



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

No.1412-19/ADMN-GeM/PS/487

05.02.2020

OFFICE ORDER

The Ministry of Finance vide its office Memorandum No. F.1/26/2018-PPD dated 02.04.2019 had directed that all the common use Goods and Services available on GeM are to be procured mandatory through GeM as per the provision of GFR Rule No. 149. GeM Procurement under (GFR Rule No. 149(i) to (iii) is divided into 3 categories:

- I. Up to Rs.25, 000.00 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- II. Above Rs.25, 000.00 and up to Rs.5,00,000.00 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.00.
- III. Above Rs.5,00,000.00 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of 30 lakh will continue).

In view of the abovesaid memorandum, the Director has constituted the committee for framing the modalities for implementation of the GeM provisions at IIT Ropar and on recommendation of the committee constituted, the Competent Financial Authority approved as below:-

- 1) The committee recommends to grant temporary exemption from using GeM for procurements such products by the the PIs, faculty and researchers, until GeM addresses the procurement challenges. These items/ services or classification of products are listed in the category i to v given below:-
 - i) Specific chemicals, solvents, reagents, semiconductors and other technological wafers/subtracts, compressed gases, biological assays/enzymes, bacterial cultures, proteins etc. for research specific use compatible with DSIR license of IIT Ropar.
 - ii) Specialized scientific, technological, and logistics services needed to support research, including the use of commercial semiconductor foundries, and end-to-end logistics services.
 - iii) Specialized discrete electronic and non-electronic components (including semiconductor chips, circuits, ICs, printed circuit boards, packaging of silicon dies, electronic discrete components, specialized fittings, optical components etc.), and computer components needed for research and product development. However, this will not include the computer peripherals.
 - iv) Specialized and/or customized scientific equipment and associated maintenance contracts.
 - v) Academic/enterprise licenses of software specific to academic research.
- 2) The committee also recommends for the following exemption till further orders: -
 - i) if the items available on GeM are required to be procured outside GeM due to emergent and special situations, then prior approval of the competent financial authority to be obtained.

- ii) In the event that the desired item is not available on GeM or the item available does not carry the specifications required, on-line 'request' can be submitted to include the item/specifications. If GeM authority does not include these items on the GeM then in such cases the purchase can be done as per Institute Purchase Rules. However, printout of GeM site showing non-availability of the item in regard to specifications/delivery period/Minimum, Quantity per consignee etc. and duly certified by the buyer that "The Specific items is not available on the GeM on that given date must be submitted alongwith the bills to Accounts Section for payment. Approval of Competent Financial Authority is not required in such case. For items NOT available on GeM (Due to required specifications/delivery period/Minimum, Quantity per consignee etc.)
- iii) if the items to be procured by the Works & Estate Section for immediate maintenance purpose then items can be purchased without GeM however the value for such instance should not increase Rs. 10,000.00 for single purchase.

It is worth mentioning that even Competent Financial Authority has given a temporary exemption for scientific & research quality items/services, efforts must still be taken to ensure that common use goods and services available on GeM are mandatorily procured through GeM only. Further, due diligence must be taken to ensure that items/services being purchased through the Open Tender process are NOT available on GeM. In the recent times, the e-mails has been received from the GeM which is an indication that the purchases being made by the Institute are closely monitored and the deviation from the guidelines of the GFR would invite notices from the Ministry. Procurement through Open Tender for common use goods/services available on GeM should be avoided.

4) The Guidelines to be followed for implementation of GeM is attached at Annexure "A".

This has the approval of the competent authority.

23. May 2014

(Registrar)

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CC to: All the members.

ANNEXURE "A".

Guidelines for Purchase through GeM for Indian Institute of Technology Ropar

Ministry of Finance has issued GFR 2017 replacing GFR 2005. Substantial changes have been made in new GFR particularly with regard to procurement of Goods and Services. Provisions relating to purchase of Goods and Services through Government e Marketplace (GeM) portal have been made in rule 149 of GFR 2017. As per the provisions of Rule 149 of GFR 2017, it is stated that "The procurement of Common use goods and services by the Ministries or departments will be mandatory for the Goods or Services available on GeM". The GFR provisions regarding procurement of items on GeM is as follows:

- (i) Up to Rs.25, 000.00 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.25,000.00 and up to Rs.5,00,000.00 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.00.
- (iii) Above Rs.5,00,000.00 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of 30 lakh will continue).

