

GeM Purchase

Procurement in the college is done through Government e-market place. This is the process to procure goods or services through GeM.

1. Approval from the head of the institute for the purchase.
2. Parameters like location of the vendor, item specs, make, model etc. as required and approved from the respective Department are checked for the availability on GeM. If available,
 - a. Direct purchase is done upto Rs.25,000/-
 - b. If the total value of the Item is more than Rs.25,000/- and upto Rs. 5,00,000/-, the said item is purchased from the L1 vendor, and the Comparative Sheet is prepared by selecting 3 different OEMs or purchased through bidding or RA if the requisite specifications are not met with in the listed item.
 - c. If total value of the item is more than Rs.5,00,000/-, Bidding or RA (Reverse Auction) is the only option to make purchase.
3. Screenshot is taken for the items NOT available on GeM (due to required specifications/ delivery period/ minimum quantity per consignee etc.),and purchase is done as per GFR Purchase Rules. **However, generation of GeMART&PTS Report is mandatory for all the purchase done outside GeM.**
4. After receiving material in good condition, CRAC (Consignee Receipt & Acceptance Certificate) is generated.
5. Bill for payment is sent to the concerned Accounts Section. Payment to supplier is made electronically (RTGS/NEFT) as per Institute norms.
6. After making payment, detail of the same is uploaded on GeM portal.

Steps to procure items outside GeM after the approval from Head of the Institute

Before procuring outside GeM, it is certified that the required item is not available on GeM. Copy of Screenshot (for the reasons mentioned above) is attached or GeMART&PTS Report is mandatory for all the purchase.

Steps to procure items outside GeM	Competent Authority
Purchase upto Rs.25,000	PI/Individual Faculty is allowed to Purchase No quotation is required and the purchase is done through open market as per GFR .
If Purchase is above Rs.25,000 and upto Rs.5,00,000	PI/Head is the Competent Authority to grant approval for this purchase Purchase with three quotations by 3 Member PFC is allowed
If Purchase is above Rs.5,00,000	PI/Head is the Competent Authority At least 3 quotations are required or E publishing on NIC portal & e-procurement is mandatory
If Purchase is above Rs.25,00,000	Governing Body is the Competent Authority to grant approval for such purchase E-publishing on NIC portal & e-procurement is mandatory

This is the process to procure goods or services outside GeM.