

Procedure for Purchase of Consumables and Equipment:

For all consumables and equipment worth Rs. 3lacs and above:-

- a. Sealed quotations should be invited by the investigator giving a public advertisement in two newspapers (English and vernacular). The advertisement can be given with minimum words in the newspaper with a request to visit KEM website, www.kem.edu/diamond/rfq.htm
For example: Invited quotations for HPTLC by DJST, KEM Hospital. Visit www.kem.edu/diamond/rfq.htm for details.
- b. Prior to giving advertisement please send a soft copy of the advertisement as email attachment to dgkurle@yahoo.com Please also note that sanction of necessary authorities e.g. approval of trust for purchase and approval of M & E for specifications and conditions are with you. Confirm that the specifications are displayed at website before giving the advertisement
- c. Sealed quotations will be accepted at DJST office (in single package) and will be opened in presence of the secretary/treasurer and PI. The sanction papers will be required at the time of opening the seals.
- d. The PI will prepare comparative statement and recommend the dealer.
- e. In the trustees meeting final decision will be given.

For all consumables and equipment less than Rs 3lacs:

- a. Minimum 3 quotations should be invited.
- b. These along with recommendation should be sent to DJST.
- c. The order should be placed after receiving sanction.

To shorten the time in this procedure, you may attach quotations, comparative statement and recommendation for consumables/equipment at the time of deposition of grant and submission of utilization budget. Thus at the time of approval of deposition, sanction can be taken for purchase.

After receipt of equipment and consumables

- Once you receive the consumables/ equipment (irrespective of cost), a covering letter with bill duly signed by the investigator for payment should be sent to DJST along with the sanction papers.
- Bill /Tax Invoice should be in the name of Seth GS Medical College and KEM Hospital, Diamond Jubilee Society Trust.
- If the delivery of consumables/equipment is going to be against payment, DJST staff should be informed accordingly so that the cheque will be kept ready.
- Payments are made by crossed cheque. You need to inform the company personnel/agent to collect the same from DJST office. The cheques are issued to the party only against a stamped receipt.
- If the company needs payment by draft, DJST staff should be informed in advance.
- It takes minimum 3 days to prepare the cheque after receiving bill in the DJST office, if the amount is less than Rs. 1,00,000/-. If it is more than Rs. 1,00,000/-, we may need one day extra.

- Maintenance bills and annual maintenance contracts for equipment purchased for the department can be paid from DJST after prior approval.
- If same item/consumable is purchased through contingency amount on the same day (from the same/different shop) and if the total amount exceeds Rs. 5,000/- then the investigator needs to provide an explanation.
- Please note that you may be doing purchases from two sub-accounts of yours on the same day. However, the auditing is done considering DJST as one account. Hence it is advisable not to split the cash memos for purchase done on one item/consumable and submit the expenditure from two sub accounts.
 - (If there are multiple consumable items, please specify. All the food items, as are purchased for research meetings/workshops/seminars/conferences etc are considered as one single consumable).