

MoP – IV: Between ₹25,00,000 and ₹ 1,00,00,000/- Bidding on GeM

Approvals over the *Indent No* _____

Officer	Statement/ Remarks	Signature
Head of the Department/ School/ Section/ etc.	Attached technical specifications are generic in nature and in compliance to rule 144 of GFR 2017 sub-clauses (i-v) .	
Assistant Registrar (Accounts)	Funds of amount _____ is _____ <i>Under</i> _____ head. <i>Remarks if any</i>	
Registrar	The indent is: (Recommended/ Not Recommended) Procurement to be initiated through BID on GeM <i>Remarks if any:</i>	
Dean (P&D)	The indent is: (Recommended/ Not Recommended) Procurement to be initiated through BID on GeM <i>Remarks if any:</i>	
Director (Competent Financial Authority)	The indent is: (Approved/ Not Approved) Procurement to be initiated through BID on GeM <i>Remarks if any:</i>	
Faculty I/C (Stores)	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	

Officer	Statement/ Remarks	Signature
Head of the Department/ School/ Section/ etc.	File is sent to the Faculty I/C(Stores) after technical evaluation of the bids on _____ No. of qualified bids _____	
Faculty I/C (Stores)	TEC report uploaded on GEM and the Financial Bid is opened on _____ File forwarded to the Chairman PFC	
Purchase Finalization Committee (PFC)	The purchase case is (Recommended/ Not Recommended) The procurement process is as per rules (Recommended/ Not Recommended) <i>Remarks if any:</i>	Indentor Expert DR/AR (Accounts) Faculty I/C (Stores) Chairman & Convener (PFC) Date:
Registrar	The purchase case is: (Recommended/ Not Recommended) Purchase Order to be placed <i>Remarks if any:</i>	

Officer	Statement/ Remarks	Signature
Dean (P&D)	<p>The purchase case is: (Recommended/ Not Recommended) Purchase Order to be placed through GeM</p> <p><i>Remarks if any:</i></p>	
Director <i>(Competent Financial Authority)</i>	<p>The purchase case is: (Approved/ Not Approved) Purchase Order to be placed for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
Faculty I/C (Stores)	<p>File is sent to the Department for compliance of post purchase requirements likewise stock entry, verification of bills, etc.</p>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	<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>	