

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>
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):		
8.	Specifications: <i>(To be submitted approved by both HOD & A.E.(Tech.))</i>		
	A.E. (Tech.)	HOD	

9.	Market Survey by the A.E. (Tech.):List of the Manufacturers / Suppliers (3 or more):			
	Sl.No.	Supplier Details	e-mail id	Phone no.
	1.			
	2.			
	3.			
	4.			
Date:A.E. (Tech.)				
10.	Remarks of the Inventory Section: (1. whether there is stock of requested item in the dept. 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) 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 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.

ANNEXURE – II

Tirupati

Date:.....

From

To

Respected Madam / Sir,

Sub: Procurement of hospital / office furniture for the dept. of

Request- Reg.

I submit to your kind attention that the following hospital / office furniture is required for the dept.for the purpose of patient care / academic/ research / administration.

Name of the hospital / office furniture:

Quantity:

Justification:

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

Thanking you

Yours sincerely

