When the item is not available on GeM (Government eMarketplace)?

Is the item priced between ₹25,000.00 to ₹2.5 Lacs (Rule 155)

Follow Rule 155:

**Rule 155 Purchase of goods by Purchase Committee:** Purchase of goods costing above Rs. 25,000 (Rupees twenty-five thousand only) and up to Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.”

Is the item priced above ₹2.5 Lacs (Rule 158)

Complete relevant Indent form and obtain ESA’s administrative approval

Send the indent to S&P Section