## **PURCHASE DEPT. - FORM IV** SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

## PROPOSAL FOR HOSPITAL / OFFICE FURNITURE (New Item/ Repair) (NOTE: ALL THE COLUMNS ARE TO BE FILLED – Both hard copy and soft copy to be submitted)

Date:

Sl.n o.	Particulars			
1.	Name of the proposing department			
2.	Proposal for new purchase or repair of existing item			
3.	(a) Name of the furniture			
	(b) Quantity		In words:	
	(c) Apprx. cost			
4.	How the existing work was being carried out s far? Is the available furniture not meeting your requirements?			
5.	Is it replacement for the condemned furniture? If so, give details of condemnation and enclose report of the same			
6.	What is the available stock of furniture of simil	ar category?		
	S. Name of the item		Qty.	Year of procurement
	1101			processions
7.	Justification & Recommendations of the HOD quantity):		of the furniture (A	Additional
9.	Market Survey : List of the Manufacturers / Su	ppliers ( 3 or more):		
	SI.No. Supplier Details  1.		e-mail id	Phone no.
	2.			
	3.			
	4.			
	Date:			

8.	Specifications: (To be submitted approved by both HOD & A.E.(Tech.))		
	A.E. (Tech.) HOD		
10.	Remarks of the Inventory Section / Stores: (1. whether there is stock of requested item for supply 2. If no, can it be supplied from inventory stores)		
11.	Financial Recommendations by the Accounts Officer, regarding source of funds for purchase		
12.	Administrative Recommendations by the Medical Superintendent		
13.	Recommendations of the Professor & In-charge (Purchase & Stores)		

## Procurement procedure for Hospital and Office furniture & repair of Furniture

- a) The prescribed form to be sent by filling all the columns from the departments and duly approved by the concerned authorities for processing.
- b) The request to be approved by the Director-cum-VC along with the filled in form.
- c) The format of the request letter is attached as advisory, if required may be modified.
- d) As per the present purchase policy the procurement is made through calling sealed quotations (minimum 03 nos.).
- e) The quotations will be sent to A.E. (Technical) for assessment of matching with the specifications of the item. For repair of furniture, the proposal &quotations are received from A.E. (Technical).

**NOTE:** The above procedure is followed for the items of top priority and approved by the Director-cum-VC.