



**NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA**  
**PURCHASE AND WORK SECTION**  
**INDENT FORM FOR PURCHASE OF GOODS / SERVICES THROUGH GeM**

**GeM-01**

**ADMINISTRATIVE CUM FINANCIAL – APPROVAL**

<b>Department Code:</b>	<b>File No.:</b> NITR/ /2022/M/	<b>Date:</b>	<b>FTS-</b>
<b>Name of PI / Indenter:</b>	Prof. / Mrs. / Ms. / Mr.		
<b>Source of Funds:</b>			
<b>Reference Code No:</b>			
<b>Type of Indent:</b>	Equipment ^ / Consumable / Software / Services / Other_____		
<b>Budget Head:</b>	Plan (Institute) / Non-Plan / Departmental / Other		
<b>Available Funds Under this Head:</b>	INR		
<b>Type of Purchase:</b>	Direct Purchase / Bidding / Custom Bidding / BoQ Bidding / PAC / RA		
<b>No. of Covers:</b>	<b>Single Cover / Two Covers</b>		
<b>Purpose of this Procurement:</b>	<< Kindly Describe >>		

**^ Kindly attach copy of Sanction order. \* Please delete the items that are not applicable.**

**Details of Indent:**

S. No.	Complete Description of Items (as per approval in case of Equipment ^ / Asset) [Use separate sheet if required]	Quantity Required	Estimated Unit Price @110% (INR)	Estimated Total Cost @110% (INR)
1.				
<b>Estimated Total Cost (Rupees</b>			<b>only)</b>	

*\* Actual Cost of procurement and total Estimate Cost @ 110% should be within the budget available (inclusive of all taxes / duties, if applicable).*

Signature of Indenter

Recommended & Forwarded

[Prof. \_\_\_\_\_ ]

Head of the Department

**OFFICE USE ONLY**

Recommended

Recommended / Approved / Not Approved

Approved / Not Approved

**Registrar**

**Dean/Chief Warden/Registrar/Heads**

**Director**

To: Asst. / Dy. / Jt. Registrar (PW)

Kindly process for 'Add to Cart' / 'Bid Publish' in the GeM Portal.

**Asst. / Dy. / Jt. Registrar (PW)**

To: Dealing Seat (PW)

Item added successfully to Cart [INR \_\_\_\_\_] / Bid Published (Contd. Overleaf).

( 00 . 00 . 0000 )

**Dealing Seat (PW)**

To: Asst. / Dy. / Jt. Registrar (PW)

Kindly process for 'Fund Booking'.

To: Asst. / Dy. / Jt. Registrar (FA)

**Asst. / Dy. / Jt. Registrar (PW)**

**Finance & Account Office**

Budget ID: \_\_\_\_\_

Fund Available: INR \_\_\_\_\_

Actual Cost of the Item: INR \_\_\_\_\_

Balance Fund Available: INR \_\_\_\_\_  
(After Current Purchase)

**Dealing Seat (FA)**

**Asst. / Dy. / Jt. Registrar (FA)**

**Dealing Seat (IA)**

**Asst. / Dy. / Jt. Registrar (IA)**

Recommended / Approved / Not Approved

Approved / Not Approved

**Dean/Chief Warden/Registrar/Heads**

**Director**

**General Information:**

Kindly attach Sanction Order (equipment highlighted, as applicable).
Kindly use separate form for each equipment with signed copy of Technical Specification (s).
Kindly attach (hard copy & soft copy to <a href="mailto:dr-pw@nitrrkl.ac.in">dr-pw@nitrrkl.ac.in</a> ) GeM Non-Availability Report, Technical Specification & Equipment Photograph for process of "Custom Bidding".

**Sanctioning Authority:**

Goods & Services	
PI / HOD / Registrar	Upto INR 5,00,000/-
Deans / Chief Warden	Upto INR 10,00,000/-
Director	Upto INR 50,00,000/-
FC / BoG	Above INR 50,00,000/-

  

Works Contract	
Dean (PD)	Upto INR 10,00,000/-
Director	Upto INR 50,00,000/-
BWC	Above INR 50,00,000/- to INR 2,00,00,000/-
FC / BoG	Above INR 2,00,00,000/-

**Bid Publish Details:**

BID / RA / BoQ bid published vide No. \_\_\_\_\_ Dt. \_\_\_\_\_ for \_\_\_\_\_ (10 / 21) days, to be opened on \_\_\_\_\_.

