



SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES :: TIRUPATI

(A University established by an act Of A.P. State legislature)

Request for computers / electronic items Tirupati

Tirupati,

Dt:

From

To
The Director-cum-VC,
SVIMS,
Tirupati.

Respected Sir,

Sub: Procurement of Computers / Electronic Items for the dept. of
..... - Request- Reg.

I submit to your kind attention that the following Computer Appliances & Electronic Item is required for the dept. for the purpose of patient care/academic/research/ administration (*please tick(✓) whatever is applicable*)

Item details:

The Justification, approximate cost and specifications etc are submitted in the proposal.

Hence, I request you to advise the concerned for procurement of the above item at the earliest.

Thanking you,

Yours sincerely

Enclosures: 1) Proposal for computer appliances & electronic items
2) Specifications

PURCHASE DEPT. – FORM III
SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

PROPOSAL FOR COMPUTER APPLIANCES & ELECTRONIC ITEMS

*(NOTE: PLEASE REFER PROCUREMENT PROCEDURE AVAILABLE IN THE WEBSITE.
ALL THE COLUMNS ARE TO BE FILLED – Both Hard copy and soft copy to be submitted)*

Date:

S.No	Particulars	
1.	Name of the proposing department	
2.	Details of the computers / electronic item & quantity	
3.	Approximate cost of each item& Total cost	
4.	Similar items Existing in the dept.	
5.	How the existing work was being carried out so far? Is the available items not meeting your requirements? Please justify	
6.	Is it replacement for the condemned equipment? If so, give details of condemnation and enclose report of the same	
7.	Specifications <i>(If space is not sufficient, attach separate sheet as Annexure-I)</i> <i>To be submitted after approved by both HOD & IT Manager.</i>	
8.	Preferred makes – Mention at least 3 or more (prefer Indian makes. Justify, if foreign makes are needed)	1. 2. 3. 4.
9.	Justification & Recommendations of the HOD regarding the need of the item	

10.	Source of funding: a) Grant from Government agencies (Please specify) b) Grant from SBAVP Scheme (If so, please attach approval copy from the competent authority) c) Any other source (Please specify)	
11.	Market survey by the technical expert:	
	S.No.	Name of the manufacturers / suppliers – Address & contact details
1.		
2.		
3.		
12.	Specification and Justification of the IT Manager	
13.	Recommendations of the Electrical Engineer on the electrical infrastructure requirements for the new equipment such as electrical load, UPS etc.	
14.	Financial Recommendations by the Chief Accounts Officer regarding <u>source of funds availability</u>	
15.	Recommendations of the Principal of the Medical college / Dean as the case may be (applicable if needed exclusively for teaching purposes only)	
16.	Administrative Recommendations by the Medical Superintendent	
17.	Recommendations of the Professor & In-charge (Purchase)	

