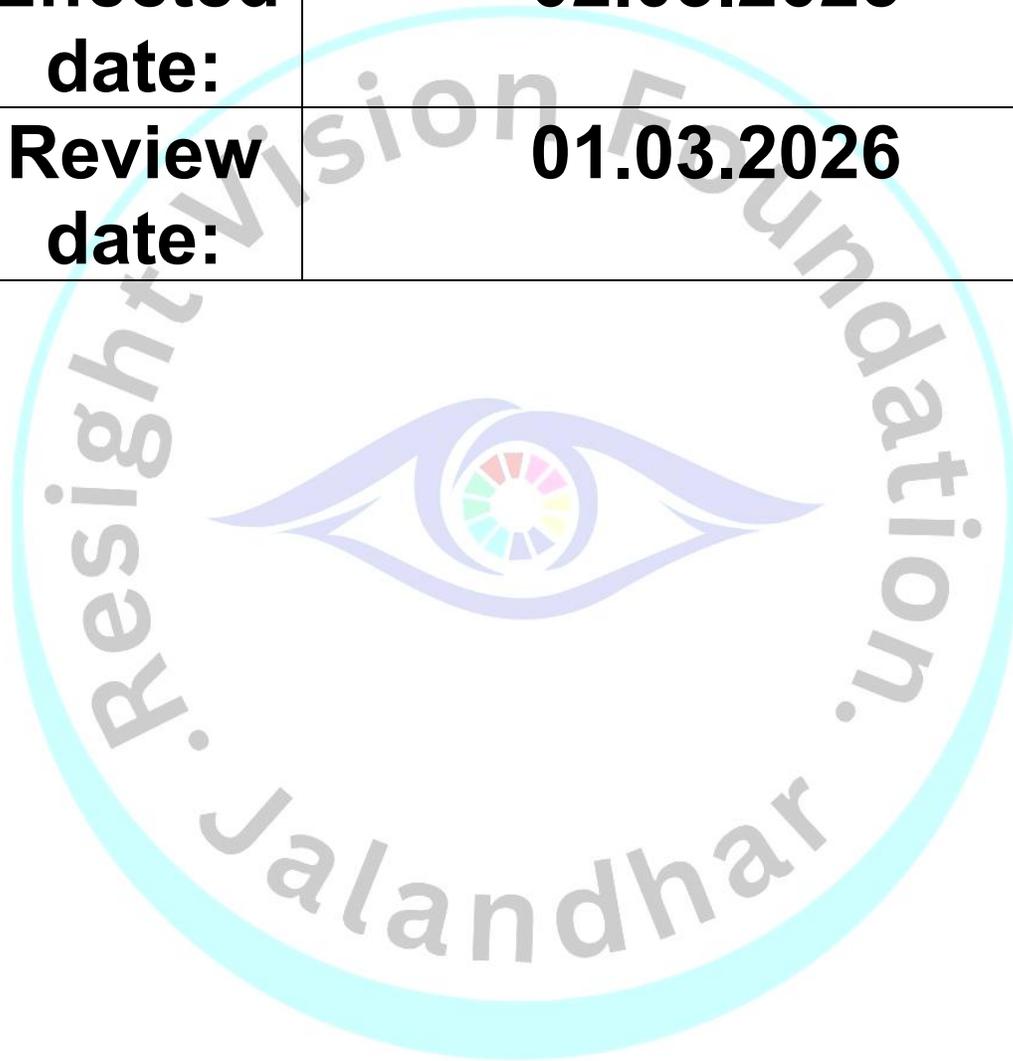


RESIGHT VISION FOUNDATION

JALANDHAR

PURCHASE POLICY

Effectuated date:	02.03.2025
Review date:	01.03.2026



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1. Purpose

To describe how RVF Eye Hospital & Retina Centre buy goods and services so that:

Every purchase is justified, competitive, and within the approved budget.

Duties are separated (request → quotation → approval → payment → receipt).

2. Scope

Covers all categories below for the financial year (FY 2025-26 and onward):

- Ophthalmic Equipment (machine-wise)
- Operation-Theatre (OT) Stock – instruments, consumables, indicators, lenses, disposables
- Hospital Furniture
- General Stationery & Office Supplies

3. Ophthalmic equipments and other fixed assets used in hospital

A. Hospital Furniture List

A1. OPD / Consultation Rooms

- Doctor's Chair (Revolving, Hydraulic)
- Patient Chair (Visitor Type)
- Consultation Table with drawers
- Instrument Trolley
- Ophthalmic Examination Chair & Unit
- Vision Drum Stand / LCD Vision Chart Stand
- Trial Set Stand / Refractor Chair
- Computer Table & Chair

AA2. Operation Theatre (Ot)

- Surgeon Chair (Adjustable, Sterile-friendly)
- Assistant Stool
- OT Table (Motorized or Hydraulic, Ophthalmic-Specific)
- Instrument Trolley (SS, 2 or 3 shelves)
- Mayo Trolley (SS, height adjustable)
- Kick Bucket with Lid (SS)
- Linen Hamper Stand with Bags
- Anesthesia Trolley
- Emergency Crash Cart

A3. Patient Waiting Area

- Steel or Plastic Patient Benches
- Coffee/Water Table

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- Magazine Rack
- Dustbins (Color-coded)
- Water Dispenser Table

A4. IPD / Wards (if applicable)

