



Minutes of The Purchase Committee meeting on 27/05/2022 at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Mr Marvin Liju Thomas
6. Mr Manoj Kumar
7. Mrs Beegam Fathima

The meeting started with a silent prayer.

Dr K.George Varghese welcomed the gathering.

Store quotation – Negotiation done and taken quotation

Previous years total purchase (2021-2022) – 1,40,30,000/-

Priority of Implant to differentiate during 2021-2022.

Library Membership Card to students – Lowest quoted is M/s St.Josephs and the amount is

Rs.1900 for 251cards.

IT – 4 computers needed.

Director Institutions said that all requirements to be submitted as a project and can be taken as loan. It was decided that an inventory to be taken for IT at present and requirement to be noted for each department.

Principal said that Wi-fi for hostel can be taken and a charge can be taken from students. Dr. Benley George said that this can be given to fees fixation committee at the time of fixation of fees.



Paedodontics Department – Network cabling to be done.

Digital evaluation center cabling for network printer.

Sound system – recabling to be done and an estimate to be taken for making sound system well functioning and submit to finance department.

Courtyard sound system – Total project cost to be taken and to submit to finance.

Department wise material cost to be taken as per Director Institutions for analyzing (2021-2022 period).

The amount quoted by store in charge Department wise comparison (2020-2021, 2021-2022 to be done).

Biomedical Chairs Priority – For two new chairs least quoted was Rs.135000/-

Which includes 2yrs warranty, 3years CMC which can be extended to 5years.

After FSO it will decide

Xsmart – FSO (61000 least)

Spare parts – Quotation from CM Dental only. To take quotation from other parties also. To control material use in Conservative Dentistry a staff is needed. (Phantom Head lab assistant).

Oral & Maxillofacial Surgery – Suction apparatus needed (3nos)

BP apparatus needed (2nos). Director Institutions said that both the purchases can be included in the loan to be taken.

Maintenance charges budget to be taken for Dental Chairs extra of actual budgeted to Rs.5 lakhs for approval in budget.

With no other matters to discuss the meeting concluded at 2.15p.m.





Minutes of purchase committee meeting on 14/01/2022 at 10.30 am at College Council Hall

The following members were present for the meeting

1. Dr K. George Varghese
2. Fr Aby Vadakkumthala
3. Dr Benley George
4. Dr Vinod Mathew
5. Dr Nebu George
6. Mr Siby
7. Mr Shyju
8. Mr Marvin
9. Mr Manoj
10. Mr Jogi

The meeting started with a silent prayer. Principal Dr K. George Varghese welcomed the gathering.

1. Inclusion of additional amount for store for the budget 2021-22- Mr Siby informed that an amount of Rs 8 lakhs only is available for the purchase of dental materials for the remaining 2 months. Dr Benley informed that due to COVID we had an additional expenditure of Rs 6.8 lakhs for the purchase of PPE kits. He informed that due to the shortage of the money patient care will be hampered. Fr Aby informed that a letter in this regard can be sent to CEO claiming this amount for inclusion in the budget 2021-22.

2. Budget for 2022-23- Principal informed that the budget for the year 2022-23 has to be



prepared and submitted. Dr Nebu informed that the budget for library is Rs 47 lakhs and the budget for research is Rs 4 lakhs. Marvin informed that the budget for IT is Rs 22 lakhs. Mr siby informed that the budget for dental store is Rs 1.3 crores. Dr benley informed Mr jogi to submit the budget for electrical and plumbing works.

Dr vinod informed that for biomedical maintenance 5 lakhs is required and for the purchase of 10 dental chairs Rs 15 lakhs is required. He informed that for Priority clinic expansion Rs 9 lakhs proposal was submitted. Fr Aby informed Mr Shyju to check if any requirement of the priority clinic cannot be included in the loan amount then that should be included in budget.

3. Other matters- Fr Aby informed that the painting of NAAC room can be done from principals account. Principal informed Mr Shyju to repair the wheels of chairs in Council hall and to replace the wall panel. Fr Aby informed Mr Shyju to replace the panel with PVC panel as done in hospital administrators room in medical college hospital.

The meeting concluded at 11.30a.m

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences





The meeting concluded at 11.30a.m Minutes of purchase/maintenance committee meeting

on 01/12/2021 at 9.30am at College Council Hall

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Dr Biju Sebastian
4. Dr Vinod Mathew
5. Mrs Bibitha
6. Mr Siby John
7. Mr Manoj Kumar
8. Mr Marvin

The meeting started with a silent prayer.

Principal welcomed the gathering. The following items were discussed during the meeting.

