

**MoP - III Rs. 5,00,000/- to 25,00,000/- For Bidding Cases Through GeM**

**Approvals over the Indent No** \_\_\_\_\_

<b>Officer</b>	<b>Statement/ Remarks</b>	<b>Signature</b>
<b>Head of the Department/ School/ Section/ etc.</b>	Attached technical specifications are generic in nature and in compliance to rule <b>144 of GFR 2017 sub-clauses (i-v).</b>	
<b>Assistant Registrar (Accounts)</b>	<b>(Funds available/ Not Available)</b> <i>Under</i> _____ <b>head</b> <i>Remarks if any:</i>	
<b>Dean (P&amp;D) (Competent Financial Authority)</b>	The indent is: <b>(Approved/ Not Approved)</b> Procurement to be initiated through BID on GeM <i>Remarks if any:</i>	
<b>Faculty I/C (Stores)</b>	The Technical Bid is generated on GeM. Bid Generation Date _____ Bid Opened Date _____ No. of bids received _____ Technical bids forwarded to the Chairman Technical Evaluation Committee	
<b>Head of the Department/ School/ Section/ etc.</b>	File is sent to the Faculty I/C(Stores) after technical evaluation of the bids on _____  No. of qualified bidders: _____	
<b>Faculty I/C (Stores)</b>	TEC report uploaded on GEM and the Financial Bid is opened on _____  File forwarded to the Chairman PFC	

<p><b>Purchase Finalization Committee (PFC)</b></p>	<p>The purchase case is <b>(Recommended/ Not Recommended)</b></p> <p>The procurement process is as per rules <b>(Recommended/ Not Recommended)</b></p> <p><i>Remarks if any:</i></p>	<p><b>Indentor</b></p> <p><b>Expert</b></p> <p><b>DR/AR (Accounts)</b></p> <p><b>Faculty I/C (Stores)</b></p> <p><b>Chairman &amp; Convener (PFC)</b></p> <p><b>Date:</b></p>
<p><b>Dean (P&amp;D)</b> <i>(Competent Financial Authority)</i></p>	<p>The purchase case is: <b>(Approved/ Not Approved)</b></p> <p>Purchase Order to be placed for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
<p><b>Faculty I/C (Stores)</b></p>	<p>File is sent to the Department for compliance of post purchase requirements likewise stock entry, verification of bills, etc.</p>	
<p><b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b></p>	<p>For compliance of stock entry, verification of bills, etc. within 3 days from the date of CRAC or 12 days from the date of receipt of items in the department.</p> <p>Bills are sent to Store section on dated _____</p> <p>For stock entry verification</p>	