

**MoP - II Between Rs. 25K to Rs. 5,00,000/- Through GeM**

**Approvals over the Indent No**

<b>Officer</b>	<b>Statement/ Remarks</b>	<b>Signature</b>
<p align="center"><b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b></p>	<p align="center">Attached technical specifications are generic in nature and in compliance to rule 144 of GFR 2017 sub-clauses (i-v).</p>	
<p align="center"><b>Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)</b></p>	<p align="center"><b>(Funds available/ Not Available)</b> <i>Under</i> _____ <b>head</b> <i>Remarks if any:</i></p>	
<p align="center"><b>Faculty I/C (Stores)</b></p>	<p align="center"><b>(Valid Only in Case of Direct Purchase)</b> The Demand on GeM has been generated and valid for 5 days only from date of generation.  Demand No. _____ dated: _____  Demand Expiry Date: _____  <b>(Recommended/ Not Recommended)</b></p>	
<p align="center"><b>Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)</b></p>	<p align="center"><b>(Valid Only in Case of Direct Purchase)</b> The indent is: <b>(Approved/ Not Approved)</b> Purchase Order to be placed through GeM for an amount of Rs. _____ <i>Remarks if any:</i></p>	

<p><b>Faculty I/C (Stores)</b></p>	<p align="center"><b>(Valid only in case of Bidding)</b></p> <p>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</p>	
<p><b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b></p>	<p>File is sent to the Faculty I/C(Stores) after  technical evaluation of the bids on  _____  No. of qualified bidders: _____</p>	
<p><b>Faculty I/C (Stores)</b></p>	<p>The Demand on GeM has been generated and  valid for 5 days only from date of generation.  Demand No. _____ dated: _____  Demand Expiry Date: _____</p>	
<p><b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b> <i>(Competent Financial Authority)</i></p>	<p align="center">The indent is:  <b>(Approved/ Not Approved)</b>  for Purchase Order to be placed on GeM  for an amount of Rs. _____</p> <p>I confirm to comply with the post purchase  requirements likewise stock entry, verification  of bills, etc. within 5 days from the date of  CRAC or 12 days from the date of receipt of  items in the department.</p> <p align="center">Bills are sent to Store section on dated  _____  For stock entry verification only</p>	