

PROCEDURE TO BE FOLLOWED

FOR

PURCHASE OF ITEMS AND MAINTAINING PROPER RECORDS FOR STORES IN NIREH, BHOPAL.

The “Main Store” in NIREH are as under:-

1. Drugs
2. Equipments/Instrument
3. Consumable, chemical/Reagent, spare parts etc.
4. Stationary items
5. Computer and peripherals

Subsequently, the “Sub-Stores” in NIREH are as under:-

No. & Name of Sub-stores :-

1. Administration	2. Medicine	3. Respiratory Medicine	4. Ophthalmology	5. Paediatrics
6. Obst. & Gynae.	7. Mental Health	8. Dermatology	9. Neurology	10. Nephrology
11. Pulm. Function Lab	12. Radiology	13. Pathology	14. Biochemistry	15. Microbiology
16. Molecular Biology	17. Field Unit	18. Computer Unit with data management System	19. Statistical Unit	

Procedure for procurement of item:

▪ **Purchase requisition of items.**

Purchase requisitions (PRs) should be raised from the sub-stores for requisite items with proper justification and submitted to the Director, NIREH for approval. The PR form is enclosed as Form A Subsequently, all PRs will be forwarded to the Section Officer, NIREH for further procurement of items. The technical specification of the requisite items should be enclosed along with the PR Form of the item.

▪ **Request for quotation (RFQ)**

RFQ should be sent to various Vendors for requisition of items proposed by various sub-stores and main stores of NIREH. Sealed quotations received from various Vendors should be opened on scheduled date and time, before the “Quotation Opening Committee” constituted by the Director, NIREH.

- **Procurement of Goods.**

Procurement of Reserved Items, Goods without Quotation (Upto Rs. 15,000), Goods purchase through Purchase Committee (Above Rs. 15,000 and Upto Rs. 1.0 Lakh) and Goods directly under Rate Contract under the Central Purchase Organisation (e.g. DGS&D) can be purchased as per GFR Rules 144 to 148.

- **Procurement of items through Limited / Open Tender.**

For items costing Rs. 1 lakh or more, the procurement process as defined in GFR Rules Nos. 149 to 162 will be followed.

- **Comparative statement**

Comparative statement of quotation received from various Vendors for item(s) should be prepared and submitted to the higher authorities for approval for procurement from L-1.

- **Rate contract of items**

The rate contract of items on the basis of selection of L-1 Vendor should be done and subsequently, intimation regarding rate contract of items will be intimated to the Vendors accordingly. Validity of rates should be clearly defined in the Rate Contract with the vendors.

- **Registration of Vendors.**

After the rate contract of items, Vendors should be registered in NIREH for supply of goods. The "Vendor Creation Form" for registration of Vendors in NIREH, Bhopal is enclosed as **Form-B**. The Vendor has to submit necessary documents along with the Form, like : copy of Registration of Firm, copy of TIN number, copy of PAN number, copy of last three years balance sheet / IT Return and prescribed Form-B etc.

- **Issue of purchase order**

After registration of Vendor in NIREH Bhopal, Purchase Order(s) will be released on the basis of approved rates. The format of purchase order is enclosed as **Form C**. The supplier has to supply the items mentioned there in the purchase order and as per the laid down terms & conditions.

Maintaining proper records for stores :-

- **Goods received (GR)of items**

The GR of items should be done in the relevant stock ledger as per the items mentioned in the Purchase Order.

- **Verification of goods as per purchase order.**

The goods received should be verified in terms of packing, quantity, quality, batch number, date of expiry, specific packing conditions (if any).

- **Maintaining records of goods received in stock register.**

Proper item-wise record should be maintained in stock register mentioning particulars of supplier, Invoice No., Date, Unit Rate etc.

- **Issue of goods on Indent**

After verification and maintaining records of goods received, the material can be issued to the relevant sub-stores on the basis of (store requisition slip) enclosed as **Form-D**.

- **Maintaining records of goods received in stock register**

All sub-stores should maintain a proper record of goods received from Main Stores and issue quantity of material to Division / Personnel working under sub-stores. The Balance Quantity of items available in sub-stores should clearly mentioned in the relevant column of the Stock Register.