Indenter to estimate the cost and nature (Operating/Capital) of Purchase and availability of budget under dept. code to be debited.

Indenter to Check availability of the Product/Service on GeM portal

Not Available on GeM*

Follow Purchase procedure as per GFR-2017

Available on GeM

For products/services priced between ₹25,001 to ₹5 Lacs

Indenter to complete GeM Indent form (P-03B) & Committee Approval, submit it to S&P

S&P will initiate Purchase on GeM

Sanction sheet will be forwarded by S&P to disbursing office for budgeting

Auditing

PO/Contract will be generated by S&P

Indenter after receiving the material will submit Bill, Contract & CRAC duly signed to S&P for onward submission to the concerned Accounting Unit for releasing the payment

For products/services priced above ₹5 Lacs

Indenter to complete GeM Indent form (P-03B) & Committee Approval, submit it to S&P

S&P will initiate Purchase on GeM using Bidding tool

S&P will open the technical bids and forward the same to Indenter for committee evaluation and recommendation

Based on committee recommendation Financial Bids will be opened

Sanction sheet will be prepared based on system selected L1 bidder and forwarded to disbursing office for budgeting

Auditing

PO/Contract will be generated by S&P

Indenter after receiving the material will submit Bill, Contract & CRAC duly signed to S&P for onward submission to the concerned Accounting Unit for releasing the payment

*For ascertaining non-availability, a custom bid will be placed on GeM for 21 days. If there is no participation, then the Product/Service will be deemed non-available on GeM. For placing Custom Bid on GeM please submit GeM Indent form (P-03B) & Committee Approval alongwith detailed technical specifications to S&P.