

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

PROPOSAL FORM FOR NEW EQUIPMENT COSTING ≤ Rs.3.00 LAKHS

(For purchase of smaller equipments, instruments, etc.)

(NOTE : ALL THE COLUMNS ARE TO BE FILLED- Both hard copy & soft copy to be submitted)

Date:

Sl. no.	Particulars	
1.	Name of the proposing department	
2.	Name of the equipment / instrument & quantity	
3.	How the existing work was being carried out so far? Is the available equipment not meeting your requirements?	
4.	Is it replacement for the condemned equipment? If so, give details of condemnation and enclose report of the same	
5.	Whether the equipment requires any mandatory QA testing equipment for licensing to put into use	
6.	Specifications <i>(If space is not sufficient, attach separate sheet as Annexure-I)</i> To be submitted after approved by both HOD & Sr.BME or A.E. (Technical) as the case may be	
7.	Preferred makes – Mention at least 3 or more (Indian/Foreign make)	1. 2. 3. 4.
8.	Economics: i) Likely revenue per annum	
	ii) Approximate cost of the item	
	iii) Whether additional facilities like Civil / Electrical / Air Conditioning /UPS needed. If so, Please process with respective depts.	
9.	Justification & Recommendations of the HOD regarding the need of the equipment	

10.	Market survey by the user dept.			
SI.No.	Name of the manufacturers / suppliers with contact details			
1.				
2.				
3.				
11.	Mention the details of the Hospitals/Institutions where the similar equipment was installed:			
Sl. No.	Name of the address of the Institute / Hospital	Make & Model of the equipment	Warranty period in yrs.	Price (in Rs.)
1.				
2.				
3.				
DATE:		SIGNATURE& SEAL OF THE HOD		
12.	Recommendations of the Technical Expert (Sr. BME or A.E. (Technical))as the case may be			
13.	Financial Recommendations by the Accounts Officer regarding source of funds			
14.	Administrative Recommendations by the Medical Superintendent			

15.	Recommendations of the Principal of the college / Dean as the case may be (applicable exclusively for teaching depts. only)
16.	Recommendations of the Professor & In-charge (Purchase & Stores)

Procurement procedure for the items 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. The request to be approved by the authority along with the filled in form.
- c) The format of the request letter is attached as **Annexure – II** as advisory, if required may be utilized.
- 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.

ANNEXURE – II

Tirupati

Date:.....

From

To

Respected Madam / Sir,

Sub: Procurement offor the dept. of
Request- Reg.

I submit to your kind attention that the following equipment / instrument / item is required for the dept. for the purpose of patient care / academic/ research / administration.

Name of the equipment / instrument / item:

Justification:

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

Thanking you

Yours sincerely