The following matters were discussed;

1. **Proposal for setting up Digital valuation centre-** Mr Marvin had submitted a detailed proposal regarding the set up of digital valuation centre as per KUHS guidelines. He informed that UPS point, camera, network points, storage for 180 days are needed. He informed that 16 desktops will be needed. Principal informed that we can reduce the number to 6 computers. He informed Marvin to resubmit the proposal budget so that it can be finalized. Marvin informed that now the cost would come to around Rs 3 lacs. Principal informed that computer table is required. Dr Benley informed that a long table with partition should be done so that there will be four rows with 4 computers in a row. Principal informed that Mr Shyju can be informed about it to consider its expense. Dr Biju informed that 17 cushion chairs without wheels are needed as the evaluation for BDS will be from morning to evening. He also informed that the bushes of exam hall tables and seminar hall chairs are to be replaced. Principal informed Mr Siby to obtain the quotation for the chairs. Dr Benley informed that adequate lights and fans are required in the centre. Principal informed that Mr Joji shall look into its requirements. Dr Vinod asked if KUHS will provide any grant for the set up of it. Principal informed that KUHS will not provide any financial support for it. They will conduct inspection to evaluate the centre which should be set up by January 2022.
 2. **Firewall for medicity campus-** Mr marvin informed that a firewall quotation of 3 parties are obtained for firewall in the campus to regulate the wifi use. He informed that the quotation included the cost of software and hardware and its subscription is for 3 years. He informed that the first level of negotiation is over and rates are submitted. Principal
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informed that the terms and conditions to be finalized and negotiations to be completed within 2 weeks.

3. **Journals for Dept of Pedodontics for 2022-** MRS Preethi informed that 3 quotations were obtained for the purchase of hard copy journals for Pedodontics for 2022. She informed that among that the lowest quotation is of Bharathi company Bangalore. Principal informed that Bharathi company is genuine or not. He enquired about the next lowest quotation. Preethi informed that the next lowest is of standard book company. She informed that one journal could not be supplied by standard company in 2021 and they have informed that the money will be refunded. The amount was Rs 53599/-. So the final rate for 6 journals will be Rs 502993.26/- Principal informed that the journals can be purchased from Standard Book company.
4. **Renewal of Libsoft WEB OPAC-** Preethi informed that the renewal of the Libsoft software for library is due. Principal informed that it can be sanctioned.
5. **Welder tips for welder machine-** Ms Bibitha informed that 3 welder machines in the department of Orthodontics is under repair as the welder tips need to be purchased. She informed that quotation has been obtained from the company and it costs Rs 1112 for each set. Principal informed that it can be sanctioned for the repair.
6. **Maintenance works-** Dr Vinod informed that the dental chairs are being monitored through job cards. The same will be included in Asset software so that complaints can be registered in the department itself. He informed that totally damaged 4 dental chairs are there for which decommission report should be prepared and then new chairs can be purchased. He informed that ANM will be trained by Biomedical department about small checking of dental chairs. The check list is prepared and will be kept in all departments in Malayalam. He informed that the water coliform test should be checked by microbiology department. He informed that if Mrs Susan lab technician can be trained by microbiology dept then she can do it in college itself. Dr Biju informed that he will check its feasibility with the dept of microbiology of medical college. Dr vinod informed that A TDS meter is needed to check the air quality. He informed that the CSSD work is been completed and if expansion of the room is required the changing room can be used. He informed that the calibration of spygmanometer is required which will be done by the biomedical team.

The meeting concluded at 11 a.m

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences





Minutes of purchase/maintenance committee meeting on 03/11/2021 at 10.15 am at College Council Hall

The following members were present for the meeting

1. Dr K. George Varghese
2. Dr Benley George
3. Mr Siby
4. Mr Shyju
5. Mr Marvin
6. Ms Bibitha
7. Mrs Thara

The meeting started with a silent prayer. Principal Dr K. George Varghese welcomed the gathering. Dr Benley George read the minutes of the previous meeting.

1. Purchase of plumbing items for Court Yard – The committee agreed to purchase plumbing item from CB Traders for a sum of Rs.27035/-

2. Ortho instrument – The committee had given permission to purchase Long Handle Universal cutter and Long Handle Micro mini pin & lig cutter one each from Vijaya Dental for Orthodontics Department. The cost is Rs.27200/- Quotation No. SO/OG53/21-22 dtd.30.09.2021.

3. Priority Clinic has requested us to purchase certain item through a letter dated 29.10.2021. The list covered Biomedical and store item as well. The Committee approved to purchase the items through quotation.

4. Alginate – Store in charge mentioned that presently we are purchasing Tropicalgin brand. The rate of the Tropicalgin is Rs.350/- for 450gm packet. It was suggested to purchase the



brand Algitek for students which is cheaper than Tropicalgin and the weight is 750gm per packet. For clinical use Tropicalgin can be used.

It was decided to bring the matter before the HOD meeting.

5. Printer – Principal said that the Ink jet printer in his office is faulty and it was decided to repair the machine and if not possible to purchase a new printer.

6. Insurance for OPG machine – Bibitha informed that they received a quote for insurance for the OPG machine. Dr Benley asked what was the coverage for it. Bibitha informed that for damage they would cover upto 60% of the cost of the part. Principal enquired in GDC Kottayam and they also suggested it is better to go for CMC rather than insurance. During the meeting it was decided to take CMC for OPG machine since taking insurance has a risk factor. Bibitha informed that in a day atleast 5 to 20 lateral ceph is taken in the machine.

