

No.MSA2-66268/14/ DHS

Directorate of Health Services
Thiruvananthapuram
Dated: 10/10/2014.

From

The Director of Health Services

To

The District Medical Officer (Health)
Thiruvananthapuram/ Kollam/Alappuzha/Kottayam/Idukki/
Ernakulam/Thrissur/Palakkad/Pathanamthitta/Malappuram/
Kozhikode/Wayanad/Kannur/Kasargod.

Sir,

Sub:- Submission of Annual Indent of Drugs & Supplies for the year
2015 -16 - Reg.

Ref: Decision taken in the SVO's Conference held on 09/10/2014 at
KMSCL Head Office, Thiruvananthapuram.

- I. There are 698 Drugs in the list of KMSCL. Primary Level Institutions are restricted to indent only Drugs from **Serial No.1 to 400**. Secondary Level Institutions can indent **all 698** Drugs.

Primary Level Institutions are CHC, 24x7 PHC, PHC, Government Dispensary and Mobile Unit.

All other Institutions come under Secondary Level.

There are 73 Anti cancer Drugs. These Drugs can be indented by selected hospitals.

- II. Institutions are directed to submit the indent only in the prescribed Performa. Performa **shall not be modified** and indents which are **not** in the prescribed Performa shall not be accepted by the DMOs. Institutions have to submit **4 sets** of hard copy and **soft copy (in excel format)** to DMO's.

Cutoff date for submitting the Indent

- Primary Level Institutions - on or before 25/10/2014.
Secondary Level Institutions - on or before 31/10/2014.

DMO's are requested to submit **2 sets** of consolidated Indent with soft copy to DHS on or before 15/11/2014 through special messenger.

- III. By this time, KMSCL would have been supplied 50% of the indented quantity of 2014-15. If the item is not supplied yet, balance quantity will only be supplied by KMSCL.

For Eg:- If the indented quantity is 200 Nos. and the item is not supplied yet, balance 100 Nos. will only be supplied by KMSCL in this financial year.

- IV. KMSCL have no bidder for 105 items. These items will **not** be supplied in this financial year (Refer Annexure I for list of items in the website).

- V. If any Institutions fail to submit the Indent in time, their requirement will be treated as NIL. Additional Indent / reduction in indented quantity will not be entertained. In all such cases, Head of the Institution will be personally responsible.

- VI. DMO's are requested to hand over the consolidated indent of the District, one set of Institutional indent approved by DMO and **soft copy** of the institutional Indent (**With all corrections**) to District Ware House of KMSCL on or before 29/11/2014 after getting the approval of DHS.

There should not be any mismatch in the total quantity of the Institution wise Indent and the consolidated Indent of the District.

Circular on guidelines for the preparation of indent, Performa of Drugs / Supplies, Annexure 1 are hosted in the website of Directorate of Health Services. (**Visit – Notification**).

Sd/-

For Director of Health Services

NB:- **Primary Level** Institution which requires Cap. Hydroxy Urea (SI No.573) may indent the same with justification.

Copy to

Managing Director,
KMSCL