

**Visva-Bharati**  
**Santiniketan**



**Central Purchase Section**


**Notification**

Ref: CPS / 1178 / 2022-2023

Date: 22.07.2022

As per notification issued by the Development Section, Visva-Bharati vide No. **Dev/Annual Allocation/30/ 2022-2023** dated **21.07.2022**, 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 2022-23 through GeM with in **12.08.2022 positively** to the Undersigned.
2. In case of Air Conditioner purchase, it is mandatory to furnish AC load bearing Certificate and the General Instruction of Development section vide No.Dev/Annual Allocation/30/ 2022-2023 dated 21.07.2022 for Purchase of Laptop ,Photocopier, AC etc. should be followed strictly.
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.

  
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,  
THE FINANCE OFFICER

FROM:

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 :



No.F.6/18/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

512, Lok Nayak Bhawan,  
New Delhi Dated the 23<sup>rd</sup> January, 2020.

**OFFICE MEMORANDUM**

**Subject: Procurement of Goods / Services through Government e-Marketplace (GeM).**

Rule 149 of GFR states that procurement of **common use** goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services **not** available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.

2. As per the instructions contained in OM No.F.18/3/2017-PPD dated 25.07.2017 by Department of Expenditure, it has been clearly stipulated that while publishing any Bid for procurement through Central Public Procurement Portal (CPPP), procuring entities are required to give an undertaking that category of goods/ services being tendered/ procured is not available on GeM and they have no objection in providing this information for making available such products/ services in GeM.


3. In view of the above provisions of GFR, the procurement of common use goods and services by Ministries or Departments through GeM is mandatory for Goods or Services for which product/service categories are available on GeM.

4. In order to effectively implement the above provisions, a functionality for generating "GeM Availability Report & Past Transaction Summary" is being made available on GeM. This would greatly help and benefit the Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along-with necessary details relating to past transaction summary.

5. With effect from 01.07.2020, when the above functionality will be deployed on GeM, it will be mandatory for a buyer to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The Past Transaction Summary will be provided, wherever available. "GeMAR&PTS" shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published.

6. However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to non availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

7. This issues with the approval of Secretary (Expenditure).

  
(Kotluru Narayana Reddy)  
Deputy Secretary to the Govt. of India  
Tel: 24621305  
Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.