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NIIRNCD
NATIONAL INSTITUTE FOR
IMPLEMENTATION RESEARCH ON
NON-COMMUNICABLE DISEASES

राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान
भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR- National Institute for Implementation Research
on Non-Communicable Diseases
DHR- Ministry of Health & Family Welfare, Government of India

No.: NIIRNCD/ST./MISC.CORRESPONDENCE/2022

Date: 06.04.2026

OFFICE ORDER

Subject: Reconstitution of Store-Related Committees for Procurement Activities at the Institute – Reg.

In supersession of all previous Office Orders and with the approval of the Competent Authority, the following committees for Store-related matters at ICMR-NIIRNCD are hereby constituted, with the roles and responsibilities as outlined below.

Institute Tender & Bid Related Committees for Procurement of Goods & Services:

1. Negotiation Committee:

Sl.No	Name & Designation	Role
1.	Any one external expert from the concerned/relevant field, as per availability (As mentioned in the table no.05)	Chairman
2.	Sr. Administrative Officer / Administrative Officer / AO (In-charge)	Member
3.	Accounts Officer / ACO (In-charge)	Member
4.	Indentee of the Equipment / Service	Member
5.	Procurement In-charge / Section Officer (Store)	Member Secretary

The Negotiations Committee is constituted to conduct fair and transparent price negotiations and finalize terms and conditions with qualified vendors, ensuring that procurement achieves value for money in line with Government of India financial procurement norms and as per CVC guidelines.

Scope of Work / Terms of Reference:

1. Conduct negotiations, wherever permitted under applicable rules, for procurements including proprietary items, OEM purchases, Limited Tender Enquiries, Advertised Tenders, and AMC/CAMC.
2. Examine the rates quoted by the lowest technically qualified bidder(s) (L1) and assess their reasonableness with reference to prevailing market rates, last purchase prices, and other relevant financial parameters.
3. Undertake negotiations with eligible bidder(s), wherever justified, particularly in cases of single bids, abnormal rates, or significant deviations from estimated/benchmark prices.
4. Ensure that all negotiations are carried out in a fair, transparent, and compliant manner in accordance with General Financial Rules (GFR) 2017, Manual on Procurement of Goods 2024, and relevant CVC guidelines.
5. Record detailed proceedings of all negotiation meetings and prepare duly signed minutes by all Committee members.
6. Submit the minutes and recommendations to the Competent Authority through the Store Section for further necessary action.
7. Maintain confidentiality of all commercial discussions and related information.
8. Avoid any conflict of interest and declare the same, if any, prior to participation in the proceedings.

2. Technical Bid Evaluation Committee:

Sl.No.	Name & Designation	Role
1.	Any one external expert from the concerned/relevant field, as per availability (As mentioned in the table no.05)	Chairman
2.	Any one external expert from the concerned/relevant field, as per availability (As mentioned in the table no. 05)	Member
3.	Dr. Rina Kumawat, Scientist - C	Member
4.	Indentee of the Equipment	Member
5.	Sr. Administrative Officer / Administrative Officer / AO (In-charge)	Member
6.	Accounts Officer / ACO (In-charge)	Member
7.	Procurement In-charge / Section Officer (Store)	Member Secretary

Scope of Work / Terms of Reference:

1. The committee shall evaluate the technical bids strictly based on the terms and conditions incorporated in the tender document.
2. A comparative statement of the technical bids shall be prepared based on the eligibility criteria and examined by the committee.
3. The committee shall recommend the technically qualified and disqualified firms based on the evaluation.
4. All members of the committee shall sign each page of the minutes and the comparative statement.
5. The evaluation of technical bids / brochures generated on GeM portal shall also fall under the purview of this committee.
9. The committee shall prepare the minutes and submit the minutes and recommendations to the Competent Authority through the Store Section for further necessary action.

3. Financial Bid Committee:

Sl.No.	Name & Designation	Role
1.	Dr. Ramesh Kumar Huda, Scientist - D	Chairman
2.	Sr. Administrative Officer / Administrative Officer / AO (In-charge)	Member
3.	Accounts Officer / ACO (In-charge)	Member
4.	Indentee of the Equipment / Service	Member
5.	Procurement In-charge / Section Officer (Store)	Member Secretary

Scope of Work / Terms of Reference:

1. The committee shall evaluate the financial bids of the technically qualified firms in accordance with the tender conditions.
2. A comparative statement of the financial bids shall be prepared.
3. The committee shall identify the lowest responsive bidder (L-1) based on the quoted rates and tender conditions.
4. The minutes along with the comparative statement duly signed by all members shall be submitted to the Store Section with clear recommendation for placement of purchase order.
5. **For procurement outside GeM:** The Committee shall include two external domain experts (including one Chairperson in place of Dr. Ramesh Kumar Huda, Sci-D), subject to availability, as indicated in Table No. 05.