7. Service of Preclinical phantom head lab- Bibitha informed that Mr Radhakrishnan had submitted a quote for service of phantom head electronic parts. The electronics service of the phantom head lab was approved during the meeting.

8. Purchase of 10 new dental chairs- During the meeting it was decided to invite quotations for 10 new Dental Chairs which was already approved.

Confident dental chairs spares quotation was decided to invite.

9. Purchase of Pedodontics Journals for the year 2022 – Thara informed that 2 quotations were received. Globe publishers and a new party had submitted quotes. Principal asked Thara to get a quote from Standard book company.

The meeting concluded at 11.30a.m





Minutes of purchase/maintenance committee meeting on 30/06/2021 at 9.00 am at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Benley George
4. Dr Biju Sebastian
5. Mrs Bibitha
6. Mr Siby John
7. Mr Manoj Kumar
8. Mr Shyju
9. Mr Albin G Sebastian

The meeting started with a silent prayer.

Principal welcomed the gathering. The following items were discussed during the meeting.

The following matters were discussed;

1. Dental Implants

Mr Siby said that the full implants has not come. Hod should inform the size of implants required so that the remaining implants can be bought.

2. Roofing and civil work – courtyard work

The civil work for roofing the courtyard is almost done and around Rs.9 lakhs was spent.

Supervisor Mr Shiju said that around 33 load of soil was used to fill the courtyard and 3 more loads of soil is unloaded outside the College building. Rev Fr Aby Vadakkumthala said that the height of the courtyard will be fixed only after detailed discussion. He informed



that they will complete the roofing works in 30 days time. Fr Aby informed that network line should be also be done in the courtyard. Principal informed that sufficient electrical points should be put in the courtyard.

3. Telephone cabling –Fr Aby Vadakkumthala said that 3 quotations were received on telephone cabling and it will be finalized immediately. Achan mentioned about the cables were damaged due to flood issue. Dr Benley informed that the landlines are not working and admission calls cannot be taken up and also patients cannot contact the departments.

4. Mobile phone for Orthodontics Department – Fr Aby Vadakkumthala said that CEO had asked an opinion about buying mobile phones for all Departments or for reception area alone. Dr Biju Sebastian said that in the Orthodontic Department mobile phone is urgently needed as many bookings were done by patients.

Achan said that payment should be made by petty cash and it should be within Rs.1500/-Achan said that is should be proceeded today itself. The CUG SIM card can be obtained from Pushpagiri by Marvin.

5. T-Scan – Bibitha said that 50% advance payment was done and it will be available within one week.

6. Autoclave service – Bibitha said that autoclave servicing is pending and the repairing quotation was handed over to Mr Shiju. Dr Benley informed that the work should be done urgently.

7. Tables for placing instruments – Mr Siby John said that tables for placing instruments in dept of Oral medicine is needed and it should be purchased. It was decided to purchase 3 tables against the requested 5 tables.



8. Handpiece Oiling machine – Dr Benley informed that handpiece oiling machine with one port is requested for Priority clinic. Principal informed that it is better to buy a two port machine for the college which can be operated by the Biomedical department. This will enable all departments, students and PGs to get the handpiece cleaned and lubricated. A nominal charge can be collected from students and doctors for their personal requirement. Bibitha was informed to negotiate the rate of the W & H two port machine.

9. Air rotor and Micromotor hand piece for the priority clinic – Dr Benley informed that 3 NSK Push button airtor handpiece and 1 NSK straight micromotor handpiece is requested for Priority clinic. The quotations were received and it was decided to purchase the same.

10. Sensor of Vista scan – Dr Benley informed that 2 adult vista scan sensors were requested from Priority clinic. The present 2 sensors are not working properly and it is too old. The purchase of it was approved. Two more quotations to be obtained and then finalized.

11. Accessories for TMJ Clinic – Dr Aby had given the requirements for the installation of T Scan in the department. Principal informed that instead of computer table a normal table with drawer can be purchased. Regarding the request for UPS it was decided to enquire with Dr Aby if the same is required for the machine or not.

12. Wash basins – Dr Biju Sebastian said that altogether 4 wash basins are needed as part of infection. Principal informd Shiju to look into the matter and do the needful.

13. Auditorium door stopper – Principal informed that the auditorium door closure is not



functioning properly. Shiju said that a door stopper will be placed.

14. Antigen testing center – Principal said that the request for starting the antigen testing center in Pushpagiri Medicity was forwarded to the CEO and is still pending.

15. Fumigation machine – Bibitha informed that at present there is 5 fumigators- one in priority clinic, 4 for college purpose. It was informed to Bibitha to check if additional fumigator is required and if so it can be purchased.

16. Library purchase- Dr Benley informed that the journals for Pedodontics is not purchased for 2021 and 2022. There will be inspection in November and next one in July 2022. Fr Aby informed that the journal for 2021 can be purchased with Standard Book Company after settling the balance amount. Principal informed that the next year journals can be purchased after some time. Librarians to do the needful at the earliest.

The meeting concluded at 10.30 a.m

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences

