UNIVERSITY COLLEGE OF MEDICAL SCIENCES
विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय
(UNIVERSITY OF DELHI) (दिल्लीविश्वविद्यालय)
DILSHAD GARDEN, DELHI-110 095
(दिलशाद गार्डन, दिल्ली - ११००९५)
Phone/फ़ोन:011-22582972-74
Fax / फैक्स: 0091-11-22590495
Website: www.ucms.ac.in

NO. MC/CS/SOPs/2026/ 344

Dated: 09.11.2026

NOTIFICATION

Subject: Standard Operating Procedures (SOPs) for Procurement of Goods and Services in the College – Reg.

Reference: Circular No. UCMS/CS/SOP/2026-27/281 dated 29.09.2026

The College has prepared the Standard Operating Procedures (SOPs) for procurement of Goods and Services in the College which is being finalized and approved by the Competent Authority for its implementation in the College. A Copy of the SOPs is attached herewith for its compliance for procurement of Goods and Services in the College.

All concerned are requested to circulate the same among the officials dealing with procurement matters and ensure its compliance.

This is issued with the approval of the Competent Authority of the College.

9/11/26

Assistant Registrar (Central Store)

Encl.: Finalized Standard Operating Procedures (SOPs) along with Annexures.

Copy to:

1. The Principal, UCMS.
2. The Head, Department of ....., UCMS.
3. Deputy Registrar, UCMS.
4. The Internal Audit Officer, UCMS.
5. All Assistant Registrar(s), UCMS.
6. College Website.
7. Office Copy.

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110095

STANDARD OPERATING PROCEDURES (SOPs) FOR PROCUREMENT(S)

GENERAL GUIDELINES AND PROCEDURE FOR INITIATION, PROCESSING, APPROVAL AND PROCUREMENT OF GOODS & SERVICES AND MAINTENANCE OF FILES, TO BE FOLLOWED AT UCMS IN ACCORDANCE WITH GFR-2017.

Objective: The Standard Operating Procedures (SOPs) have been prepared with the objective to ensure transparency, uniformity, efficiency and accountability in the procurement process and to be followed by all concerned officials in accordance with GFR-2017 and applicable Government instructions from time to time. For the procurement of any scientific equipment/technical item, the prime duty to provide necessary technical specifications/inputs lies with the user department/indenter to ensure accuracy of the technicalities and best quality of the items to be procured. However, College Administration is involved at all levels to ensure strict adherence of relevant rules and guidelines for procurement.

1. This is issued to ensure uniformity, transparency, accountability and audit compliance in the initiation, processing, approval, procurement, maintenance and record management of all departmental requirements.
2. All procurements of goods, services, consultancy services, repairs, maintenance works, Annual Maintenance Contracts (AMC), consumable items and non-consumable items shall be carried out strictly in accordance with the provisions of General Financial Rules (GFR)-2017, Government of India instructions, GeM Guidelines, CVC Guidelines (wherever applicable), and other statutory instructions issued from time to time.
3. Any deviation from the provisions of GFR-2017, GeM procedures or applicable Government instructions shall require prior approval of the Principal, UCMS with detailed justification recorded on file. Such deviations shall be exceptional in nature and shall be supported by relevant rules and documentary evidence.
4. No procurement proposal shall be processed unless it complies with the applicable provisions of GFR-2017 and is supported by a complete audit trail, including requirement justification, technical specifications, GeM search results (Availability/Non-Availability), approvals, inspection records, stock entries and payment documents, etc.
5. All proposals relating to procurement of goods, services, repairs, maintenance, Annual Maintenance Contracts (AMC), consumable and non-consumable items shall be initiated by the concerned Head of Department (HOD)/Section I/c. The (HOD)/Section I/c shall be responsible for identifying the requirement, preparing the justification, defining technical specifications, estimating the quantity required and GeM search wherever, applicable using (HOD)/Section I/c /User/Indenter using their GeM I.D.
6. The procurement costing upto Rs. 50,000/-, Department will process the case along with complete justification, specific quantity/quality, price reasonability, stock in hand with current status, necessary documents (GeM carting/Non-GeM report), performa invoice, certification etc. strictly as per GFR-2017. Department will send the proposal for Administrative Approval (A/A), financial concurrence and Expenditure Sanction (E/S) to the Deputy Registrar, UCMS. (**Annexure-I or IV, whichever is applicable**).

SB/C

7. For all procurements costing more than Rs. 50,000/-, initially, HOD/Faculty I/c/Indenter will seek Administrative Approval (A/A) directly from the Principal, UCMS. The concerned HOD/Faculty I/c/Indenter shall also prepare the detailed requirement along with duly verified complete justification, specific quantity/quality, price reasonability, stock in hand with current status, necessary documents (GeM availability/Non availability GeM report), certification etc. strictly as per GFR-2017: -

   a. After A/A, in case, the item is available on GeM costing upto Rs. 10,00,000/-, the indenter will exercise the process on GeM portal for necessary comparison amongst at least three different manufacture and will cart the item. After carting the item on GeM portal, the indenter will forward the file along with all duly verified necessary documents including GeM comparison sheet duly verified to the Central Store for further necessary action **(Annexure-II)**.
   b. After A/A, in case, the item is available on GeM costing more than Rs. 10,00,000/, the indenter will send the complete file to the Central Store along with technical specifications/golden parameters and additional terms & conditions (if any) for further necessary action **(Annexure-III).**
   c. After A/A, in case, the item is not available on GeM costing upto Rs. 5,00,000/, Now, on the basis of estimated cost of the item as per non-availability (GeM ARPTS) on GeM etc., the indenter will send the complete file to the Central Store along with technical specifications and additional terms & conditions (if any) for constitution of Local Purchase Committee (LPC) from the Principal, UCMS, strictly as per GFR-2017, Rule 155 **(Annexure-V).**
   d. After A/A, in case, the item is not available on GeM as per GeM ARPTS costing more than Rs. 5,00,000/- upto Rs. 10,00,000/-, indenter will send the complete file to the Central Store along with duly verified technical specifications/golden parameters and additional terms & conditions (if any) for further necessary action, as per GFR-2017, Rule 158 and 159(i) **(Annexure-VI or VII whichever is applicable)**.

8. In case of administrative sections of the College, Section In-charge will send all the procurement proposals through the Deputy Registrar, for the A/A & E/S of the Principal, UCMS along with duly verified all documents/requirements mentioned at point No. 7 above.

9. Any procurement proposal at any stage may be referred to the concerned administrative section/Committee/Department etc. for necessary action, if any.

10. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L1 Buying/Bidding/Reverse Auction on GeM or the necessity of sanction of higher authorities required with reference to the estimated value of the total demand (GFR-2017, 149(viii)).

11. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand (GFR-2017, 157).

12. In all tendering cases, after publishing the technical results and before opening the financial bids, a minimum of 48 Hrs. (Forty-Eight Hours) shall be given to all participating bidders for any kind of representation/grievances for maintaining maximum transparency.

File Preparation and Numbering

All procurement file(s) must have its name and file No. Each file shall consist of two parts. The Note Portion shall be maintained on the left side of the file and shall be serially numbered as 1/N, 2/N, 3/N and so on. The Correspondence/Enclosure Portion shall be maintained on the right side of the file and shall be serially numbered as 1/C, 2/C, 3/C and so on. All supporting documents, GeM search reports, technical specifications, quotations, comparative statements, committee reports etc., shall be placed duly verified by the HOD/User/Indenter in the correspondence portion only.

GeM Search and Technical Specifications

All indenters are required to have their GeM I.Ds. for initiating procurement proposals. The GeM search shall be conducted exclusively using the concerned Indenter's GeM I.D. The indenter shall attach duly verified GeM search results (Availability/Non-Availability), technical specifications/golden parameters, estimated cost, justification etc. of the proposed item in the file. The indenter shall certify that the technical specifications/golden parameter proposed are generic in nature and represents the minimum essential requirement / infrastructure / manpower of the department/section.

Annual File Management

For proper record keeping and audit compliance, all departments are required to maintain a single file for the procurement of consumables/Chemicals in each financial year and the procurement of all consumables/chemicals will be processed in the same file.

In case of non-consumable items, a separate file shall be opened for each item/equipment at the time of procurement. The same file shall be continued throughout the life cycle of the item/equipment.

Repair, Maintenance and AMC

For repair, maintenance and AMC of any equipment/item, necessary documents shall be placed before the Equipment Maintenance Committee (EMC) of the College for examination and its recommendations through the Central Store.

