procurement of Medical Equipment

Whereas, Assam Gazette Notification dated 28-01-2022 and the subsequent Finance Department's Notification No.354164/72 dated 11-07-2025 and Executive Order No. ECF/No.666898/171 dated 15-09-2025 mandated procurement of goods and services through the Government e-Marketplace (GeM) with a view to ensuring transparency and fiscal discipline under the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020;

And whereas practical experience has revealed that while GeM provides a transparent platform, the absence of structured technical vetting of the specifications of medical equipment has led to difficulties in aligning purchases with the clinical and institutional requirements of different tiers of health facilities;

Now, therefore, in exercise of the powers conferred under Section 56 of the Assam Public Procurement Act, 2017, which provides that "the Government may issue directions to any procuring entity and prescribe standard specifications for procurement", read with the relevant provisions of the Assam Public Procurement Rules, 2020, and Finance Department's Advisory No.282271 dated 30-07-2024, which states that "that GeM guidelines, duly issued by Government of India, shall hold precedence in all procurement conducted through GeM, over and above any Rule of the State Government", and the Executive Order No. ECF/No.666898/171 dated 15-09-2025, and in supersession of the aforesaid Notification No.354164/72 dated 11-07-2025, and all other previous orders and notifications on procurement of medical equipment to the extent inconsistent herewith, the Governor of Assam is pleased to issue the following directions for procurement of medical equipment:

1. PROCUREMENT PLATFORM:

1.1. All procurement of medical equipment shall be undertaken through the Government e-Marketplace (GeM) portal.

1.2. Comprehensive Maintenance Contracts (CMC) and turnkey components, wherever applicable, shall also be procured through GeM.

2. STATE TECHNICAL SPECIFICATION COMMITTEE AND STANDARD SPECIFICATIONS:

2.1. A State Technical Specification Committee shall be constituted immediately by the Medical Education & Research Department (MERD), chaired by an Officer not below the rank of Commissioner & Secretary of MERD with members drawn from stakeholders such as the Health & Family Welfare Department, Assam Medical Services Corporation Ltd. (AMSCL), National Health Mission (NHM), Assam Health Infrastructure Development & Management Society (AHIDMS) etc. and other relevant experts.

2.2. The Committee shall finalize Standard Specifications for medical equipment, mapped to the institutional tiers such as Primary Health Centres (PHCs), Community Health Centres (CHCs), District Hospitals, and Tertiary Hospitals, under the provisions of Section 56 of the Assam Public Procurement Act, 2017.

3. SPECIFICATION LIBRARY:

3.1. A Specification Library shall be created on the basis of the Standard Specifications to ensure that equipment is correctly specified for actual clinical need, thereby avoiding both over-specification and under-specification, and ensuring cost-effectiveness.

3.2. The Specification Library shall be binding on all procuring entities and shall be reviewed and updated in each financial year, or earlier if warranted by technological changes or urgent institutional requirements. The updated version/fresh Specifications shall be published on 1st month of next Financial Year. .

3.3. Whenever any such tier mapped specification library is prepared, same should be shared with GeM central team for inclusions under related category on GeM portal.

3.4. The initial Specification Library shall be published within 30 days of the constitution of the State Technical Specification Committee.

4. SELECTION OF EQUIPMENT:

4.1. Based on the Standard Specifications finalized by the State Technical Specification Committee and incorporated in the Specification Library, procuring entities shall identify and select equipment on the GeM portal that conforms to the approved specifications and is appropriate to the functional and clinical needs of the concerned institution.

4.2. Such selection shall also include, wherever applicable, the associated turnkey works, installation requirements, and site-specific adaptations necessary to ensure that the equipment is fully operational and serviceable at the point of use.

5. PROCUREMENT WHERE MATCHING CATEGORIES ARE NOT AVAILABLE ON GeM:

5.1. If the required category or equipment with the matching specifications is not readily available on the GeM portal, the

procuring entity can send the request to GeM central team for inclusion of the category or the list of values / parameters.

5.2.If the inclusion of such category or parameters takes more than seven working days, procurement may be undertaken through BoQ/Custom-based bidding on GeM with informing GeM Central unit with copy to State GeM Unit, in accordance with GeM guidelines.

5.3. In cases where procurement is not possible through GeM, the procuring entity may, with prior concurrence from the GeM Central Unit and the approval of the Senior Most Secretary to the Government of the Administrative Department, opt for floating bids on the AssamTenders portal, subject to compliance with the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020.

5.4. In such cases, the procuring entity shall also obtain and quote a GeM Availability Report and Past Transaction Summary (GeMARPTS) ID, and the GeM Seller ID must be clearly mentioned below the vendor's address at the time of issuing the Purchase Order / Work Order / Contract Agreement as mandated under Executive Order No. ECF/No.666898/171 dated 15-09-2025, to ensure that the procurement transaction is duly recorded in the State's financial monitoring and audit systems.

5.5. It is reiterated, in line with Clause 14 of Finance Department's Executive Order No. ECF/No.666898/171 dated 15-09-2025, that publishing a bid on the GeM portal solely for price reference and then issuing a manual offline purchase order outside GeM after the bid evaluation is strictly prohibited.

