

Step-by-step procedure of GeM purchase

1. Log-in on GeM portal (<https://gem.gov.in>)
2. Search the item to be purchased in the Search Box
3. If it is available, set parameters like location of the vendor, item specs, make, model etc.
 - a. Direct purchase (without PFC) is allowed upto Rs.25,000/-
 - b. PFC will be mandatory for all type of purchase above Rs.25,000/-. If total value of the item is more than Rs.25,000/- and upto Rs.5,00,000/- Comparative Sheet will be prepared by selecting 3 different OEMs.
 - c. If total value of the item is more than Rs.5,00,000/-, Bidding or RA (Reverse Auction) is the only option to make purchase.

Please note that concessional GST will be allowed in case of Bidding/ RA only.

4. Screenshot may be taken for the items NOT available on GeM (due to required specifications/ delivery period/ minimum quantity per consignee etc.), and purchase can be done as per Institute Purchase Rules. Approval of the Competent Authority may be sought, if required. This is only for the items costing less than Rs.2,50,000. **However, generation of GeMART&PTS Report will be mandatory for all the purchase for which Tender is to be published (pl. refer to <https://sps.iitd.ac.in/Notifications/GEMARPTS.pdf>).**
5. After receiving material in good condition, buyer will generate CRAC (Consignee Receipt & Acceptance Certificate) using his/ her GeM login ID.
6. Bill for payment along with 'C'/ 'NC' is to be sent to the concerned Accounts Section. Payment to supplier will be made electronically (RTGS/NEFT) as per Institute norms.
7. After making payment, detail of the same is to be uploaded on GeM portal. If required, help of SP Section may be sought at 011-2659 7154.

This is the process to procure goods or services through GeM.

Steps to procure items outside GeM

Before procuring outside GeM, buyer may kindly make sure and certify that the required item is not available on GeM. Copy of Screenshot may also be attached. GeMART&PTS Report will be mandatory for all the purchase for which Tender is to be published (pl. refer to <https://sps.iitd.ac.in/Notifications/GEMARPTS.pdf>)

Steps to procure items outside GeM	Competent Authority	Requirement of PFC	Remark
Purchase upto Rs.25,000	PI/Individual Faculty/ Group A Officer is allowed to Purchase No quotation is required	NO PFC is required	Open market purchase <i>Amount above Rs.5,000 is to be paid through Cheque or electronic mode of transfer</i>
If Purchase is above Rs.25,000 and upto Rs.2,50,000	PI/ Head is the Competent Authority to grant approval for this purchase Purchase with single quotation is allowed	At least 3 Member PFC	Before placing order, PFC is to be generated in ACSS system Storekeeper has right to book PFC
If Purchase is above Rs.2,50,000 and upto Rs.25,00,000	PI/ Head is the Competent Authority upto Rs.10,00,000 Dean (R&D)/DDO the Competent Authority upto Rs.25,00,000 At least 3 quotation are required E-publishing on NIC portal & e-procurement is mandatory	At least 4 Member PFC	
If Purchase is above Rs.25,00,000	Director is the Competent Authority to grant approval for such purchase E-publishing on NIC portal & e-procurement is mandatory	At least 6 Member PFC	

After procuring the goods/services, Storekeeper of the concerned Deptt./Centre will send C/NC form along with invoice to the Accounts Section for payment. Payment to the vendor will be made through RTGS/NEFT only as per Institute norms.

This is the process to procure goods or services outside GeM.