Procurements through GeM Portal

The procurement of goods and services by ministries or department are mandatory for goods and services AVAILABLE ON GEM as per GFR 2017:

Rule 149-(i) (Ref. Annexure-I)	Up to Rs. 50,000/- Through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
Rule-149 (ii) (Ref. Annexure-II)	Above Rs.50,000/- and upto 10,00,000/- (Through Comparison on GeM) 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 (RA) available on GeM can be used by the Buyers even for procurements less than Rs.10,00,000/-
Rule-149 (iii) (Ref. Annexure-III)	ABOVE RS.10,00,000/- (Online Bid/Custom Bid using with Reverse Auction (RA) tool provided on GeM) Through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
Rule 173	Transparency, competition, fairness and elimination of arbitrariness in the procurement process All government purchases should be made in a transparent, competitive and fair manner, to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. (xx) Lack of competition in rule 173(xix) shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied: a . The procurement was satisfactorily advertised and sufficient time was given for submission of bids. b . The qualification criteria were not unduly restrictive; and c . Prices are reasonable in comparison to market values (xxi) When a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.

1. The above-mentioned mandatory ceiling is applicable only for purchases made through GeM. The purchases, if any, outside GeM relevant GFR rules shall apply (GFR-2017, 149(v)).
2. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L1 Buying/Bidding/Reverse Auction on GeM or the necessity of sanction of higher authorities required with reference to the estimated value of the total demand (GFR-2017, 149(viii)).

Procurements of Goods and Services which are not available on GeM Portal.

The procurement of goods and services which are not available on GeM are covered under the following rules, as per GFR 2017

Rule-154 (Ref. Annexure-IV)	Procurements upto Rs.50,000/- Purchase of goods without quotation – Purchase of goods up to the value of Rs. 50,000/- on each occasion may be made without inviting quotations or Bids on the basis of certificate to be recorded by the indentor in the following format: "I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."
Rule-155 (Ref. Annexure-V)	Procurement above Rs. 50,000/- upto Rs.5,00,000/- Procurement above Rs. 50,000/- upto Rs.5,00,000/- on each occasion may be made on the recommendations of the Local Purchase Committee (LPC). The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the Purchase Order, the members of the LPC will jointly record a certificate as under: "Certified that we, members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of Commerce or Ministry/Department concerned."
Rule-158 and Rule-159(i)	Procurement above Rs. 5,00,000/- (Purchase of Goods by obtaining bids through E-Publishing) Purchase of goods by obtaining bids, except in cases covered under Rule 154 and 155, Ministries or Departments shall procure goods under the powers referred to in Rule 140 by following the standard method of obtaining bids in: (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry (iii) Two-Stage Bidding (iv) Single Tender Enquiry (v) Electronic Reverse Auctions E-Publishing (i) It is mandatory for all Ministries / Departments of the Central Government, their attached and Subordinate Offices and Autonomous /Statutory Bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the GeM Central Public Procurement Portal (GeM-CPPP)

Single Tender Enquiry (On Proprietary basis):

Rule-166	Procurement from a single source may be resorted to in the following circumstances: I. It is the knowledge of the user department that only a particular firm is the Manufacture of the required goods. II. In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reasons for such decision is to be recorded and approval of the Competent Authority obtained. III. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the request / verification of an indenter and approved by the Principal, UCMS), the required item is to be purchased only from a selected firm. Note: Proprietary Article certificate in the following form is to be provided by the PI before procuring the goods from a single source under the provision of Sub Rule 166 (i)and 166 (iii) as applicable: I. The indented goods are manufactured by M/s _____. II. No other make or model is acceptable for the following reasons: _____ _____ III. Concurrence of Finance Section to the proposal vide _____ dated _____. IV. Approval of the Competent Authority vide _____ dated _____. _____ Signature with date and designation of the indenter

Internal procedure for procurement on GeM portal as well as Non-GeM Portal above ₹10,00,000/-: -

- **GeM Portal Procurement**

Before initiation of the procurement process, the proposed technical specifications/golden parameters shall be examined, verified and recommended by the Technical Specifications Committee (TSC) of the College to ensure that the technical specifications/golden parameters are need-based, generic, non-restrictive, unbiased and in conformity with the functional requirements of the user department.

Only after obtaining the recommendations of the TSC (wherever applicable), the proposal shall be submitted to the Competent Authority, i.e., the Principal, U.C.M.S., for Administrative Approval (A/A). Subsequently, Central Store will prepare draft Bid document in consultation with the user which will be placed before a constituted technical committee for its recommendations. Before publishing, the bid document will require necessary approval of the Principal, UCMS.

