

राष्ट्रीय प्रौद्योगिकी संस्थान कालिकट
National Institute of Technology Calicut

Guidelines on Procurement of Goods and Services from Government e-Market Place (GeM)

CIRCULAR

NO: S3/S&P/GeM/2016-17/2

20/12/2017

1. As per **Rule 149** of General Financial Rules, 2017, Government of India (GOI), it is mandatory for all Central Govt. Ministries/ Departments/ Autonomous Bodies to carry out procurement of goods and services available on GeM through GeM.
2. GOI, MHRD, Dept. of Higher Education, TS.III Section, vide Letter No.**33-2/2017-TS.III dt.13.11.2017** has directed all the institutes to get themselves registered on GeM and take necessary action as per the extant provision of GFR. Our institute is already registered in GeM Portal and the guidelines for procurement of goods under GeM was already communicated vide our Circular no. **NO.S3/S&P/GeM/2016-17 dt.26.10.2017**.
3. The GeM portal shall be utilized for direct online purchases as follows:
 - a. For direct online purchases up to **Rs.50,000/-** through any of the available suppliers on GeM.
 - b. For purchases above **Rs.50,000/-**, through seller having lowest price amongst the available sellers after obtaining bids through online bidding/ reverse auction tool provided. Payment procedure on GeM is governed by OM No.F.26/4/2016 PPD, Ministry of Finance, dated 20.09.2016.
4. Following arrangement is made in Stores and Purchase section towards smooth implementation of this govt. order. OSD (S&P) is assigned as the Nodal Officer and AR (S&P) is assigned as the Purchase Officer under the orders of competent authority. A help desk is arranged in the section with one staff of section for full time support. Placement of orders can be made on every afternoon of working days after arranging schedule in consultation with the help desk for avoiding wastage of time.
5. As HoDs are delegated procurement up to Rs.75,000/-, for purchase through GeM up to Rs.50,000/-, a representative of User Department/ member of Department Purchase Committee can come to the Help Desk at Stores and Purchase section and place the order on the spot.
6. For purchase through GeM above Rs.50,000/-, a representative of Department Purchase Committee shall come to the Help Desk at Stores and Purchase section on two occasions; first for initiating bidding and second for opening the bids and placing the order after evaluation.

7. The following documents are to be brought while purchasing: a) Administrative and Financial sanction b) Detailed Specifications of the item to be purchased.
8. For placing the order, sanction from competent authority has to be uploaded in the Portal. Hence, prescribed format for uploading Administrative and Financial sanction is annexed I, herewith for ready use.
9. In case of procurement of goods and services not routed through GeM, a certificate to the effect that the item requisitioned is not available in GeM is to be enclosed in the prescribed format, annexed II, duly certified by the HoD of the department.
10. For purchasing a proprietary item from GeM, a Proprietary Article Certificate in the prescribed format, annexed III, shall be furnished by concerned department.

This issued with the approval of the competent authority.

**sd/-
Registrar**

Enclosure: 1. Annexure I- Form for Administrative and Financial Sanction
2. Annexure II- Certificate
3. Annexure III- Proprietary Certificate

Annexure I

राष्ट्रीय प्रौद्योगिकी संस्थान कालिकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
एन आई टी कैंपस (पी.ओ.), कालिकट, केरल- ६७३६०१
NIT Campus (P.O.), Calicut, Kerala- 673601

PURCHASE OF GOODS AND SERVICES FROM GeM
ADMINISTRATIVE AND FINANCIAL SANCTION

1.	Name of the Department	
2.	(a) Name of the item	
	(b) Quantity required	
	(c) Brief description of the item	
	(d) Is the item Proprietary?(Y/N)	
	(e) Justification for procurement of this item (Please justify the need of the item, based on the syllabus contents/course objectives)	
	(f) Estimated cost	
	(g) GeM Product ID (If available)	
	(h) Warranty specifications	
	(i) AMC Details (If applicable)	
3.	Head of Account	
4.	Name of the Faculty in charge of procuring the item.	
5.	Recommendations of the Department Purchase Coordinator	Signature with date:.....
6.	Recommendations of the Department HoD	Signature with date:.....
7.	Administrative and Financial Sanction	Registrar/Director

Annexure II

CERTIFICATE

It is certified that the item indented
.....
.....is not available in GeM Portal with our institute's specification. This certificate issues for the purpose of effecting procurement under Plan/ Project/ TEQUIP as envisaged in General Financial Rules, 2017.

Faculty in-charge:

Counter signed by HoD

Place:

Date:

Annexure III

Proprietary Article Certificate

Valid for the Current Financial Year

File Number and Date Reference		
1	Description of article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated dealers/stockists	
6	I approve the above purchase on PAC basis and certify that :- Note-Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid	
6(a)	This is the only firm who is manufacturing/stocking this item. AND	<input type="checkbox"/>
6(b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	<input type="checkbox"/>
6(c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/Warranty spares): OR	<input type="checkbox"/>
6(c)	No other make brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): 	<input type="checkbox"/>
7	Reference of concurrence of finance wing to the proposal:

History of PAC purchases of this item for past three years may be given below			
Name of the Supplier			
Order/Tender Reference & Date	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any

Signature of Approving

Authority.....