

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

GENERAL GUIDELINES FOR PROCUREMENT

1. The request letter to be forwarded & recommended by the Medical Superintendent if it is costing upto Rs. 30,000/- and by the Director-cum-VC if it is costing more than Rs. 30,000/-.
2. For convenience of users various forms are developed and made available in the SVIMS website. In addition to the request letter, the corresponding form to be filled and approved by the respective authorities.
3. Currently the following forms are available:
 - a) Form I : Procurement proposal form for the item costing above Rs. 3 Lakhs.
 - b) Form II : Procurement proposal form for the item costing Rs. 3 Lakhs & below.
 - c) Form III: Procurement proposal form for **spares / accessories**.
 - d) Form IV : Procurement proposal form for **Hospital /office furniture / Repair**.
 - e) Form V : Procurement proposal form for **computer / electronic appliances**.
 - f) Form VI : Emergency procurement of new item (**Medicines / Diagnostics/ Consumables / Implant**).
4. Depends upon the nature of the item, the HODs are requested to send information in the prescribed form only, by filling all the columns, to facilitate for easy processing at minimum time and to avoid audit objection.
5. The filled in proposal form may be sent to the Purchase dept. for further action either hard copy of the application or e-file circulated through respective authorities.
6. **For the equipment costing above Rs. 3 lakhs:**

As per the present Purchase policy, procurement is made through e-tender system (ap e-procurement). The steps followed are:

- a) Receiving the filled in proposal form for new equipment from the HODs [both hard copy and soft copy to be sent (word format)] along with request letter approved by Director-cum-VC.
- b) In case of need of civil works, additional requirement of staff, electrical works, air conditioning, UPS they may be requested and processed with appropriate sections.
- c) The purchase committee meeting will be convened. Based on the presentation by the HOD, the committee will offer its decision.
- d) Those equipments which are approved in the meeting will be submitted to the Director-cum-VC for approval to place an agenda in the Finance Committee and later to include in the tender, subject to source of funding and availability of funds.
- e) The details of the procurement process is available in **Purchase Policy of SVIMS**.

7. For the items (small equipment/instruments) costing ≤ Rs. 3 lakhs:

- 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) For the items costing up to Rs. 30,000 or less, the approval authority is Medical Superintendent. For the items costing above Rs. 30,000, the approval authority is Director-cum-VC.
- c) A separate request approved by the Medical Superintendent / Director-cum-VC as the case may be to be attached with the proposal form.
- d) As per the present purchase policy the procurement is made through calling sealed quotations (minimum 03 nos.).
- e) The quotations are sent to Sr. BME for his comments on the specifications provided by the HOD and also to assess the quotations received whether they are matching or not. Later the e-file will be sent to HOD for remarks on acceptance on L1.

8. Procurement procedure for spares / accessories:

- a) For spare / accessories to the equipments, the HODs are requested to arrange information in the prescribed form. The prescribed form duly filling all the columns and approved by the concerned authorities to be sent for processing.
- b) A request approved by the Medical Superintendent to be attached with the proposal form.
- c) As per the present purchase policy the procurement is made through calling sealed quotations (minimum 03 nos.). If it is monopoly item, the quotation received from authorized dealer / manufacturer will be processed.
- d) If the cost of the spare is between Rs. 3 – 15 lakhs, the proposal will be placed before Purchase Committee for its decision. If the cost of the spare is above Rs. 15 lakhs in addition to the approval of Purchase Committee the approval of Finance Committee is also needed. Later if it is monopoly item, the quotation received from authorized dealer / manufacturer will be processed, otherwise quotations (minimum 03 nos.) are received and processed.
- e) The quotations are sent to Sr. BME for his comments on the specifications provided by the HOD and quotations received are matching or not.

9. 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) For the items costing up to Rs. 30,000 or less, the approval authority is Medical Superintendent. For the items costing above Rs. 30,000, the approval authority is Director-cum-VC.
- c) A separate request approved by the Medical Superintendent / Director-cum-VC as the case may be to be attached with the proposal form.
- 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.
- f) 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.*

10. Procurement procedure for Computer Appliances & Electronic Items:

- 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) For the items costing up to Rs. 30,000 or less, the approval authority is Medical Superintendent. For the items costing above Rs. 30,000, the approval authority is Director-cum-VC.
- c) A separate request approved by the Medical Superintendent / Director-cum-VC as the case may be to be attached with the proposal form.
- 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 IT Manager or MCPO as the case may be for matching with the specifications of the item requested for their remarks.
- f) The procurement process includes the following steps:
 - i. Note orders approval of the request from Director-cum-VC(5 days).
 - ii. Calling quotations from the suppliers (10 days).
 - iii. Verification of the quotations by the technical expert(3 days).
 - iv. Approval of the comparative statement from Director-cum-VC(5 days).
 - v. Negotiation with L1 supplier for discount (5 days).
 - vi. Note orders approval of Director-cum-VC for L1 item(5 days).
 - vii. Release of Purchase Order (3 days).
 - viii. Repeating the cycle from (ii) to (vii), if adequate quotations are not received or not matching with specifications.
 - ix. Procurement of item within 30 days subject to ready availability in the market.

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

11. Procurement procedure for Emergency Purchase (Medical & Surgical items):

- a) For the medicines, reagents, diagnostic kits, surgical consumables, implants not available in the existing tender prices, proposed for the 1st time needs to be processed inform - VI only to avoid Audit Objections.
- b) If it is a monopoly item, the suitable justification to be provided to avoid Audit Objections.
- c) The proposal to be sent at least 2 (two) weeks in advance for processing.
- d) For the items already in the tender at TL1 price, will be processed routinely.