After opening the technical bids and before publishing the technical evaluation (Qualified/ Not-Qualified), the complete procurement proposal shall be placed before the Standing Purchase Committee (SPC) of the College for its recommendations.

After opening the financial bid, the indenter will examine complete financial bids thoroughly and will prepare financial comparative chart along with recommendation regarding the lowest one (L1) bidder. Now the complete proposal will again place before SPC for its final recommendations of the complete case. The recommendations of the SPC will require final A/A & E/S from the Principal, towards issuing purchase order.

- **Non-GeM Procurement**

Procurement outside GeM shall be resorted only in case of non-availability or non-feasibility of procurement through GeM. The concerned indenter shall place the valid non-availability report (GeM ARPTS) from GeM portal OR record detailed justifications for non-feasibility (if any). The equipment/item will be procured by online bidding through CPPP and obtain the approval of the Competent Authority before initiating the procurement process.

Urgent Cases

In urgent and emergent situations such as equipment breakdown, examination requirements, safety issues or time-bound Government directions, etc., the HOD shall clearly record the urgency and justification on the file. Such cases shall be processed on priority through the prescribed channel and all supporting documents shall be regularized and placed on record. The HOD/Section I/c must obtain the approval of the Competent Authority before initiating the procurement process.

Responsibility

The HOD shall be responsible for initiation of proposals and GeM search and the Principal for overall administrative and financial approval.

Note: -

All proceedings, recommendations and approvals of the Technical Specification Committee (TSC), Standing Purchase Committee (SPC) and Competent Authority shall form part of the procurement file and shall be duly numbered in the correspondence portion of the file for audit and record purposes. The SOPs for procurement shall be reviewed and updated from time to time, as and when required, in accordance with the amendments in applicable rules, regulations, Government instructions, and changes in the procurement process.

Key Procurement Principles

1. Follow GFR-2017 and GeM Guidelines or guidelines issued by the Competent Authority of the College from time to time in all procurements.
2. In case of any discrepancy/error in this SOP, General Financial Rules (GFR) – 2017 will prevail.
3. In case of any amendment in GFR-2017 or any omission, this SOPs may be amended/modified with immediate effect.
4. Ensure transparency, fairness, competition and value for money.
5. Avoid splitting of demand to bypass procurement procedures.
6. Prefer procurement through GeM wherever applicable.
7. Maintain complete audit trail and file records by the indenting department/section.
8. Record reasons and approvals for every exception/deviation.
9. Ensure proper stock entries in the indenting department. All Non-consumable /Asset may also be entered in the asset register of Central store, by the indenting department immediately after successful installation / verifications / inspections and acceptance before payment.
10. For sundry purchases, for example small items of low cost that are required on a short notice, items that are available on GeM but due to small monitory value, minimum quantity, delivery beyond the date of the event etc., the indenter, may provide justification / reasoning for seeking approval.
11. Maintain asset-wise history for non-consumable items.
12. Conduct periodic physical verification of stores and assets.
13. Obtain approvals from the competent authority at every prescribed stage.

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ANNEXURE - I

FLOW CHART FOR PROCUREMENT
(Rule-149-(i)): Direct Purchase Through GeM

PROCUREMENT UPTO Rs. 50,000/- THROUGH GeM

Requisition/Demand raised by the user/indenter.

↓

Search item on GeM portal and save in the cart by user/indenter (Documents will be duly verified by the HOD/Section I/c/Indenter)

↓

Send the file to the Deputy Registrar, UCMS with the request to accord necessary Administrative Approval (A/A) and Expenditure Sanction (E/S).

↓

A/A & E/S will be granted by the Principal, UCMS.

↓

After A/A and E/S, Generate Contract on GeM Portal (by the user/indenter)

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with satisfactory installation report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting department.

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ANNEXURE - II

FLOW CHART FOR PROCUREMENT
(Rule-149-(ii)): Direct Purchase Through GeM

PROCUREMENT above Rs. 50,000/- to Rs. 10,00,000/- THROUGH GeM

Requisition/Demand to be raised along with approximate price and duly verified Technical Specifications/Golden Parameters by the user/indenter.

↓

User/Indenter will obtain Administrative Approval (A/A) directly from the Principal, UCMS. The Principal may ask for funds availability before initiating the procurement process from Finance Section, if needed.

