

K J Somaiya College of Physiotherapy

SOP of PURCHASE COMMITTEE

Purpose : To facilitate the purchase of equipment and goods through the exchange of best practices amongst its committee members, faculty, staff, equipment manufacturers, suppliers and maintenance contract agencies.

Scope : This SOP applies to the constitution of the purchase committee, roles and responsibilities of members of the purchase committee and maintenance of all activities and documents. Applicable to all Kinesiotherapy and Electrotherapy equipment for Clinical and Academic departments of the Institute.

Procedure :

Purchasing New Equipment :

- 1) Requirement of the equipment collected from faculty members.
- 2) Purchase requisition raised on netsuite.
- 3) Requisition approved by Principal, Central Purchase Office team and Secretary Somaiya Trust.
- 4) Process of inviting quotations from vendors initiated by Purchase Committee of College as well as Central Purchase Officer.
- 5) Favourable vendors gathered.
- 6) Quotations invited and acquired from various vendors.
- 7) Comparison chart prepared from quotations.
- 8) Meeting with vendors along with central purchase office representative and Principal.
- 9) Order placed after negotiation with them for the best price and product.
- 10) Delivery of equipment followed by demonstration and testing.
- 11) Machine entry in respective registers by respective departments and committees after purchase items handed over to them.

Responsibility :

- Dr. Geeta Bhatt (PT) (Faculty)
- Dr. Siddhi Ghodge (PT) (Faculty)
- Mrs. Anita Gaikar (Non-teaching staff)

Principal: Dr. Shweta Manwadkar (PT)
PRINCIPAL
K. J. SOMAIYA COLLEGE OF PHYSIOTHERAPY
Somaiya Ayurvedic Complex, Eastern Express Highway,
Sion (East), Mumbai - 400 022.



Somaiya Ayurvedic Complex, Sion, Mumbai – 400022. P: +91 8356964432
E: somaiya_physiotherapy@somaiya.edu | physiotherapy.somaiya.edu