



Visva-Bharati
Santiniketan
Central Purchase Section
Notification

Ref: CPS / 42 / 2023-2024

Date: 18.07.2023

As per notification issued by the Development Section, Visva-Bharati vide No. **Dev/Annual Allocation/10/ 2023-2024** dated **10.07.2023**, the undersigned is directed to request all Directors , Principals of Bhavanas/ Vibhagas/, Heads of both Academic and Administrative Departments /Sections/Centers/Offices of the University to maintain the following points properly for procuring items through **GeM under GFR 2017**.

1. Please send the duly filled Indent Form with specification without brand (attached Extra Sheet if needed) (prescribed Indent Form should be collect from the Central Purchase Section) for purchase of Equipment / Furniture & Fixture / Laboratories items under capital Assets for the year 2023-24 through GeM with in **15.08.2022 positively** to the Undersigned.
2. In case of Air Conditioner purchase, it is mandatory to furnish AC load bearing Certificate and should follow the General Instructions of Development section vide No.Dev/Annual Allocation/10/ 2023-24 dated 10.07.2023 for Purchase of Laptop ,Photocopier, AC etc.
3. To collect the materials / items from the Purchase Section within **three days** from the date of inform by the Central Purchase Section to the concern Bhavana / Department/Section.
4. Any complain regarding received materials (defect / broken/missing any part of the material) should inform immediately (**within Seven Days from the date of receipt**) otherwise Central Purchase Section does not liable to the said received materials.
5. It is also requested to specify the contact details of the dealing person as well as **name, mobile number and mail address** in the Indent Form for necessary communication.
6. For purchase of Equipment, Furniture and Stationary items through GeM, please tick the listed (copy enclosed) items for purchase of BID process under bulk purchase.


Assistant Registrar
Central Purchase Section
Visva-Bharati

Copy for information and necessary action to :

1. All Director , Adhyaksha's of Bhavana's/ Vibhagas
2. All Heads of both Academic and Administrative Departments, Sections/ Centers/Offices
3. Finance Officers(Acting)
4. Joint Registrar Accounts
5. Internal Audit Officer (Acting)
6. CS To Upacharya
7. Joint Registrar (Development)
8. P.A. to Registrar
9. University Webmaster with a request to upload it in the University Website

VISVA – BHARATI



INDENT / REQUISITION FORM FOR DEPARTMENTAL / PROJECT PURCHASES

REF. NO:

DATE:

SANTINIKETAN / SRINIKETAN

TO,

FROM:

THE FINANCE OFFICER

VISVA – BHARATI, SANTINIKETAN

Please find below a proposal for purchase of stores for use in the University service under the usual procedure in the current year's budget provision for which, I certify that the adequate fund is available:

1. a. Head of account against which the expenditure is proposed to be incurred
b. Budget provision in the current year:
c. Mention Departmental Budget Code :
d. Expenditure booked so far
e. Amount of expenditure sanctioned but not yet booked
f. Amount of sanction sought for at present

2. Purpose of the proposed Expenditure / Present Requirement :
3. Procedure adopted towards the purchase:
4. No. / Quantity of replacement if any : with reason thereof in the present requirement:
5. Details of stock and last purchase of indented item : (please attached Extra sheet if needed)

sl	Description of item indented with details specification	Stock available as on	Quantity Required	Last purchase order reference	Rate of per last P.O.	Remarks if any

Signature of the Adhyaksha/ Head of the Office/P.I. (With SEAL)

Contact Details:

Name : (IN BLOCK LETTER)
Mobile Number :
Email Address :

LIST OF EQUIPMENTS

Sl. No.	Items	Specification	Quantity
1.	Computer i3/i5/i7		
2.	Laptop		
3.	Printer		
4.	Scanner		
5.	Printer cum Scanner		
6.	UPS		
7.	Online UPS		
8.	Projector		
9.	C.C.Camera		
10.	Photocopier Machine		
11.	Grass Cutter		
12 .	DSLR Camera		

LIST OF FURNITURES

Sl. No.	Items	Specification	Quantity
1.	Steel Almirah		
2.	Glass Door Almirah		
3.	Book Case		
4.	Book Shelve		
5.	Library Book Rack		
6.	File Cabinet (Wooden)		
7.	File Cabinet (Steel)		
8.	Wall cabinet		
9.	Sofa		
10.	Student Desk		
11.	Tri Cycle		
12.	Office Table		
13.	Executive Table		
14.	L-Shape Table		
15.	Side Table		
16.	Tea Table		
17.	Computer Table		
18.	Office Chair (fixed/ Revolving)		
19.	Office Chair (With Arm /Without Arm)		
20.	Office Chair(With Cushion/Without Cushion)		
21.	Executive Chair (High Back/ Low Back)		
22.	Projector Screen		
23.	Celling Fan		
24.	Pedestal Fan		
25.	Wall Mounted Fan		
26.	Window A.C.		
27.	Air Conditioner 2 Ton (Split Type)		
28.	Air Conditioner 1.5 Ton(Split Type)		
29.	Air Conditioner 1 Ton(Split Type)		
30.	Water Purifier		
31.	Water Cooler		
32.	Water purifier cum Cooler		
33.	Ladder (Wooden/ Alluminium)		

LIST OF STATIONARY ITEMS

Sl. No.	Items	Specification	Quantity
1.	Attendance Register		
2.	Cartridge for Printer		
3.	Toner for Photocopier		
4.	Arch Fife		
5.	Folder file		
6.	Cover File		
7.	Flat File		
8.	Fevi Stik Gum		
9.	Page Marker		
10.	Xerox Paper		
11.	Pen		
12.	Pencil		
13.	Peon Book		
14.	Punch Machine		
15.	Stapler machine		
16.	Stapler Pin		
17.	Binder Clip		
18.	Pencil Battery		
19.	Calculator		
20.	Duster		
21.	Colin		
22.	Phenyl		
23.	Harpic		
24.	Hand wash		
25.	Lock &Key		
26.	Napthalin		
27.	Odonil		
28.	Highlighter Pen		
29.	Soap		
30.	Towel		
31.	Washing Powder		
32.	Water Bottle		
33.	Wall Clock		
34.	Tea		
35.	Biscuits		
36.	Door Mat		
37.	Phul Jharu		
38.	Jhul Jharu		
39.	Anti -Virus for Computer		
40.	Tea-Kettle		

F. No. 22-1/2022-CU.Cdn
Government of India
Ministry of Education
Department of Higher Education
(Central University Bureau)

532/C, Shastri Bhawan, New Delhi
Dated: 9th September, 2022.

To,

All Vice-Chancellors/Registrars of Central Universities,

Subject: Procurement of goods and services through GeM Portal

Madam/Sir,

I am directed to invite your attention to the rule 149 of General Financial Rules, 2017 vide which Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. As per the said rule, Procurement of Goods and Services by Ministries/ Departments is mandatory for Goods and Services available on GeM.

2. In view of above, all the Central Universities under Ministry of Education are advised to procure goods and services through GeM portal as per the guidelines of Government of India.

Yours faithfully,



(Partha Kansabanik)
Deputy Secretary to the Government of India
Tel No: 011-23385293