

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No.NITUK/Estt./OO/2022/001/ **A-781**

Date: **28 FEB 2022**

**OFFICE ORDER**

All the faculty members, Trainee Teachers and Non-Teaching staff are hereby informed that Institute has prepared a flow chart for procurement as per GFR-2017, which is enclosed in Annexure-I.

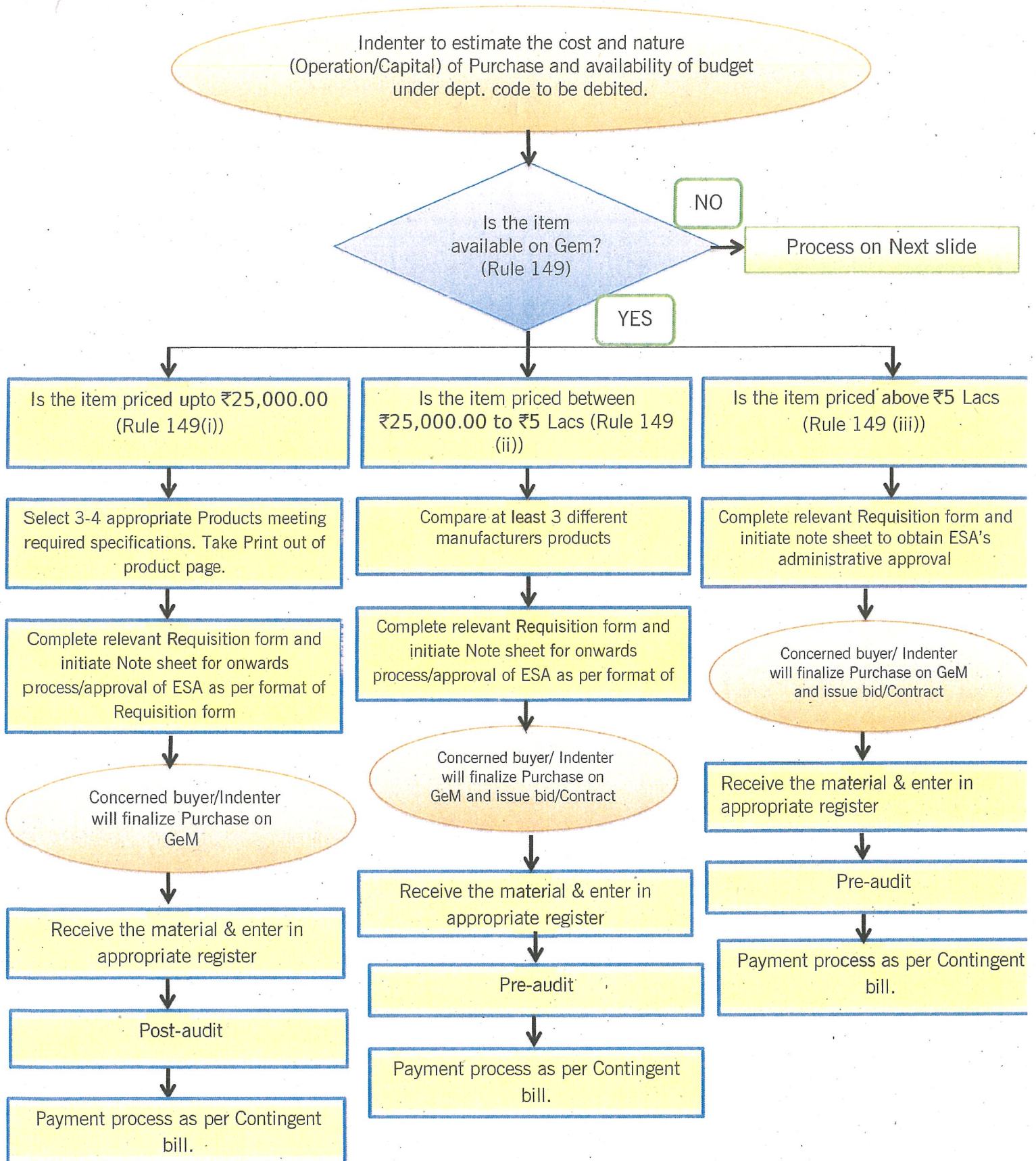
All concerned are hereby instructed to follow the process accordingly and ensure timely and speedy disposal of procurement (in maximum 03 working days) related matters at their end.

This is issued with the approval of the Competent Authority for strict compliance.

  
Registrar

Copy to:

1. All employees – through email
2. All HoD/Section Heads
3. Assistant Registrar (Store/Accounts)
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record



When the item is not available on GeM (Government eMarketplace)?

Is the item priced between ₹25,000.00 to ₹2.5Lacs (Rule 155)

Follow Rule 155:

**Rule 155 Purchase of goods by Purchase Committee:** Purchase of goods costing above Rs. 25,000 (Rupees Twenty-five thousand only) and upto Rs. 2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee 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 committee will jointly record a certificate as under.

“Certified that we, members of the 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 Department of Commerce or Ministry/Department concerned.”

Is the item priced above ₹2.5Lacs (Rule 158)

Complete relevant Requisition form and obtain ESA's administrative

Send the Requisition form to S&P Section