



Dr Kiran Kumar M

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**Sri Siddhartha
Medical College & Hospital**

Agalakote, B H Road, Tumkur 572107

2025/CAO/22

25 Feb 2025

**POLICY REGARDING PURCHASE OF NEW EQUIPMENT TO BOTH MEDICAL
COLLEGE AND HOSPITAL**

1. As per the Advice of his Excellency Chancellor, Regarding purchase of medical equipment's for Medical College & Hospital, Budget allocation Department wise and for the procurement of the same were discussed. The following are the few salient features which will be considered for the above said subject.
2. The Departments are hereby directed to give the requirements as per the format which is attached as **Annexure 'A'** with this letter. In which the equipment's are divided in to **Priority I** (Very Essential/ requirement which is required urgently), **Priority II** (Essential NMC Requirement) and **Priority III** (Desirable).
3. Equipment's for purchase require detailed technical specification & approximate cost should be supported with one Quotation after departmental meeting along with bio medial engineer. Minimum of three quotations are necessary to processes in the purchase committee. which is also be processed by the committee.
4. Depending on the above mentioned requirement and budget allocation; meeting will be held by the purchasing committee with HODs and after committee is satisfied then permission for procurement will be processed.
5. Henceforth all the purchases to be directed to **Purchase Committee** from all the departments along with **Annexure 'A'** with signature of principal and Medical superintendent. Later it will be verified and forwarded to his Excellency Chancellor for his approval and purchase.
6. As per the format **Annexure 'A'**, all the Documents Should be forwarded to Personal assistant to CAO and get an acknowledgement for the same.
7. This purchasing process will be according to financial year, from this year (2024) 1st April to 31st March of next year (2025). All the quotation and purchase should be in this span of time.
8. Rejection of any quotation in your purchase file will be on case to case basis & final decision will be with chairman of the purchase committee.
9. All the previous procurement request submitted to be resubmitted as per **Annexure 'A'** to the purchase committee.
10. **Any single quotation with chancellor signature** when handed over to finance officer will be returned back to purchase committee for further evaluation and approval. Once the purchase committee with two other separate quotations for specified equipment's which will be verified then the comparative statement and purchase order will be

dispatched to finance officer for further processing and for signature of excellency chancellor.

11. Quotation/invoice should include following Details and should be cross checked before submitting.

- (a) Customer: **Sri Siddhartha Academy of Higher Education.**
- (b) GST: **29AAHTS7714E1Z7**
- (c) Billing Address: **Sri Siddhartha Academy of Higher Education, Agalakote, B H Road, Tumkur, Karnataka – 572107**
- (d) Delivery Address: **Sri Siddhartha Medical College & Hospital, Agalakote, B H Road, Tumkur, Karnataka – 572107.**

12. Details of vender to be provided in the quotation/ invoice with **signature & stamp of vender**, as mentioned below for your reference.

- (a) Vender Company Name: **Chikku Tools**
- (b) Company GST: **29ECSPK6586B1ZY**
- (c) Company Address: **J C Road, Opp Veerashaiva Kalyana Mantapa, Mandipet Tumkur – 572101**
- (d) Other Details: **Quotation No, Date of Issue of Quotation, E-mail, Phone No.**

13. For Further Enquiry kindly contact **Dr Harshith C**, Asst MS, **SSMC & H** (Phone Number: **+91 9632136934**) or **Mrs. Vidyalakshmi L**, Personal Assistant to CAO, **SSMC & H** (Phone Number: **+91 9611493925**) **on working days between 10:00 AM to 03:00 PM**. You can also email the enquiry to the purchase committee.

14. Any legal issues will be dealt in Tumkur jurisdiction only and legal action will be taken consulting excellency chancellor.

15. This policy will be updated as and when it is required and the same amended new policy will be available to all in web page www.ssmctumkur.org under policy icon.

16. Give this policy letter wide publicity and For your kind information and necessary action.

As approved by Honourable Chancellor

(Dr Kiran Kumar M)
Chief Administrative Officer

Annexure 'A'

Dr Indira H
Head of the Department
Department of OBG
Mob no: +91 9986446229

SSMC & H
Agalakote
Tumkur 572107

OBG/2025/001

Feb 2025

Purchase Committee
SSMC & H
Agalakote
Tumkur 572107

REQUEST FOR PURCHASE OF NEW EQUIPMENT FOR THE ANNUAL YEAR 2024 -25
FOR OBG DEAPRTMENT

1. Refer to letter No. 2025/ CAO/ 22 with subject **regarding purchase of new equipment to both medical college and hospital** dated 25 Feb 2025.
2. New equipment's for OBG department for the annual year 2024-25 has been divided into three priorities, **Priority I** (Very Essential/ NMC requirement which is required urgently), **Priority II** (Essential) and **Priority III** (Desirable) has been submitted for your perusal which is attached with this letter as **Appendix 'A'**.
3. **One each quotation as per Priority** has been attached along with the priority.
4. For your kind information and necessary action.

(Dr Indira H)

REMARKS OF MEDICAL SUPERINTENDENT
Recommended & Forwarded to Vice Principal

Place: SSMC & H
Date: Feb 2025

(Dr N S Venkatesh)

REMARKS OF VICE PRINCIPAL
Recommended & Forwarded to Principal

Place: SSMC & H
Date: Feb 2025

(Dr Prabhakara G N)

REMARKS OF PRINCIPAL
Recommended / Not Recommended
Forwarded to Purchase Committee

Place: SSMC & H
Date: Feb 2025

(Dr Sanikop M B)

REMARKS OF CAO
Recommended / Not Recommended

Place: SSMC & H
Date: Feb 2025

(Dr Kiran Kumar M)

Appendix 'A'

PRIORITY I (VERY ESSENTIAL/ REQUIREMENT WHICH IS REQUIRED URGENTLY)

SL NO.	NAME OF THE EQUIPMENT	SPECIFICATION	QUANTITY	REMARKS

PRIORITY II (ESSENTIAL NMC REQUIREMENT)

SL NO.	NAME OF THE EQUIPMENT	SPECIFICATION	QUANTITY	REMARKS

PRIORITY III (DESIRABLE)

SL NO.	NAME OF THE EQUIPMENT	SPECIFICATION	QUANTITY	REMARKS