A).Instructions to the Departments regarding implementation of the GeM at IIT Ropar

1. Ensure availability of funds-do not process the indent without funds.
2. Due sanction of the competent Authority must be obtained as per the IIT Ropar rules/delegation of powers before placing any order on GeM. A copy of sanction is required to be uploaded on GeM portal while placing orders.
3. The e-Bidding invitation notice shall be published on GeM, stipulating the last date for bid submission/opening of bids giving at least clear 7 days time after the publication.

4. Prices on GeM are dynamic and to be used for procurement of via GeM only. These prices cannot be used as reference to buy from outside GeM.
5. Once invoice is generated by the seller, ensure that the bill with all necessary documents is forwarded to the Finance Branch within 2 days, with clear marking on the top as “GeM procurement-on priority”.

HOD will be liable for any delay in submission of the bill to the Finance department, since, total time limit for payment is 10 days from date of generation of Consignee Receipt and Acceptance Certificate (CRAC)/Invoice.

(B).Standard Operating Procedure(SOP)/Requirements to utilize the GeM portal

1. The request for creation of Buyer/consignee along with the names can be send to the Store and Purchase Section duly forwarded by the concerned HOD/Dean/Director of Centre. Buyer and Consignee can be the same person.
2. Requirement of registration on GeM are as follows: Aadhaar linked with mobile no. (To receive OTP for e-sign): and an e-mail ID
3. The following types of roles are performed by Secondary users in GeM portal:-
 - a) **Buyer:** Buyer will select the item for purchase and will place the order on behalf of his Department or project. Buyer can be Head of Department/Director of the Centre/Principle investigator for Research Projects
 - b) **Consignee:** Consignee will receive the item and will generate the Provisional receipt Certificate (PRC) and Consignee Receipt and Acceptance Certificate (CRAC) certificate, initiate returns, if required. Consignee can be Head of Department/Director of the Centre/Principle investigator for Research Projects or any other person nominated by the HOD/director of the Centre/Principle investigator of Research Project.
 - c) **Paying Authority:** Paying Authority will make the payment to supplier/vendor. For Registration purpose the Section Officer of the concerned Finance Branch/Faculty/department may be designated as the Payment Authority. Bills complete in all the respect must be send to finance Wing within 2 days of generation of the invoice. In case of any delay from the above schedule the Head of Department/Director of the Centre/Principle investigator for Research Projects will be liable.

7. Following are the laid down guideline for activities on the GeM portal. These timelines are sacrosanct and can't be violated-

Process	Action by	Deadline
Placing Order	Buyer	---
Supply	Seller	As per tender conditions
Provisional receipt Certificate (PRC)	Consignee	Immediately upon receipt of goods
Consignee Receipt and Acceptance Certificate (CRAC) certificate	Consignee	Within 10 days of PRC. on the 11th day the system auto generates a CRAC if not acted upon by the consignee.
Payment	Payment section	Within 10 days of invoice. (Bills complete in all the respect must be send to finance Wing within 2 days of generation of the invoice)
Uploading payment Details	Buyer	As soon as possible.

(C). How to make purchase on GeM

1. Sign in using the link <https://gem.gov.in>. Select and cart the product as per the requirement through application of various filters. Buyers should apply filters carefully to define their requirement without adversely affecting Competitiveness. Select the proper buying method as per the GFR-149.
2. Create demand -- Generate Sanction order -- Generate contract. Once order is placed, Seller to deliver the Goods/ Services to consignee within stipulated delivery date and generate on-line invoice on GeM portal.
3. Consignee to login after receipt of Items. Generation of Provisional receipt Certificate (PRC) within 48 hrs of receipt of stores. Generation of Consignee Receipt and Acceptance Certificate (CRAC) within 10 days of receipt of stores.
4. Bill processing by buyer (within 2 days of generation of CRAC by consignee) -- Bill to be forwarded to Accounts Section within 2 day of on-line receipt of bill/invoice against e-signed.

Consignee's Receipt and Acceptance Certificate (CRAC) (total time limit for payment is 10 days from date of generation of CRAC).

Note: The Department are requested to purchase the item(s) upto Rs. 25,000.00 directly which are available on the GeM as per the above mentioned procedure and if the value of the item(s) is above Rs. 25,000.00 then the indent may be forwarded to Purchase Section with the printout of the items selected on the GeM alongwith the link so that item can be procured on the GeM as per laid procedure.

The Institute has already arranged the GeM training for operation of the GeM however for further clarification on the procedure please refer to the following link available on the GeM website: https://gem.gov.in/training/training_module.