↓

User/Indenter will save the item in cart on GeM portal amongst the available sellers of at least three different manufactures and will generate comparative sheet (duly verified by the indenter). The file will be sent to the AR/In-Charge, Central Store for evaluating the case as per rules.

↓

File will be moved to the Deputy Registrar for the final A/A & E/S from the Principal, UCMS. File may also be sent to the Finance Section for financial concurrence/funds availability.

↓

After A/A and E/S, Generate Contract on GeM Portal (by the user/indenter)

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with satisfactory installation report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting department.

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ANNEXURE - III

FLOW CHART FOR PROCUREMENT
(Rule-149-(iii)): Through GeM
PROCUREMENT above Rs. 10,00,000/- THROUGH GeM

Requisition/Demand to be raised along with approximate price and duly verified Technical Specifications/Golden Parameters by the user/indenter.

↓

User/Indenter will obtain Administrative Approval (A/A) directly from the Principal, UCMS. The Principal may ask for funds availability before initiating the procurement process from Finance Section, if needed.

↓

The Technical Specifications/Golden Parameters/Additional Terms & Conditions (ATC) prepared by the user/indenter shall be placed before Technical Specification Committee (TSC) of the College through Central Store. Based on the recommendations of the TSC, the Central Store will prepare the bid document.

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Approval may be obtained from the Principal, UCMS to publish the Bid/Tender on GeM portal with mandatory application of Reverse Auction (RA) tool facility. Publication of bid/tender on GeM will be done by Central Store.

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After opening the technical bids on GeM portal, the detailed Technical Evaluation Chart may be prepared by at least two faculty/official and HOD/Section In-charge/Faculty I/c OR the Committee constituted for the same. The file may be forwarded to Central Store for necessary action.

↓

The Central Store shall examine and place technical evaluation chart/complete bids before the SPC for its recommendations and necessary approval of the Principal will be obtained for publishing the technical evaluation results on GeM portal towards opening of the financial bids.

↓

After opening the financial bids, the user/indenter shall prepare a self-contained note for the consideration of SPC.

↓

The final recommendations of the SPC may be placed before the Principal for necessary A/A & E/S through the Deputy Registrar. The file may be sent to Finance Section for financial concurrence/funds availability, if needed.

↓

After A/A and E/S, Generate Contract on GeM Portal by the Central Store.

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with satisfactory installation report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting department.

ANNEXURE - IV

FLOW CHART FOR PROCUREMENT

(Rule-154)

Purchase of Goods/Services without Quotation

Procurement if item/service not available on GeM upto Rs. 50,000/-.

Requisition/Demand raised along with duly verified GeM non-availability report (GeM ARPTS) by HOD/Section I/c/indenter and the concerned will obtain a Proforma Invoice (in original and duly verified) with GST No. (if applicable), from the open market and record a certificate in accordance with the GFR-2017, Rule (154) i.e. "*I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price*".

↓

Send the file to the Deputy Registrar, UCMS with the request to accord necessary Administrative Approval (A/A) and Expenditure Sanction (E/S).

↓

A/A & E/S will be granted by the Principal, UCMS

↓

After A/A and E/S, Purchase order/Work order may be issued to the supplier/Service Provider (by the user/indenter)

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with satisfactory installation/services report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting department.

ANNEXURE - V

FLOW CHART FOR PROCUREMENT
(Rule-155)
Purchase of Goods/Services by Local Purchase Committee (LPC)

Procurement if item/service not available on GeM above Rs. 50,000/- to Rs. 5,00,000/-

Requisition/Demand raised along with duly verified GeM non-availability report (GeM ARPTS) along with estimated cost and technical specification by HOD/Section I/c/indenter in accordance with the GFR-2017, Rule (155).

↓

Obtain Administrative Approval (A/A) from the Principal, UCMS (by user/indenter).

↓

Subsequently, the indenter will send the complete file to the Central Store along with technical specifications for further examination towards constitution of Local Purchase Committee (LPC), strictly as per GFR-2017.

↓

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications appropriate and identify the supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:

"Certified that we, members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of Commerce or Ministry/Department concerned".

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The LPC will prepare minutes of the market survey and the same will be sent to the AR/In-Charge, Central Store for evaluating the case as per rules.

