

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

**PROPOSAL FOR COMPUTER APPLIANCES & ELECTRONIC ITEMS**

*(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.	Details of the computer / electronic item & quantity	
3.	Approximate cost of each item	
4.	Similar items Existing in the dept.	
5.	How the existing work was being carried out so far? Is the available items not meeting your requirements? Please justify	
6.	Is it replacement for the condemned equipment? If so, give details of condemnation and enclose report of the same	
7.	Specifications <i>(If space is not sufficient, attach separate sheet as Annexure-I)</i>  <b><i>To be submitted after approved by both HOD &amp; IT Manager / MCPO as the case may be</i></b>	
8.	Preferred makes – Mention at least 3 or more (Indian/Foreign make)	1. 2. 3. 4.
9.	Justification & Recommendations of the HOD regarding the need of the item	

10.	Market survey by the technical expert:	
	Sl.No.	Name of the manufacturers / suppliers – Address & contact details
	1.	
	2.	
	3.	
11.	Justification of the Technical Expert (IT Manager or MCPO as the case may be)	
12.	Financial Recommendations by the Accounts Officer regarding source of funds	
13.	Recommendations of the Principal of the college / Dean as the case may be (applicable exclusively for teaching depts. only)	
14.	Administrative Recommendations by the Medical Superintendent	
15.	Recommendations of the Professor & In-charge (Purchase & Stores)	

## **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. 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 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.*

**ANNEXURE – II**

Tirupati

Date:.....

From

To

Respected Madam / Sir,

Sub: Procurement of Computer Appliances & Electronic Items for the dept. of  
.....-Request- Reg.

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I submit to your kind attention that the following Computer Appliances & Electronic Item  
is required for the dept. for the purpose of patient care / academic/ research / administration.

Name of the Computer Appliances & Electronic Items:

Justification:

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

Thanking you

Yours sincerely