- Patient Bed with Mattress
- Attendant Stool
- Bedside Locker
- Overbed Table
- IV Stand (SS)
- Bedside Curtain with Railing

A5. Administration & Record Room

- Office Tables
- Revolving Office Chairs
- Visitor Chairs
- File Cabinets (Metal or Wooden)
- Almirahs
- Book Racks
- Document Storage Boxes / Trolleys

A6. Optical / Pharmacy / Billing

- Display Racks
- Glass Counters
- Billing Desk
- Cash Drawer
- Storage Drawers
- Medicine Storage Racks

AA7. Housekeeping / Utility Areas

- Janitor Trolley
- Mop Holders
- Plastic Buckets & Mugs
- Cleaning Racks
- Shelving Units
- Soiled Linen Trolley

A8. It & Communication System List

- Desktop Computers (OPD, Billing, Records, OT)
- Laptops (Doctors/Admin)
- Network Printer / Scanner / Copier (Multi-function)
- Barcode Scanner (if applicable for pharmacy/lab)
- LAN Cabling & Switches
- Wi-Fi Routers

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- UPS Backup for All Systems
- HMS / EMR Software (with OPD, OT, IPD, Billing, Pharmacy modules)
- Cloud Backup Integration
- Biometric Attendance System
- Digital Signature Software (Optional)
- Antivirus Software
- EPABX / Intercom System
- Desk Phones for Key Departments
- CCTV Surveillance System with DVR
- Internet Connection (High-Speed)
- Nurse Call System (in IPD)
- PA (Public Announcement) System
- Mobile Phone (dedicated for ambulance/OT if needed)
- WhatsApp Business / Email setup for patient communication
- Digital Signage Screens (Reception / Waiting Area)
- TV / Patient Education Monitors
- Projector & Screen (for training rooms)

A9. General Stationery & Office Supplies

- Printing & Photocopy Paper
- Toners / Ink Cartridges
- Files, Registers, Pads
- Misc. (pens, clips, etc.)
- Total Stationery

4. Purchase Roles & Responsibilities

S. No.	Task / Document	Responsible Person(s)	Remarks / Notes
1	Raise Purchase Request (PR)	Department Head (HOD) / OT In-charge	Clearly mention item, quantity, and justification
2	Collect ≥ 2 Vendor Quotations	Designated Staff (e.g., OT Assistant for OT items, Biomedical Tech for equipment)	Minimum two valid quotations required
3	Quotation Comparison Sheet	HOD & Hospital Administrator	Format should include price, specification & warranty etc.
4	Purchase Order (PO) Preparation	HOD / Hospital Administrator	PO must reference PR and selected quotation
5	Budget Approval &	• Ophthalmic Equipment:	Final approval before

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	Quotation Finalisation	Medical Director (MD) • Other Categories: Hospital Administrator	placing PO
6	Goods Receipt & Entry in GRN Register	Concerned Department (e.g., OT, Stores, Admin)	Check against PO and delivery challan
7	Verification of Received Items	HOD/Administrator / Authorised Signatory	Physical and functional check
8	Payment Processing & Cheque Issue	As per Finance Policy: Accountant → Administrator → MD	Attach invoice, GRN, PO, approval copy

5. Standard Purchase Process (All Categories)

1. Need Identification

- Department raises PR, cites item, quantity, reason, budget head.

2. Quotation Collection

- At least two competitive quotations obtained (email/pdf originals). Staff collecting quotations signs and dates them.

3. Quotation Comparison

- HOD & Administrator will see Comparison Sheet (price, warranty, specification etc).

4. Approval & PO

- Equipment: MD signs comparison & allocates budget line.
- Other items: Administrator signs.
- PO issued on letterhead with terms (price, GST, delivery date).

5. Receipt & Inspection

- Items delivered to receiving department.
- Goods Received register filled with invoice, quantity, condition, date, receiver's signature.
- Biomedical Engineer must power-on & test all equipment before acceptance.

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6. Documentation & Filing

- PR + Quotations + Comparison + PO + GRN + Invoice clipped together.
- Accountant signs/stamps “Checked” and forwards for payment.

7. Payment

- Follows Finance Policy: Administrator approval → MD cheque sign → Payee signs cheque copy.
- NEFT/RTGS printout attached if electronic payment. If cheque issued details mentioned on cheque also.

8. Record Retention

- Hard copies of bills kept date-wise in bill file– FY wise (2025-2026).
- Soft scans saved on PC-accountant and catpro software used for accountancy.

6. Special Notes by Category

6.1 Ophthalmic Equipment

- AMC/CMC clause must be negotiated before PO.
- 10% Performance Guarantee (bank guarantee or hold-back) valid 12 months.
- User training certificate filed with documents.

6.2 OT Stock & Consumables

- Weekly stock review by OT In-charge; reorder when below minimum level.
- Batch-no. & expiry date recorded in OT Consumable Register.

6.3 Hospital Furniture

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- Verify ergonomic standards and biomedical compatibility (anti-rust, easy-clean surfaces).

6.4 Stationery

- Departmental monthly requisitions limited to approved quotas; excess needs Administrator sign-off.

7. Integration with Finance Policy

- Cheque signatures, accounting, bank reconciliation remain as per Finance Policy (Accountant → Administrator → MD).
- No payment without complete purchase file and GRN.

8. Policy Review

- Reviewed every April or sooner if laws/markets change.
- Amendments approved will be updated by MD and circulated to all HODs.

