

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.no.	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		<i>In words:</i>	
	(c) Apprx. cost			
4.	How the existing work was being carried out so 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 similar category?			
	S. No.	Name of the item	Qty.	Year of procurement
7.	Justification & Recommendations of the HOD regarding the need of the furniture (Additional quantity):			
9.	Market Survey : List of the Manufacturers / Suppliers (3 or more):			
	Sl.No.	Supplier Details	e-mail id	Phone no.
	1.			
	2.			
	3.			
4.				
Date:				

