

SYLLABUS - EXECUTIVE (BIO MEDICAL)

• Fundamental Biomedical Engineering Concepts

1. Introduction to Biomedical Engineering
2. Basic Human Physiology Relevant to Equipment
3. Introduction to Medical Electronic Devices
4. Basic Working Principles of Common Medical Equipment
 - Patient Monitors
 - Infusion and Syringe Pumps
 - ECG, Defibrillators
 - Suction Machine, Nebulizer
5. Safety Standards in Medical Equipment Usage
6. Preventive Maintenance – Basic Tools and Procedures

• Hospital Equipment and Practical Applications

7. Operation Theatre Equipment – Overview
8. Intensive Care Unit (ICU) Devices – Basics
9. Sterilization & Disinfection Equipment (e.g. Autoclave, ETO)
10. Introduction to Imaging Modalities (X-ray, Ultrasound basics only)

• Procurement & Tendering Basics

11. Introduction to Government Procurement Process
12. Basics of Tender Documents and Bidding Process
13. Introduction to GeM
14. Objective and Benefits of GeM
15. Buying Methods on GeM
16. Direct Purchase
17. L1 Purchase
18. Bid and Reverse Auction (RA)
19. Bunching and Custom Bids
20. Bid Creation & Management
21. Creation of Bid – Specification, Quantity, Delivery Terms
22. Bid Evaluation Process
23. Technical and Financial Evaluation on GeM
24. Re-bidding and Bid Cancellation Reasons
25. Order Management
26. Placement of Order, CRAC Generation
27. Consignee Role and Inspection

28. Bill Generation and Payment Cycle
29. GeM Policies and Compliance
30. GeM GTC (General Terms & Conditions)
31. Custom Terms & ATC (Additional Terms & Conditions)
32. LD Clause, EMD/Performance Security (if applicable)
33. Common Issues and Resolution
34. GeM Helpdesk and Ticket Raising
35. Technical Issues in Bidding
36. Rejection of Products/Non-compliant Bids

- **MSME in GeM and Procurement**

- **Computer & Documentation Skills**

37. MS Excel and Word for Office Use (BOQ, Technical Specs)
38. Email Etiquette and Online Communication
39. File Conversion, E-signing, Uploading on Portals

- **Logical & Numerical Aptitude**

40. Basic Reasoning (Verbal and Non-verbal)
41. Numerical Ability – Percentages