



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
CENTRAL STORES & PURCHASE SECTION

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No. S&P/2020-21/00/ 1081

Dated: January 22<sup>nd</sup>, 2021

OFFICE ORDER

**Subject: Regarding procurement through GeM Portal.**

In view of weekly follow-up of procurement activities of the various organization under the Ministry of Education and subsequent communications from the Ministry seeking an explanation of every procurement outside the GeM and the fact that a standing committee of GeM (SCoGeM) is soon going to be operational to monitor GeM related issue on a fortnightly basis, it is decided to execute all procurement through Government e-Marketplace (GeM) portal only, with effect from 01.02.2021. In exceptional cases, where it is necessary to buy goods and services from outside GeM portal, prior approval from the Director of the Institute will be required.

In a recent development on GeM portal, Customized Bidding is a newly added feature, among others. With effect from 01.02.2021, all the Invitation of Bids will be through custom bidding on the GeM portal. The CPPP will only be used after the approval of the competent authority. GeM ARPTS ID is a tool to move forward for custom bidding.

Local vendors are encouraged to register on GeM and for submission of bids.

A detailed flow chart for GeM procurement is enclosed herewith, which is also available at <https://www.iitk.ac.in/centralstores/data/FLOWchart-GeM-22-01-21.pdf>

This order is applicable to purchases from Grant-in-aid that mandate GFR-2017 compliance.

This is issued with the approval of the competent authority.

(Onkar Dikshit)

Dean, Administration  
अधिष्ठाता प्रशासनिक

Dean of Administration

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