



COLLEGE OF PHYSIOTHERAPY

Opp. Govt. Milk Dairy, M.I.D.C. Ahmednagar
Tel: (0241) 2778042, 2777059, Fax: (0241) 2779757
E-mail: principal_physiotherapy@vims.edu.in Website: www.vims.edu.in

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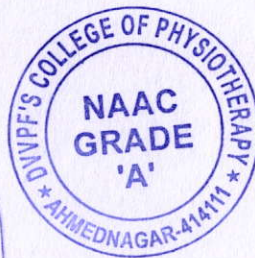


INSTITUTIONAL EQUIPMENT MAINTENANCE POLICY

(AS PER THE DIRECTION OF FOUNDATION ESTABLISHED

STANDARED OPERATING PROCEDURE (SOP)

w.e.f 2015)



DR. SHYAM D. GANVIR, Ph.D.
Principal

Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
Ahmednagar - 414 111
Ph. No. 0241- 2778042

P.T.O



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Annual Maintenance Contract (Proforma)

Between

DVVPF's College of Physiotherapy, Ahmednagar

First Party

AND

Second Party

1.0 TERMS & Conditions of the Comprehensive Maintenance contract

1. The _____ (Second party name). Shall truly and faithfully carry on the said job as is done by the services/business houses in proper manner/standard fashion for the comprehensive maintenance of the Physiotherapy Equipment's and Peripherals as mentioned in annexure to the full extent and satisfaction of the customer for the whole year. i.e. from _____ During the term of this Agreement the second party agrees to maintain the equipment's in good working order and for this purpose will provide the following repair and maintenance service described herein:
2. The comprehensive maintenance includes preventive maintenance, monthly regular services of the Physiotherapy Equipment's and peripherals as mentioned in the annexure and/or replacement of any items necessary for keeping the said items active and free from any defects or disturbance and also on any unscheduled call

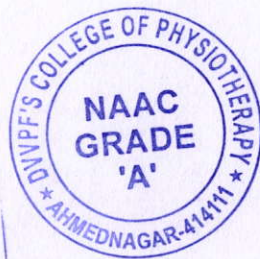
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for corrective and maintenance service, taking appropriate measures/steps on time to set right its malfunctioning.

1. Maintenance shall be provided on site for the equipment's and maintenance contract is comprehensive, which covers both the spare parts and labour. The replacement of all the spares (excluding, electrodes, triode valves, powercables) is included under the maintenance contract. Broken and burnt parts, parts damaged due to end user mishandling and parts damaged due to adverse electrical conditions of defective spares with original spares or spares of equivalent specification will be done by the party without any extra charge.
2. The replacement of defective spares with original spares or spares of equivalent specification will be done by the party without any extra charge.
3. The comprehensive maintenance shall be carried out primarily at the premises of the college of Physiotherapy during the office hours. In case, the second party feels that the equipment cannot be repaired on-site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and deliver back the repaired equipment at the second party's own cost and risk to get it repaired promptly.
4. The operating environment condition in which the equipment is presently installed is quite satisfactory and the second party will not raise any condition with regard to the working environments for the equipment covered under the maintenance contract.
5. The second party agrees to maintain uninterrupted service to the customer as per the terms and conditions of the agreement.
6. The second party's maintenance personnel shall be given access to the equipment's mentioned herein whenever necessary, for purpose of performing the repair and maintenance services indicated in this agreement.
7. The second party shall correct any faculty and failures in the equipment's and shall repair and replace the defective parts of the equipment's during the office's normal working hours on all working days. In cases where unserviceable parts of the equipment's need replacement the second party shall replace such parts, at no extra cost with brand new parts.
8. The company should provide maintenance, corrective maintenance and break down calls for the items brought under the AMC agreement.

9. The second party shall conduct preventive, Maintenance and general servicing (including but not limited to inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior of the equipment's) at least 12 times in a calendar year.
 10. Qualified maintenance engineers totally familiar with the equipment's shall perform all repair and maintenance service described herein.
 11. Machines that are not in a working condition at the time of signing of contract will not be included in the AMC. In such cases, these shall be included only after making it in a working condition, for which the cost will be charged extra.
 12. The second party shall maintain a written maintenance and repair in logbook and shall record therein each incident of the equipment malfunction, date and time of commencement and successful completion of repair work and nature of repair work performed at the Customer's site.
 13. The contract will be initially valid for one year's period from the date of signing of this agreement and may be renewed further, which is at the discretion of the customer and based on the satisfactory services provided by the second party.
- In Witness Whereof the parties have caused this agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed by



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PROCEDURE FOR CONDEMNATION

The procedure of condemnation may be initiated only in respect of those articles which are identified as fully unserviceable. In this regard, the committee will finalize a list of equipment's and their respective life span based on the feedback received from the in charges of respective labs.

