

Medical Department

Dos

STOCK ITEMS

- Ensure proper and full description.
- Draw attention of all the likely sources.
- Keep the delivery date as minimum as possible.
- On receipt of offer, ensure that the offer is suitable in all respects & the rate received is competitive.
- Ensure timely release of Purchase order, chase and ensure timely supply of materials.
- Release the bills as early as possible after receipt and accountal.
- Avoid unwanted procurements.
- Don't indent more than the requirements (positively max 3 months).
- In the name of urgency, don't accept higher rates which are not justifiable.
- Don't give long delivery periods.
- Don't delay inspection and accountal.
- Medical Department DOs.

DOs

NON-STOCK DEMANDS

- Prepare Indent with a well-defined description.
- Full description about the item in need.
- Specification such as USFDA/ISI/CE/BIS Certifications etc.
- Prepare the quantity for your requirements only.
- Ensure Funds availability.
- Attach competent authority Sanction.
- Enclose LPR/Budgetary Quotation.
- Ensure reasonability before filling the rate column.
- Give proper allocation.

Planning

DOs

- Administrative approval has to be taken.
- In case of PAC items, the PAC copy to be enclosed duly obtaining the competent authority approval and signature.
- Take finance concurrence wherever necessary.
- Last purchase rate particulars.
- In case of initial supplies, budgetary analysis.
- Funds and allocation number to charge the expenditure.

- Non-stock certification from the Main Stores where the similar items are stocked.
- Always write the quantity, rate and the value in both numbers and figures.

TENDERING

DOs

- Administrative approval has to be taken.
- In case of PAC items, the PAC copy to be enclosed duly obtaining the competent authority approval and signature.
- Take finance concurrence wherever necessary.
- Last purchase rate particulars.
- In case of initial supplies, budgetary analysis.
- Funds and allocation number to charge the expenditure.
- Non-stock certification from the Main Stores where the similar items are stocked.
- Always write the quantity, rate and the value in both numbers and figures.
- Timely closing and opening of tender box / tenders.
- Circle all offers closely.
- Number and sign covers / offers.
- Record deviations, counter offers etc.
- Enter details in the Tender opening Register.

INSPECTION OF MATERIALS

DOs

- Inspect the materials only as per PO description and specification.
- Get technical suitability as early as possible.
- In case of rejections, full details to be given duly explaining the reasons.
- In case any samples are brought, please indicate the samples consumed in test and the samples returned.

DONTs

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