



DHAKA COMMUNITY HOSPITAL TRUST

190/1, Bara Moghbazar, Wireless Railgate, Dhaka-1217, Bangladesh.

Phone : 9351190-1, 8314887, FAX : 880-2-9338706, Email : dch@bangla.net.bd

Website : www.dchtrust.org

PURCHASE MANUAL

1. PURCHASE REQUISITION (P.R) :

- Before any purchase, Purchase Requisition must be raised by the requisitioning Department Head and it should be processed through Accounts Head and Purchase Head and after having their comments, it should be submitted to the Chairman for his approval.
- Accounts Head will certify availability of fund and Purchase Head will comment on type of Purchase according to Purchase Rules.
- For purchase not exceeding the value of Taka 500/=(five hundred), Chairman's approval will not be required. Head of the Department is allowed to such purchase and approve the cash memo then submit to the Accounts Department after making entry of the materials in Store.

2. TENDER OPENING COMMITTEE (TOC) :

(a) OPENING OF TENDER :

- Tenders shall be opened strictly on a definite date and time as specified in the tender inquiry.
- Any tender received after closing of the tender box or by post shall be treated as late tender and be returned to the tender unopened.
- Normally tenders shall be opened by a tender opening committee (TOC) of 3 (three) responsible officials ----- one from Purchase, one from Accounts and one from the User's Departments. Purchase officer will act as Member Secretary and senior most member will act as convenor of the Committee.

(b) COMPARATIVE STATEMENT OF OFFERS (C.S) :

- In normal cases, comparative statement of offers shall be prepared within 24 hours of the tender opening by the tender opening Committee.
- All the offers and the comparative statement of prices shall be signed by the members of the tender opening Committee. The statement shall be sent to Technical Committee and Purchase Committee.

3. a) TECHNICAL COMMITTEE (T.C).

All Purchase of equipments and machineries must be examined and passed through Technical Committee. Technical scrutiny / evaluation of offers and comparative statement of prices shall normally be carried out during a committee meeting to be called by the Purchase official. Members of technical committee shall certify the technical aspect of the equipment and justify its purchase even if its price is higher than others. The composition of the Technical Committee will be as under.

1. Head of Using / Requisitioning Department.
2. Head of Accounts.
3. Head of Purchase
4. Purchase officer (Member Secretary)

Signature



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The senior most member shall be the Convenor of the Technical Committee. This Committee will sign and send the report to the Purchase Committee.

b) PURCHASE COMMITTEE (P.C).

The Purchase Committee shall evaluate the offers and technical comments before accepting the Technical Committee report. PC will obtain financial approval in writing from the Head of Accounts. Without financial approval, no Purchase deal shall be finalized and then the Committee shall forward the report to the Chairman for his final approval. The Purchase Committee shall comprise the following :

1. Head of Purchase Deptt.
2. Head of Accts. Deptt.
3. Purchase Officer.

4. TYPE OF PURCHASE :

DIRECT PURCHASE/CASH PURCHASE :

Purchase of general item individually up to taka 10,000/=(Ten thousand) must be recommended by Purchase Committee and approved by the Chairman.

a) PURCHASE AGAINST SPOT TENDER :

Purchase of all items such as general items, materials and equipment individually above taka 10,000/- (Ten thousand) but not more than taka 1,00,000/=(Taka One lac) at least three spot quotations will be collected and submitted to the Purchase Committee and after scrutinizing by the PC, Chairman's approval must be taken before issuing Purchase order.

b) PURCHASE AGAINST LIMITED TENDER :

Purchase of all items individually between taka. 1,00,000 to Tk. 5,00,000 (One lac to five lac) will be made through limited tender. Inquiry must be sent by post or courier or by hand to 3 or more manufacturer and suppliers. The quotations will be scrutinized by the Purchase Committee/Technical committee before passing the same for approval by the Chairman.

c) PURCHASE AGAINST PRESS TENDER :

Any Purchase individually more than taka 5,00,000 (five lac) will be made through advertisement in more than one newspaper.

d) CASH PURCHASE & EMERGENCY PURCHASE :

In specific and exceptional cases and also in emergency cases, purchase individually upto taka 50,000/=(fifty thousand) per item or a group of items at a time may be made against cash payment under special condition . All these purchase should be done very carefully after submitting proper justification for such purchase and after having proper clearance from the Accounts Chief and approval of the Chairman.

e) PURCHASE AGAINST SINGLE TENDER :

Only proprietary items or item available with a particular source may be purchased directly from the manufacturer or their authorized agent but the Management should be careful about this type of purchase.

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5. No payment of the value of the general item or equipment individually exceeding taka 10,000/=(Ten thousand) will be paid in cash unless otherwise specially approved by the Chairman for emergency purchase.

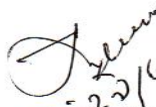
6. MATERIAL RECEIVING REPORT (MRR) :


After receiving and scrutinizing the ordered materials at Stores Section, store keeper will enter it into the store ledger and pass the bill to the Accounts Chief attaching MRR for payment or record.

7 MOST IMPORTANT :

The management reserves the right to amend, cancel or renew the above purchase rules at any time.


সেলিম রেজা
ক্রম কর্মকর্তা
ঢাকা কমিউনিটি হাসপাতাল।


22/6/05


29.03.05
Sukumar Chakraborty
Director Finance
Dhaka Community Hospital


22/6/05
Prof. Quazi Quamruzzaman
MBBS. FRCS edin. FRCS glas.
CHAIRMAN
DHAKA COMMUNITY HOSPITAL TRUST
2005

