

Standard Operating Procedure
for
Equipment received in BMHRC of value 10 Lakh and above

1. **Requirement of Documents:** After releasing of purchase order of equipment to company, following documents will be provided by purchase department in hard copies to various departments so that concerned departments could be prepared for receiving & verification of equipment-

S. No.	Department	Document
(i)	Stores	Copy of Purchase Order with Annexure, Proforma invoice, Tender documents, Corrigendum (if any),
(ii)	Bio Medical Engineering	Copy of Purchase Order with Annexure. Technical Specification
(iii)	User Department	Copy of Purchase Order with Annexure, Technical Specification
(iv)	Engineering	Copy of Purchase Order with Annexure, Turnkey documents (if any).

2. **Delivery of Equipment:** Delivery of all such consignment to be made by supplier in Dept. of Stores. In order to ensure easy and safe unloading, huge consignments/ multiple packages which require additional space, will be handled with the help of Services department for provisioning of additional manpower, crane facility etc.

3. **Receiving of Equipment:** Consignment in packed boxes will be received on "subject to verification" basis in Stores. The information of delivery of equipment will be communicated by Stores through email to HOD of user department, Purchase department, Dept. of Biomedical Engineering & Finance department. On submission of Store Requisition Slip (Indent), received consignment will be handed over on "as and where is basis" to the representative of user department for further installation.

4. **Installation of Equipment:** -

(a) Opening of consignment will be scheduled & arranged by Bio Medical Engineer. Company representative will open the consignment in presence of user department, Dept. of Bio-Medical Engineering & Dept. of Stores & will exhibit matching of opened items with the packing list. The list of items will be signed by above representatives, short-comings (if any) shall be recorded in the packing list & will be handed over to company representative immediately and the same will be intimated to purchase department.

(b) Equipment & its accessory will be installed in the concerned department by company representative as per purchase order. After installation of equipment, a list of items as mentioned in purchase order will be prepared by company representative & the same will be verified/ signed by user and Engineering dept. for turnkey work (if any), short-comings (if any) shall be recorded in the list







& will be handed over to company representative immediately and the same will be intimated to purchase department.

After conformity of supply with purchase order, company representative will submit an installation report to store duly signed by HOD of user department & Biomedical Engineer along with list of turnkey work (point no. b) and certificate that all supply has been made as per purchase order.

5. Verification of Equipment by the Committee: A committee has been constituted by Director BMHRC for verification of inventory of high value equipments vide notification DIR/BMHRC/Notification/2017/128 dated 13/10/2017 comprises of-

1. Stores Officer	Chairperson
2. Asst. Purchase Officer	Member
3. Asst. Biomedical Engineer	Member
4. IT, Supervisor	Member
5. Representative of user dept.	Member
6. Supervisor, Electrical	Member
7. Sr. Pharmacist	Member Secretary

All documents shall be handed over to Member Secretary of the committee. Member Secretary will arrange a meeting for verification of inventory in the presence of company representative. Committee found any deviation from purchase order shall be recorded & intimated to company representative immediately and the same will be intimated to purchase department for necessary approval from competent authority.

6. Receipt/Issue of Equipment in Material Management (MM) Module: On the basis of satisfactory installation report, Stores will enter the received equipment in MM Module (Goods Receipt) & the same will be issued to location of user department in MM module. Information in this regard will be given to Dept. of Biomedical Engineering.

7. Installation of Equipment in MM Module: After Good Receipt (GR) in MM Module, Biomedical Engineering Department will install the equipment & its accessories & will enter all the supplied items including accessories in MM Module on the basis of installation report & purchase order which will be reflected on system location of user department. System generated installation report will be submitted by Dept. of Biomedical Engineering to Stores.

8. Maintenance of Asset Register: The asset register will be maintained by user department wherein all assets related entries will be made.

9. Processing of invoice for payment: All documents like system generated installation report, list of items, original installation report of company, copy of purchase order, minutes of verification committee meeting along with invoice of supplied equipment will be forwarded to Finance for payment.

