

Standard Operating Procedures for purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM approved vide S. R. No. 3.1.g.10, Dated. 28/10/2020:

- I. **All items available on GeM portal including stationery items, office use items etc. must be purchased through GeM Portal only.**
 - a) In case the goods/services is not available on GeM portal then only follow the University coded procedure for purchases of goods and services as per O.31.
 - b) In case the goods/service is costlier on GEM portal than in open market, purchases of goods and services can be done through open market after following University coded procedures as per O.31 and after taking due approvals from Audit Section.
 - c) While placing the bills for such purchases of goods and services, always attach the proof that goods/service is not available on GeM portal / cheaper than GeM portal.
- II. **Post-Facto permission for any purchases of goods and services exceeding Rs. 50,000/- will not be entertained.**
- III. **Split up bills for any purchases of goods and services will not be entertained.**
- IV. Purchases of all electronic item like Laptop/Desktop/Printer etc. up to Rs. 50,000/- must be done only as per prescribed specifications circulated vide circular No. AUD/721 dated. 08/01/2020. (The details of the specifications can be obtained from the Audit section.)
A certificate from Dean/Director/Principal to the effect that the purchase has been done as per the prescribed specifications circulated, must be attached at the time of presenting the bill to audit section.
- V. **PURCHASES THROUGH GOVERNMENT e-MARKETPLACE (GeM):**

The agenda related to all purchases of goods and services through GeM portal shall be placed by GeM office in purchase Committee / Syndicate for the approval / noting purpose as per details given below:

 - a) For GeM purchases of goods and services exceeding Rs. 50,000/- up to Rs. 2,00,000/-, GeM office shall receive all the proposals, scrutinize, and issue the sanction order. Details of all such purchases shall be placed in the syndicate through Purchase Committee for noting purpose by the GeM Office.
 - b) O.S.D. (GeM) is authorized to give approval of proposals received from GeM portal exceeding Rs.50,000/- up to Rs.2,00,000/- on behalf of Vice-Chancellor initially for 6 months and after six months it will be reviewed by the Syndicate.
 - c) In case of any disputes for such cases, the decision of Vice-Chancellor shall be final.
 - d) For GeM purchases of goods and services exceeding Rs. 2,00,000/-, GeM office shall receive all the proposals, scrutinize, take approval from authorities for placing in Syndicate through Purchase Committee and also prepare agenda for the Purchase Committee. After receiving the approval from the Syndicate the sanction order shall be issued by O.S.D. (GeM).

VI. PURCHASES THROUGH OTHER THAN GeM:

The agenda related to other than GeM purchases of goods and services exceeding Rs. 50,000/- shall be placed by Audit Section in Syndicate through Purchase Committee for the approval as per details given below:

- a) Purchase from other than GeM is to be done as per Gujarat Purchase Policy – 2016 as introduced by G.R.No. SPO/102015/691093CH dated 03-06-2016 of Industries Mines and Power Department of Gujarat. (Annexure – I)
- b) As per Bombay Contingent Expenditure Rules – 1959 in appendix – 6 Rule – 2 (Annexure - II) amended by notification of Finance Department dated 07-05-1994 (Annexure - III) & and then after dated 17-11-2003 (Annexure - IV) for other than GeM purchase of Rs. 20,001- to Rs. 1,00,000/-, advertisement is to be published in local news paper and for purchase of Rs. 1,00,001/- to Rs. 5,00,000/- advertisement is to be published in one local news paper & one regional news paper.
- c) For other than GeM purchases of goods and services exceeding Rs. 5,00,000/-, the quotations is to be invited through n-procure (tendering procedure) along with advertising in the news papers. Administrative approval prior to inviting quotations through tender in such cases is must.
- d) As per G.R.No. VPN-102005-19-B dated. 03-10-2006 of Information & Broadcasting Department, the advertisement for purchase may be published through Information Department. (Annexure – V)
- e) All the administrative procedure from receiving the proposal up to stage of giving sanction order will be executed by Audit Section.
- f) In case purchase of goods with technical specifications, quotation must be invited in two bid system. i.e. technical bid & financial bid separately.

VI. For Other than GeM proposals of goods and services, University Auditor will not be a part of the quotation/tender opening committee.

VII. For purchases of goods and services exceeding Rs.50,000/-, Dean/Director/Principal etc are requested to attach following details along with the proposal:

- i. Number of goods already available.
- ii. Dead stock number.
- iii. Date of purchase.
- iv. Cost
- v. Purpose for which such goods is to be purchase.
- vi. Distribution of goods

VIII. The concerned disbursing officer (i.e. CAO/Dean/Director/Principal etc.) are responsible to ensure that the bills of all the purchases/expenses of goods and services sent to Audit Section for processing are genuine and the goods and services ordered are received/executed by the concerned office/faculty/college/institute/cell/HPP.