



DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

(Declared as Deemed to be University Under Section 3 of UGC Act 1956)

Conferred "A" Grade Status by Ministry of HRD, Govt. of India
Re-accredited by NAAC (3rd Cycle) with 'A+' Grade (Score 3.53 on 4 Point Scale)

Office : Sawangi (Meghe), Wardha - 442 107, Maharashtra (India) • Ph.-07152-287701-06 304000 • Fax - 07152-244254 • E-mail - medical_wda@sancharnet.in

Office : Atrey Layout Pratap Nagar, NAGPUR - 440 022, Maharashtra (India) • Ph. +91-712-2229904 • Fax - 0712-2245318 • E-mail : info@dmimsu.com • Website - dmimsu.edu.in

LOCAL PURCHASE SOP

Dated: 21-06-2022

To further streamline and expedite the process of procurement, it has been decided by the competent authority on behalf of the Sub-committees of Finance, to delegate the powers for the purchase of certain items which are within the approved budget of the respective financial year. These items can be regular, branded, and fast-moving and can be procured with the approval of local designated authorities as per the SOP below. However, the purchase rates of these items will be as per the reference rates, rate contracts, or from Branded Mega Stores like D'Mart, Choupal, Reliance Smart, Online/ Amazon / Moglix, etc.

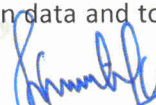
Item List:

Civil, Construction, and Carpentry Items	Minor Quantity of Cement Bags and Steel, Mirrors, Glass Items, Minor Quantity Blinds, Frost films, Wallpapers, Urgent minor quantity of Plywood / Shera Sheets / bidding Patti, etc, Door Kits, Nails, Screws, Gujje, Channels, Fevicol, Curtain Rods, Abro Tape, Hinges / Aldrops / Baby Latches, Urgent minor quantity of Aluminium Pipes, MS Angles, etc.
Minor Electrical items	Switches, boards, small quantity of cables/wires, Tubelight, Bulbs, Casing Patti, Clips, Fan Rods, Modular Boxes Fan Rod & Accessories, Insulation Tapes, Transformer Oil, Aluminium lugs, MFD Capacitors, etc.
IT, CCTV, and Networking	Computer Peripherals (as per RC), Network cables, and minor items like connectors, adapters, and points.
Stationary and Printing	Copier Papers, Minor Printing, Stationery Items (as per RC).
Cleaning Chemicals	Cleaning Chemicals and Material (as per RC)
Biomedical	Instruments and Consumables (as per RC)
Furniture	Minor Items, Single Quantity Items (as per RC)
Minor AC Repair Items	Branded GAS Can (Sealed), Remotes, PCB, Stands, etc.
Minor RO Repair & Consumable Items	Membrane 75 & 300 GPD, Booster Pumps, Raw Water Pumps, CTO, PP Spun, Filters, RO Pipe, Solenoid Valve, Anti-Scalant Liquid.
Minor Plumbing Items	Non-Branded CP Sanitary, Branded CP Sanitary (as per Discount) for less quantity, CP Sanitary Accessories, UPVC / CPVC / PVC Pipes & Fittings, Tapes & Accessories.
White Goods	Branded Items such as LED TV, Fridge, Electric Kettle, Induction Chulah, Water Dispenser, RO, etc.
AMC & CMC	Recurring which are @ less than 5% incremental yearly.

Note- the above list is illustrative and not exhaustive

SOP

- 1) Approved Item rates/reference rates /rate contracts to be given by Head Office for the respective financial year. and Online rates
- 2) The Approving authority has to cross-verify the requirement with the help of their subordinates and if justifiable then only approve the same for local purchase. (Approval Matrix as per annex.)
- 3) The Total Purchases made during the month will be shown by the stores in-charge in the Monthly MIS to the finance officer in a proper format.
- 4) Notified purchase policy has to be strictly adhered to. (attached annex.)
- 5) The Local Purchase Team:
For Wardha: Sagar Shelke & Prayag Tambekar; For Nagpur and Wana: Nilesh Meghe & Narendra Bhute
- 6) Quarterly MIN-MAX stock should be finalized on basis of the last 6 months' consumption data and to be strictly followed


Registrar
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LOCAL PURCHASE POLICY

- 1) Indent should be raised in the prescribed format as per the requirement of the user/indenter
- 2) The indent should be Recommended by the HOI / CMS / competent authority within the department of the user/indenter with a justification of the same.
- 3) The indent should be sent to the Centralised (Campus) store.
- 4) If the said material is available in the store, it should be issued there-of or else procured locally, post the approval as per the matrix.
- 5) The local procurement should be on basis of Reference Rates / Rate Contracts / Approved Vendors from the head office.
- 6) Formal Purchase orders (above Rs. 5,000) should be prepared by the Local Purchase Executive and the stores in charge to check and authorize the same.
- 7) The approved order should be sent to the vendor for delivery of the material
- 8) For procurement of Less than Rs. 5,000/- and through Online and Megastores, the note sheet should be prepared after the material is ordered online / picked up from the store on basis of the actual bill, before submitting to accounts.
- 9) For Online & Mega Store Purchases –The payment will be made by debit card only.
- 10) The proper gate entry (GRN) at the main entry gate of the campus should be made by the security at the time of delivery
- 11) The stores should accept the material at the warehouse after checking the same for Specs, quantity, and quality as per the requirement/purchase order
- 12) Proper MRN must be made by the stores before issuing the material to the user/indenter
- 13) The store should submit the Bills along with the GRN, MRN, Issue Slip, Installation Certificate, and User Certificate, to the accounts for payments.
- 14) The purchase order and the payments (Above Rs. 25,000) should be pre-audited together before releasing the payments for local credit purchases

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Approval Authoritie Matrix for Local Purchase

The Indent will be vetted out by the stores as per amount/item list/rate contract/urgency, the following personnel has been authorized the same.

However, the approving authorities should cross-verify the same, and if justified then only approve.

Institute / Campus Name	1 st Level Checker	Requirement Approving Authority	Finance Approving authority
AVBRH, Cancer Hospital, SMSC	Mr. Mayur Thakre	Lt. Col. Rakesh Jha	CA Bhavesh
JNMC & SPDC and University	Mr. Manish Deshmukh	Dr. Rajiv Borle	CA Manisha Somani
MGAC, SRMMCON, FNCTN	Mr. Manish Deshmukh	Dr. Sweta Kale	CA Jahid Wahab
FEAT, SOAS, CDOE, DMCP, RNPC, SMCN	Mr. Mayur Deshpande	Mrs. Manisha Meghe	CA Shrikrishna Ambarkar
Wardha Hostels	Mr. Mayur Thakre	Lt. Col. Rakesh Jha	CA Shrikrishna Ambarkar
SMHRC	AO Nambiar	Dr. Anup Marar	CA Amita Saxsena
DMMC	Mr. Anshul Lanjekar	Dr. Brij Sing	CA Amita Saxsena
Nagpur Hostels	Mr. Anshul Lanjekar	Dr. Brij Sing	CA Amita Saxsena


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