4. Institutional Specification Committee:

Sl.No	Name & Designation	Role
1.	Any one external expert from the concerned/relevant field, as per availability (As mentioned in the table no.05)	Chairman
2.	Any one external expert from the concerned/relevant field, as per availability (As mentioned in the table no.05)	Member
3.	Dr. Harvinder Singh, Scientist – B, NIIRNCD, Jodhpur	Member
4.	Indentee of the Equipment / Service	Member
5.	Sr. Administrative Officer / Administrative Officer / AO (In-charge)	Member
6.	Accounts Officer / ACO (In-charge)	Member
7.	Procurement In-charge / Section Officer (Store)	Member Secretary

Scope of Work / Terms of Reference:

1. The specifications of the equipment / services shall be drafted by the concerned Indenter and submitted to the committee for evaluation.
2. The committee shall examine and finalize the technical specifications to meet the essential and functional requirements of the Institute.
3. The specifications shall avoid superfluous and non-essential features which may result in unwarranted expenditure shall not be unduly restrictive.
4. The finalized specifications shall be forwarded to the Store Section for further procurement process.

5. Panel of External Experts (Field-wise):

A panel of external experts for relevant fields has been approved by the Competent Authority and is maintained separately. The panel includes experts from various domains such as Biochemistry, Microbiology, Biotechnology, IT Equipment, and Manpower & Other Services.

1. The external experts shall be nominated from the approved panel based on the nature, subject relevance, and requirement of the procurement.
2. As per Table–05, the expert listed at Sr. No. 1 shall ordinarily act as the Chairperson of the Committee. In case of non-availability of the said expert, the next available expert in order of the panel shall act as the Chairperson.
3. The remaining nominated experts shall serve as External Members, depending upon availability and requirement of the Committee.

Table – 05: Panel External Experts

Sl.No.	Role	Name & Designation
1.	Chairman & External Members	Biochemistry- 1. Dr. Mithu Banerjee, Professor & Head, Dept. of Biochemistry, AIIMS, Jodhpur 2. Dr. Jairam Rawtani, Professor, Dept. of Biochemistry, Dr. SNMC, Jodhpur 3. Dr. Dharmveer Yadav, Additional Professor, Dept. of Biochemistry, AIIMS, Jodhpur 4. Dr. Sojit Tomo, Associate Professor, Dept. of Biochemistry, AIIMS, Jodhpur

		Microbiology- 1. Dr. Ravisekhar Gadepalli, Professor, Dept. of Microbiology, AIIMS, Jodhpur 2. Dr. Vibhor Tak, Additional Professor & Head, Dept. of Microbiology, AIIMS, Jodhpur 3. Dr. Sarika Kombade, Additional Professor, Dept. of Microbiology, AIIMS, Jodhpur 4. Dr. Vivek Hada, Additional Professor, Dept. of Microbiology, AIIMS, Jodhpur Biotechnology- 1. Dr. Siddharth Srivastava, Professor of Practice, Department of BSBE, IIT Jodhpur 2. Dr. Sushmita Jha, Professor, Department of Bioscience and Bioengineering, IIT Jodhpur Manpower and other service- 1. Sh. Amit Mundra, F&CAO, AIIMS, Jodhpur 2. Sh. Indra Raj Meena, Sr. AO, CAZRI, Jodhpur 3. Sh. Tulsi Ram, AO, AIIMS, Jodhpur 4. Sh. Ravindra Pratap Singh Rathore, Store Officer, AIIMS, Jodhpur IT Equipment- 1. Sh. Rajesh Bishnoi, Head Dept of Computer Science, Government Polytechnic College, Jodhpur 2. Dr. Nitin Mathur, Lecturer, Government Polytechnic College, Jodhpur
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The above is issued with immediate effect and for necessary compliance.

This is issued with the approval of the Competent Authority, ICMR-NIIRNCD, Jodhpur.
(vide E Office File No. 131944 dated eSIGNED)

(Sunil Bishnoi)
Section Officer

To,

All Concerned Member

Copy to:

1. PA to Director, NIIRNCD, Jodhpur
2. All Scientists / Technical Staff, NIIRNCD, Jodhpur
3. Sr.AO / ACO / SO / Store In-charge, NIIRNCD, Jodhpur
4. IT Cell: for placing on the Institute's website
5. Hindi Cell: For Hindi Version
6. Concerned File