1. Frequency of condemnation procedure-

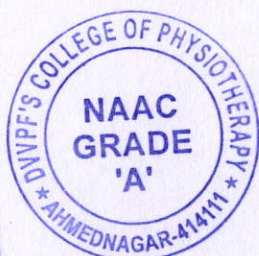
Condemnation procedure may be initiated every year during the 1st week of April (i.e. after completion of annual stock verification).

2. Committee at COPT, DVVPF's for initiated the condemnation procedure-

A committee, consisting of the following, is constituted to review the articles listed by the stock verification committee for condemnation.

Sr. No	Name of the Committee Members	Dept.	Position
1	Dr. Shyam Ganvir	Dept. of Community PT	Chairperson
2	Dr. Arijit Das	Dept. of Cardio & Electrotherapy	Member
3	Dr. Shwetanjali Bhagra	Dept. of Community PT & OPD	Member
4	Dr. Archana Nagargoje	OPD & Kinesiotherapy Lab.	Member
5	Mr. Akolkar Dipkishor	Administrative officer	Member (Electronic & ICT)

This committee will review the status of unserviceable equipment's which have completed their prescribed span of life and make its recommendation to the appropriate authority within 15 days of such meeting/ inspection.



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3. Rules for condemnation-

- A. Where a piece of equipment's is considered by the lab incharge to be no longer serviceable.
- B. A piece of equipment's to be no longer fit for the purpose it was intended because it is out of date it will be scrapped.
- C. Each and every article purchased in the college of physiotherapy consumable & non-consumable irrespective of its value shall be entered into respective stock register by the store keeper after proper verification of voucher/bill with respect to the approval of the competent authority for purchase of such articles.
- D. The first exercise of condemnation may be completed immediately preferably within 2-3 stages of meeting as convenient.
- E. Every article which is listed for premature condemnation shall be verified by the committee who shall certify that the article was duly maintained properly and the proposed premature condemnation is genuine.
- F. In respect of items of machinery/ equipment's, such as Electrotherapy equipment's, computers, Printer, Zerox, Fridge, TV, etc. a certificate shall be obtained from the authorized work shop to the effect that the repair etc. is not economical and the article can be considered for condemnation.
- G. A Separate condemnation register shall be maintained giving details of articles, prescribed life span of articles, reference of stock register entry, Date of purchase/ receipt as Gift, Justification for condemnation etc.
- H. The proposal for condemnation shall contain justification for each and every item proposed for condemnation. Following format is suggested.



(Annexure-I)

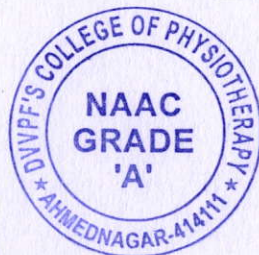
Condemnation report Proforma

Sr. No	Details of Equipment				Date of Purchase	Stock register page no.	Life span	Justification for condemnation
	Name of Equip.	Qty.	Cost per unit	Total cost				

- I. If an article becomes unserviceable before the life span expires and/ or the article is found missing/ stolen and the responsibility of stock holder has been established for its recovery/becoming unserviceable due to lack of proper maintenance, the residual/net value (i.e. Gross value- depreciation charged) there of shall be recovered from the person responsible with the approval of competent authority. The money receipt and date for such recoveries is to be maintained in the stock register at appropriate place to avoid duplication in the accounts.
- J. Any item of assets supplied to the college of Physiotherapy by the donors shall be recorded in the stock register. Condemnation of such articles will also be based on these norms.

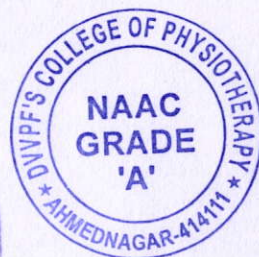
4. Procedure-

- A. The stock holder concerned shall prepare the list in the prescribed proforma as per Sr. No. 3 (H) above and submit the same to the principal after annual physical verification.
- B. The principal shall review and prepare a consolidated list with complete details in the above proforma and put up before the condemnation committee.