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Technical Bid opened on \_\_\_\_\_ [ \_\_\_\_\_ ] with \_\_\_\_\_ bidders.  
(Contd. at Page No. \_\_\_\_\_ )

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Technical Bid Evaluation Report updated in GeM Portal and Financial Bid is to be opened on \_\_\_\_\_ [ \_\_\_\_\_ ] with \_\_\_\_\_ technically qualified bidders. (Contd. at Page No. \_\_\_\_\_ )

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Financial Bid (evaluated by GeM portal) opened on \_\_\_\_\_ [ \_\_\_\_\_ ] with \_\_\_\_\_ bidders.  
(Contd. at Page No. \_\_\_\_\_ )

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Financial Bid Evaluation Report received from Indenter [updated in GeM Portal] on \_\_\_\_\_ [ \_\_\_\_\_ ] with \_\_\_\_\_ financially qualified bidders.  
Kindly process for Fund Booking. (to be Contd. overleaf)

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Kindly process for "Contract / Sanction Order / CDEC".

**Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

- Sanction Order & Contract are processed / generated in GeM portal.
- CDEC (Not Applicable).     CDEC prepared and put up for kind signature.

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

Kindly process for forwarding (offline / online) details & documents to Vendor and Indenter.

**Asst. / Dy. / Jt. Registrar (PW)**

**To: Dealing Seat (PW)**

Email with details & documents sent to Vendor and Indenter.

Final GeM File No. generated vide no. \_\_\_\_\_ .

**Dealing Seat (PW)**      **Asst. / Dy. / Jt. Registrar (PW)**

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## GENERAL INFORMATION

### 1.) Direct Purchase:

According to the provisions of Rule 149 (ii) of GFR, 2017, GeM shall be utilized by Government buyers for direct on-line purchases above Rs. 25,000/- and up to Rs. 5,00,000/- however such purchase has to be through the Seller having the lowest price (L-1) amongst the available Sellers on the GeM. In order to ensure that buyers select only L-1 available offer, the GeM portal requires that buyer first compares all the product options available on GeM to ensure that it meets its requirements/ specifications. While comparing, care should be taken that comparison has to be done between products of at least three different Manufacturers / OEMs. For L-1 buying, comparison has to be made between products of at least three different OEMs.

### 2.) Bidding / Reverse Auction:

As per Rule 149 of GFR-2017, Above INR 50,000/- and up to INR 30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of **at least three different manufacturers**, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.

### 3.) BoQ Bid:

- i.) The BoQ bid functionality allows buyers to create a single bid (Multiple items) by providing relevant information in standard format [GeM-01(i)] such as **Item Title, Reference price, Selling unit, Technical specifications, Drawing documents (if applicable / available), Reference images (if applicable / available)**, related categories etc. for unavailable items post creation of GeM Availability Report. **(Kindly send hard copy with file & soft copy to [dr-pw@nitrkl.ac.in](mailto:dr-pw@nitrkl.ac.in))**
- ii.) The minimum bid duration is 10 days and maximum is 45 days. Approval from the Competent Authority; however, needs to be uploaded for bids with less than 21 days bid duration.
- iii.) Filled in BoQ as per standard format of GeM portal. [GeM-01(ii)]
- iv.) The total reference value of the bid has to be minimum INR 5 lakhs.

### 4.) Custom Bid:

- i.) The Custom bid functionality allows buyers to create a Custom bid by providing relevant information in standard format [GeM-01(i)] such as **Item Title, Reference price, selling unit, Technical specifications, drawing documents (if applicable / available), Reference images (if applicable / available)**, related categories etc. for unavailable items post creation of GeM Availability Report. **(Kindly send hard copy with file & soft copy to [dr-pw@nitrkl.ac.in](mailto:dr-pw@nitrkl.ac.in))**
- ii.) The total reference value of the bid has to be minimum **INR 5 lakhs.**
- iii.) The buyer would be asked to take an undertaking that the procurement of required item is not feasible from the items/catalogues available on GeM.
- iv.) The minimum bid duration is 10 days and maximum is 45 days. Approval from the Competent Authority however needs to be uploaded for bids with less than 21 days bid duration.
- v.) Kindly attach GeM Non-Availability Report.

### 5.) PAC Purchase:

As per Rule 166 of GFR-2017, If Buyer wants to buy any specific OEM's product then he has to go for Proprietary Article Certificate (PAC) buying after obtaining necessary approvals (Through PPIM-1G) of competent authorities for PAC buying as per GFR-2017.