↓

Obtain the financial concurrence from the Finance Section through the Deputy Registrar, UCMS of the procurement/proposal.

↓

Obtain the Expenditure Sanction (E/S) from the Principal, UCMS.

↓

After A/A and E/S, Purchase order may be issued to the supplier ((by the user/indenter)

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with satisfactory installation/services report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting Department.

ANNEXURE - VI

FLOW CHART FOR PROCUREMENT

(Rule-158 and Rule 159(i): Through Central Public Procurement Portal (CPPP)

Procurement above Rs. 5,00,000/- upto Rs. 10,00,000/- through CPPP

(For the Goods and Services Not Available on GeM)

Requisition/Demand raised along with duly verified GeM non-availability report (GeM ARPTS) and Technical Specifications/Golden Parameters by HOD/Section I/c./indenter.

↓

Obtain Administrative Approval (A/A) from the Principal, UCMS (by user/indenter).

↓

The user/indenter shall prepare a bid/tender document in accordance with above approval and submit the file to the Central Store for further examination and will obtain permission from the Principal, UCMS through Deputy Registrar, UCMS for publishing the bid on CPPP. Publication of bid/tender on CPPP by Central Store.

↓

After opening the Bid/Tender on CPPP, the detailed Technical Evaluation/Chart may be prepared and verified by the two faculty/official and HOD/Section In-charge/Indenter OR the Committee constituted for the same, if any. The same will be placed before the Principal, UCMS through Deputy Registrar, UCMS, for approval before opening the financial bids.

↓

After opening the Financial Bid, if the cost of product(s)/service(s) is more than Rs. 10,00,000/- then the user/indenter shall prepare a self-contained note for the consideration of SPC and the file may be referred to Standing Purchase Committee (SPC) by Central Store. The final recommendations of the SPC may be placed before the Principal for necessary A/A & E/S through the Deputy Registrar. The file may be sent to Finance Section for financial concurrence/funds availability, if needed.

↓

After A/A and E/S, Generate Contract/Purchase Order by the Central Store.

↓

On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

↓

User/Indenter will send the Bill(s) along with all necessary approvals and satisfactory installation report (if needed) to Finance Section for payment.

↓

File to be retained by the concerned indenting department.

ANNEXURE - VII

FLOW CHART FOR PROCUREMENT
(Rule-158 and Rule 159(i): Through Central Public Procurement Portal (CPPP)

PROCUREMENT above Rs. 10,00,000/- THROUGH CPPP
(For the Goods and Services Not Available on GeM)

Requisition/Demand raised along with duly verified GeM non-availability report (GeM ARPTS) and Technical Specifications/Golden Parameters by HOD/Section I/c./indenter.

↓

User/Indenter will obtain Administrative Approval (A/A) directly from the Principal, UCMS. The Principal may ask for funds availability before initiating the procurement process from Finance Section, if needed.

↓

The Technical Specifications/Golden Parameters/Additional Terms & Conditions (ATC) prepared by the user/indenter shall be placed before Technical Specification Committee (TSC) of the College through Central Store. Based on the recommendations of the TSC, the Central Store will prepare the bid document.

The Central Store will obtain permission from the Principal, UCMS through Deputy Registrar, UCMS for publishing the bid on CPPP. Publication of bid/tender on CPPP by Central Store.

↓

After opening the Bid/Tender on CPPP, the detailed Technical Evaluation/Chart may be prepared and verified by the two faculty/official and HOD/Section In-charge/Indenter OR the Committee constituted for the same, if any. The same will be placed before the Principal, UCMS through Deputy Registrar, UCMS, for approval before opening the financial bids.

↓

After opening the financial bids the user/indenter shall prepare a self-contained note for the consideration of SPC. The proposal may be placed before the SPC, for its final recommendations by Central Store. The final recommendations of the SPC may be placed before the Principal for necessary A/A & E/S through the Deputy Registrar. The file may be sent to Finance Section for financial concurrence/funds availability, if needed.

↓

After A/A and E/S, Generate Contract/Purchase Order by the Central Store.

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On receipt of the Goods, completion of services and satisfactory installation of equipment/item, necessary departmental stock entries and asset entries in the Asset Register of Central Store will be made by the indenter, duly verified by AR/SO (Central Store).

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User/Indenter will send the Bill(s) along with all necessary approvals and satisfactory installation report (if needed) to Finance Section for payment.

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File to be retained by the concerned indenting department.