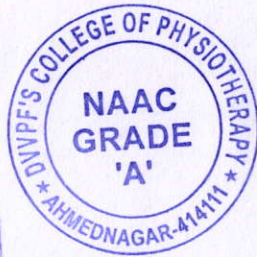


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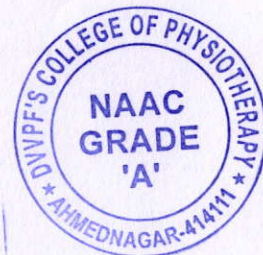
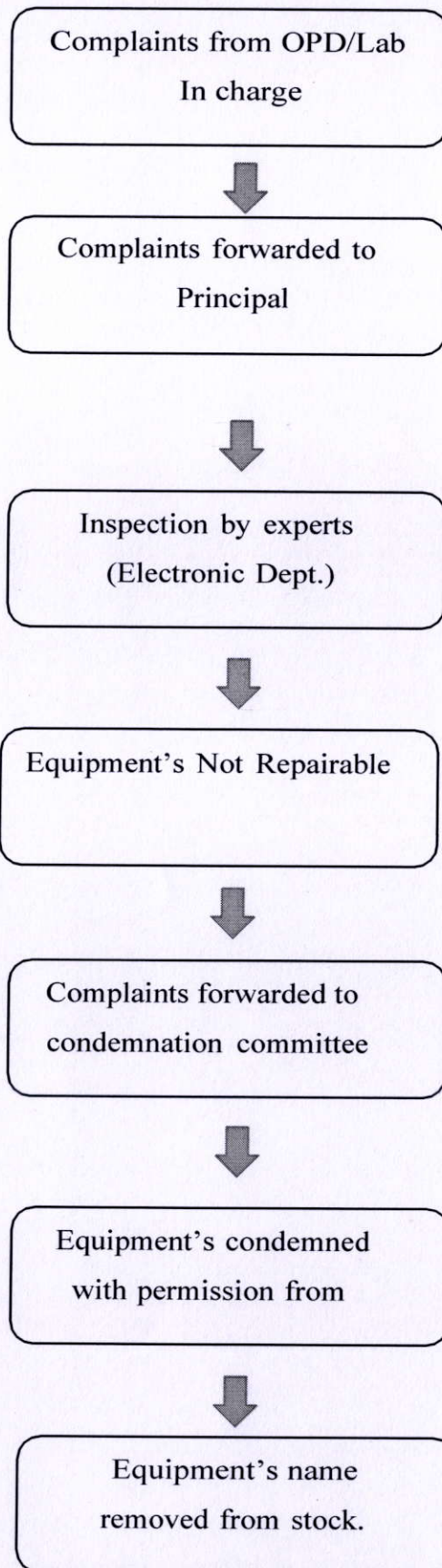
- C. The condemnation committee shall examine the consolidated list and also make recommendation on each and every item proposed for condemnation after inspecting the status of item concerned with reference to the date of purchase, its life span and the validity of proposed condemnation of item.
- D. The article which can be condemned at the level of COPT may be so decided and the proposal for the rest, which requires the approval from DVVPF's Management, may be forwarded to their office with complete details and recommendation after verification as per prescribed format.
- E. The COPT shall also obtain approval of DVVPF Management committee for condemnation of articles declared un-serviceable/condemned.
- F. After appropriate decision is taken on condemnation, the DVVPF office concerned shall pass the specific order on condemnation indicating therein all the particulars of the items as contained in proforma of proposed list of condemnation. Similarly, the Principal shall also pass a specific order regarding the item of articles condemned at his level.
- G. After receiving the approval of DVVPF office or after passing condemnation/ write off of articles by the Principal as the case maybe. The COPT shall make appropriate entry in the stock register indicating there in the respective reference number of sanction order with date, for writing off the article from the stock register, without fail.
- H. Condemnation of articles other than the enlisted should not be decided until the life of these items is decided by the condemnation committee.
- I. Wherever the items are found unserviceable due to negligence and unwarranted use of items, the responsibility may be fixed on the incharge of stores under use after conducting due enquiry followed by recovery of the cost of items so found unserviceable.



- J. After condemnation and disposal of the articles with due approval of the competent authority, it may be ensured that these articles be written off immediately by making necessary entries in the stock/ assets register, duly indicating the reference number of sanction order with date and showing its ground balance as "Nil".
- K. A copy containing the approval of competent authority for condemnation of articles should also be added with the sanction order conveying therein the approval for writing off the articles.