6. DEVIATION FROM STANDARD SPECIFICATIONS:

6.1. The Standard Specifications prescribed under Section 56 of the Assam Public Procurement Act, 2017, and incorporated in the Specification Library, shall ordinarily be binding on all procuring entities.

6.2. However, in exceptional circumstances where the procuring entity is of the considered view that the prescribed Standard Specifications do not adequately meet the functional, clinical, or site-specific requirements of the institution, a deviation may be proposed.

6.3. Such deviation shall be permissible only when:

6.3.1. the procuring entity records a speaking order setting out the precise justification for the deviation, including the clinical or technical grounds necessitating it;

6.3.2. the justification demonstrates that the deviation is essential to ensure suitability or cost-effectiveness of the equipment; and

6.3.3. the proposal is placed before and receives the approval of the Senior Most Secretary to the Government of the

Administrative Department.

6.4. The approval of the Senior Most Secretary shall be granted only after careful consideration of the recorded justification, and such approval shall be treated as an exception rather than the norm.

6.5. All deviations so approved shall be reported in the quarterly compliance report submitted under Clause 12 of this Notification, to ensure transparency and enable periodic review.

7. INTERIM PERIOD:

7.1. If during the interim period till publishing of the Standard Specification Library, there is any requirement to procure medical equipment, the specifications for the required equipment may be fixed by the procuring entity with the approval of the Senior Most Secretary of the Department.

7.2. Every such proposal for approval of the Senior Most Secretary shall be accompanied by a certification from the Head of the Procuring Entity affirming that:

7.2.1. the proposed specification is appropriate to the functional and clinical needs of the concerned institution; and

7.2.2. the proposed specification represents the most cost-effective option available.

8. EXTERNALLY AIDED PROJECTS (EAPs):

8.1. In cases where procurement through GeM is restricted under the terms of loan/credit agreements with external funding agencies, procurement shall follow the donor's procurement guidelines.

8.2. Wherever feasible, such procurement shall be aligned with the State Specification Library (Standard Specifications).

9. SERVICE AND WARRANTY OBLIGATIONS:

9.1. Suppliers shall be required to provide warranty support as prescribed in the State Specification Library/ Bid Document, and ensure availability of spare parts and consumables for the declared life span of the equipment.

10. EVALUATION OF TECHNICAL AND FINANCIAL BID:

10.1. Procuring entities will comply with the procedures relating to invitation, submission, opening and evaluation of bids, as per standard financial norms/ GeM guidelines.

11. TRANSPARENCY AND AUDIT TRAIL:

11.1. All procurement records, including specifications adopted, deviations approved, and compliance reports, shall be maintained in digital form and made available for audit and review.

11.2. This is in line with Section 10 of the Assam Public Procurement Act, 2017, and Rule 11 of the Assam Public Procurement Rules, 2020, which require maintaining records of procurement proceedings and communications in a manner that ensures accessibility for subsequent reference and other reviews.

12. PENALTY FOR NON-COMPLIANCE:

12.1. Any procuring entity or supplier found to be in violation of this Notification or the Standard Specifications prescribed under Section 56 of the Assam Public Procurement Act, 2017, shall be liable for action under the provisions of the Act and Rules, in addition to contractual remedies.

13. COMPLIANCE AND MONITORING:

13.1. All procuring entities shall submit a quarterly compliance report to the Administrative Department, certifying adherence to this Notification.

14. EFFECTIVE DATE:

14.1. This Notification shall come into force with immediate effect.

Digitally signed by
ISFAOUB SYED RAHMAN
Secretary to the Government of Assam,
Finance (Establishment-B) Department
Date: 01-12-2025
15:41:32

Memo No. ECF/693811/I/1335865/2025 Dated Dispur, 01-12-2025

Copy for information to:

1. The P.S to the Principal Secretary to the Hon'ble Chief Minister, Assam.
2. The P.S to the Hon'ble Finance Minister, Assam.
3. The Accountant General (A&F), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The S.O to Chief Secretary, Assam.
5. The P.S to all Additional Chief Secretary/ Principal Secretary/ Commissioner & Secretary/ Secretary to the Govt. of Assam.
6. The P.S to Principal Secretary to Bodoland Territorial Council, Dima Hasao Autonomous District Council and Karbi Anglong Autonomous District Council
7. The P.S. to Commissioner & Secretary, Health & Family Welfare Department
8. The P.S. to Commissioner & Secretary, MERD
9. All Heads of Administrative Departments.
10. All Heads of Departments/ District Commissioners/ CDC/ SDO (C)s'.
11. The CEOs of Zilla Parishad, Project Directors, CEOs of Societies/

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Authorities/ Agencies under the State Government.

12. All Branches of Finance Department.
13. All Sr. FA/FA/CAO/F&AO/Treasury Officers.
14. The SIO, NIC, Assam State Centre.
15. E-Governance Cell of Finance Department for uploading on the website.
16. The Media Cell, AS-CFMS, Finance Department.