

19.7.2018

MANAV RACHNA DENTAL COLLEGE

**Minutes of Administrative Meeting held on 19 July 2018 at 2:00 pm in the Principal Office
Manav Rachna Dental College, Faridabad**

Administrative Meeting IQAC was conducted to streamline the procurement process.

The following members have attended:-

1. Dr. Arundeeep Singh – Principal
2. Dr. Ashim Aggarwal – Vice Principal
3. Col. Mukesh Malhotra- GM Admin
4. Dr. Naresh Sharma – NAAC Coordinator
5. Mr. Devender Kumar – Manager Admin
6. Mr. Shravan Kumar – Store Incharge

SOP related to procurement process in MRDC is laid down in length and is attached as Annexure -1. The entire SOP was discussed and debated in length with the Principal, Vice Principal & GM-Admin. It was decided to submit the same to the management for approval.

Dr. Arundeeep Singh
Principal
MRDC

Standard Operating Procedures

Proposal for improvement in MRDC Procurement Process

Introduction

This SOP describe the procedure for the preparation of a procurement, Purchasing function operates within a frame work, and the proposed for to decline and shape, improvement in MRDC procurement was discussed in IQAC meeting and decided to submit the same to the management for consideration to pursue of excellence in education, patient care.

Purpose

To provide a framework for managing the purchasing function in an ethical, effective and uniform manner:-

- (a) Defining the objective and scope of the purchasing function
- (b) Establishing the purchase policies
- (c) Describe the procedure to the followed in the implementation of the policies
- (d) Issuing authority level /unites/and guidelines to purchasing official

Objective

1. Make Purchase commitment for material /consumables at the lowest possible price, consistent with quality and delivery requirement.
2. Ensure delivery of purchase materials is available to meet operational requirement and services are performed as required and agreed to by user.

3. Ensure suppliers adhere strictly to brand or make test specializations and that material quality standard and all stated performance criteria.

Scope

1. This has resulted in more patient foot falls from camps, walk-in patients. Increasing number of patients has led to not only to more income.
2. One major scope for this procurement process of the consumables makes department more efficient and reduce paper work, build good relationship with patients & vendors this process also makes ordering & payment process smooth for operations.

Policies

1. Except as otherwise specified vendor "Exception" entire purchasing for MRDC shall be made by the designation purchase department.
2. The purchase department is empowered to act. on the basis of an approved expenditures taken from Hon'ble VP (PPC) once in whole year.
3. List of consumables requirement shall be taken every last day of month from departments and the same will send to vendor duly compiled by purchase committee members for procurement on 1st day of next month
4. All bills received in the office of the officer authorized to place the order will be endorsed concern dept and counter signed by dept. after verifying the material, the receipt of such stores in good condition and their having been taken on charge in the stores.
5. **Purchase Committee** shall be jointly responsible for indentifying for the technical evaluation and quality of material.
6. Items of regular consumption shall be brought on monthly basis.
7. If quotation from less than three suppliers are obtained, appropriable justification should be recorded in the comparative statement and purchase approval from as it the reasons why three quotations are not obtained.
8. All procurement of material shall be initiated by department and recommended /approved by procure committee.
9. Designated purchasing official is empowered it act only on the basis of one time approval in a year by Hon'ble VP (PPC) and purchase order by Purchase department.

10. In case of any primary supplier seeks a revision of price for any item. MRDC MD will freshly seek approval of revised prices after a due process of obtaining competitive quotes, which again will remain valid till the start of the next corresponding quarter.
11. Based on one time approval on the file by competent authority purchasing committee place the supply order will prepare and submit the same duly signed by committee head for supply.
12. Purchasing committee have the following members:-
 - a) Principal of MRDC
 - b) GM- Purchase
 - c) GM –CAD
 - d) GM-Admin (MRDC)
 - e) Dr. Piyush Tandan
13. **Payment Policy** A maximum credit period of 60 days from the date of receipt of material shall be obtained from suppliers. Ordinarily it should be possible to compile all the formalities and issue the cheque in payment within 60 days of the receipt of bill.
14. Settlement of suppliers bill for procurement of material and for services shall be by way of cheque crossed /account transfer /NEFT.
15. Budget approved for procurement of consumables proposal to be procure after selecting the right source of supply quotation obtained along with the comparative statement will be routed through the purchase committee and supply order will be placed only on the basis of one time approval by competent authority and one time Purchase order.

Col. Mukesh Malhotra
GM
MRDC