CONDEMNATION OF EQUIPMENT'S PROCESS (FLOW CHART)



ANNUAL MAINTENANCE CONTRACT (AMC) FOR PHYSIOTHERAPY EQUIPMENTS.

Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF PHYSIOTHERAPY,
Opp. Govt. Milk Dairy, Vadgaon Gupta (Viladghat) Post: M.I.D.C., Ahmednagar 414 111.
Ph. (0241) 2778042, 2777059 Fax: 2779782
Email: purchase.f@rediffmail.com

Ref.no.: DVVPF/PS/COP/Maint./2021-22/ 232-B/3218 . Date: 20 /09 /2021

To,
M/s. Medicare Services,
Ward No. 07, Dalvi wasti, Near Jathar Hospital,
Shrirampur, Dist: Ahmednagar. 775788848

Sub: Annual Maintenance Contract (AMC) for Physiotherapy equipments.

Ref.: Your quotation, Date: 01/10/2021.

R/Sir,

This has reference to our enquiry & your quotation, Date: 01/10/2021, about Annual Maintenance Contract for Physiotherapy equipments.

We are pleased to finalize as Annual Maintenance Contract with you for the period of **1st Oct. 2021 to 30th Sept. 2022** with following terms and conditions as stated below;

1. Rate:

Sr. no.	Particular	Qty.	Unit	Rate	Per
01	Hot Pack Machine	02	Nos.	40000.00	Total
02	Cold Pack Machine	01	No.		
03	Paraffin Wax Bath	02	Nos.		
04	Laser	02	Nos.		
05	Short Wave Diathermy	06	Nos.		
06	Ultraviolet Radiation	04	Nos.		
07	Ultrasound	03	Nos.		
08	Infrared Radiations	03	Nos.		
09	Diagnostic Stimulators	06	Nos.		
10	TENS unit	03	Nos.		
11	Interferential Current Therapy Unit	03	Nos.		
12	Cervical Traction Unit	02	Nos.		
13	Lumber Traction Unit	01	No.		
14	EMG & NCV	01	No.		
15	EMG Biofeedback	01	No.		
16	Ultrasonic Nebulizer	01	No.		
17	Computerized Spirometer	01	No.		
18	BP Apparatus	11	Nos.		

2. Taxes: GST Inclusive

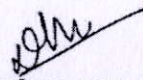
3. Payment: 50% advance & balance after six months.

4. Contract Period: **1st Oct. 2021 to 30th Sept. 2022**

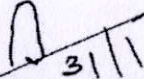
5. This Contract will include 12 preventive maintenance visits & unlimited breakdown calls.

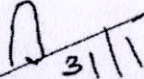
6. Any spare parts, accessories & consumables required during repair and service will charged extra.

Please return the duplicate copy of AMC letter duly signed by you in token of your acceptance of the rate contract.

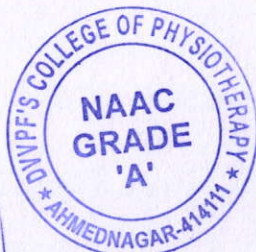

Purchase Officer


H.O.D.


Dy. Director


Secretary General

Copy to: 1. Account Dept., 2. Maintenance Dept., 3. Physiotherapy



EQUIPMENT COMPLAINT PROFORMA.



DVPMH/MRD/58

Dr. Vikhe Patil Foundation's

Dr. Vikhe Patil Memorial Hospital, Ahmednagar

Vilad Ghat, Ahmednagar. ☎ : (0241) 2778042, 2777059.

Medical College	College of Physiotherapy	Institute of Nursing Education	Hospital
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Maintenance Call Form

Outward No:- **2408**

Date: **24/05/22**

Time:

Name of the Faculty/ Staff/ Concerned User: - Sanjay B. Shewale

Designation :- Asst. prof. Department:- PT OPD Location of Complaint:-

Description of Expected Maintenance / Repair Work: - Repairing of treadmill (Belt)

All Related to:
 Civil
 Electrical
 Computer
 Biomedical

Shewale
Sign. of Faculty / Staff

D
HOD

Shewale
Principal

Administrative Officer

For Office Use

Outward No:-

Date: **24/5/22**

Time:

1) Job allotted to the Engineer / Technician (Name): Mr. Jadhav Santosh

Mobile No:

2) Call Verification Details: Need to replace belt. we call give call to Arpita sport Equipment, Kholar. If will take time.

Date of Verification: / /

Maintenance / Repair Work Status :-

Departmental Level	<input checked="" type="checkbox"/> Outsource / External Service Agency	Warranty Guarantee	AMC CMC	Not Repairable
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Time required to solve Complaint: - _____ Days Tentative Repairing / Maintenance Cost: - _____

Shewale

Signature of HOD

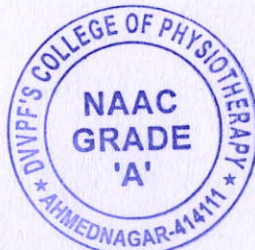
Civil/Electrical /Computer/Biomedical

Approved / Not Approved
Administrative Officer

Remark after Maintenance / Repair Work: - _____

Sign. of Concerned User

Signature of HOD
Civil/Electrical /Computer/Biomedical



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SCHEDULE OF WEEKLY ROUND OF MAINTENANCE DEPT.



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Ref.No:-DVVPF's/COPT/2021/315

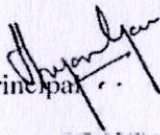
Date: 01/07/2021

CIRCULAR

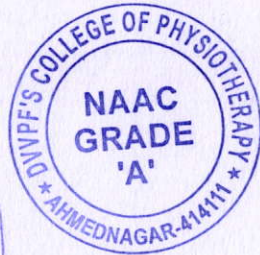
Electrical department shall take rounds regarding electrical maintenance with effect from 28.01.2013 as per the following schedule:

Sr. No	DAY	DEPARTMENT
1.	1 st & 3 rd Monday	Pre Clinical Departments (Block II)
2.	1 st & 3 rd Tuesday	Para Clinical Departments (Block II)
3.	1 st & 3 rd Wednesday	Lecture Halls+ Library+Physiotherapy College
4.	1 st & 3 rd Thursday	New O.P.D Block+ M.R.D+ Registration
5.	1 st & 3 rd Friday	New O.P.D Block Bank+ Old O.P.D Block+Medical Store
6.	2 nd & 4 th Monday	Radiology + Nursing College+ Casualty
7.	2 nd & 4 th Tuesday	Ward 01 To 08
8.	2 nd & 4 th Wednesday	Ward 09 To 16
9.	2 nd & 4 th Thursday	All I.C.U's + Labour Room
10.	2 nd & 4 th Friday	Laundry+Mortury+Incenerator+S.T.P
11.	1 st Sunday	Hostel No 01, 04, & 05
12.	2 nd Sunday	Hostel No 02 & 03
13.	3 rd Sunday	Dinning Hall + Canteen
14.	4 th Sunday	Staff Quarters
15.	Every Saturday	Operation Theatre & C.S.S.D

1. Electrical department shall keep the register for noting the problem.
2. Concerned I/C & H.O.D shall enter the problems in the register and sign in the register.
3. The register will be kept before undersigned for counter sign daily at 4.45pm


Principal

DR. SHYAM D. GANVIR, Ph.D.
Principal
Dr. Vithalrao Vikhe Patil Foundation's
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Ref.No:-DVVPF's/COPT/2021/314

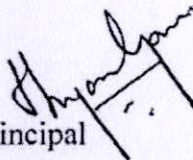
Date:01/07/2021

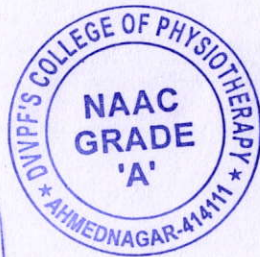
CIRCULAR

Maintenance department shall take weekly rounds for maintenance and functioning of Equipment & Instrument with effect from 28.01.2013 as per following schedule.

Sr. No	DAY	DEPARTMENT
1.	MONDAY	All O.P.D's, Clinical Department, Central Store, M.R.D, Billing section, Physiotherapy O.P.D
2.	TUESDAY	All wards, I.C.U's, Medical stores
3.	WEDNESDAY	C.C.L, Blood Bank, M.S office, Nursing College
4.	THURSDAY	Radiology, Casulty, Administrative Department
5.	FRIDAY	Principal Office, Students Section, Pre & Para Clinical Department, Physiotherapy College Central Library (Block 1 &2)
6.	SATURDAY	Operation Theatre, C.S.S.D

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2. Concerned I/C & H.O.D shall enter the problems in the register and sign in the register.
3. The register will be kept before undersigned for counter sign daily at 4.45pm


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