

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/
 Coordinators of All Centres/
 Heads of the Departments/Branches
 Directors of Regional Centres/ACLA
 Panjab University, Chandigarh.

No. 2533-2733/FDO

Dated: 9-5-19

This is in continuation to this office circular No.2697-2896/FDO dated 03.06.2017.

The Central Government vide notification No.F.1/26/2018-PPD dated 2nd April, 2019 has made certain amendments in General Financial Rules which necessitated corresponding amendments in P.U. Account Manual. Therefore, the Vice Chancellor in anticipation of approval of Syndicate has allowed the following amendments in P.U. Account Manual:

Rule	Existing	New Provision
27.5	<p>Registration of Suppliers for inviting limited quotations:</p> <p>(i) With a view to establish reliable sources for procurement of goods commonly required for University use, the Department shall prepare and maintain item-wise lists of eligible and capable suppliers. Such suppliers will be known as "Registered Suppliers". Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids.</p> <p>(v) The list of registered form approved by one department for any item can be used by other departments also, if latter has no registered supplier for such items.</p>	<p>Registration of Suppliers for inviting limited quotations:</p> <p>(i) For goods and services not available on GeM, the concerned Department may register suppliers of goods and services which are specifically required by that Department or office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered supplier should be boarded on GeM as and when the item or service gets listed on GeM.</p> <p>Note: There is no change in clauses (ii), (iii) and (iv).</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/e-Procurement portals.</p>

27.8.1:

Government e-Market place (GeM) :

DGS & D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services, DGS&D will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the University buyers for direct on-line purchases as under:

- i) Upto Rs. 50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period;
- ii) Above Rs. 50,000/- and Up to Rs. 30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufactures, 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.
- iii) Above Rs. 30,00,000/- 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.

Government e-Marketplace (GeM):

Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:

- (i) UP to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), 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 Buyers even for procurements less than Rs.5,00,000/-.
- (iii) Above Rs.5,00,000/- 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 (excluding Automobiles where current limit of 30 lakh will continue).

		<p>Note: There is no change in clauses (iv), (v), (vi), & (vii).</p> <p><u>New Clause</u></p> <p>(viii) In case intended goods/services are not available on GeM or the desired quantity/quality of intended goods/services are not offered on GeM, then the concerned Department may procure such goods/services after following the procedure of inviting bids as contained in Rule 27.9 to 27.12 as the case may be after recording the following certificate to be signed by Departmental Purchase Committee. "This is to certify that the intended goods/services are not available on GeM."</p> <p style="text-align: center;">or</p> <p>"This is to certify that the intended goods/services of desired quantity/quality are not available on GeM."</p>
27.7	<p>Purchase of goods by Spot Purchase Committee:</p> <p>In case of special circumstances or urgency to be recorded in writing purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) may be made by a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice-Chancellor. The committee will survey and collect spot quotations from the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before placement of the purchase order, the members of the committee will jointly record a certificate as under.</p> <p>"Certified that we _____, members of the purchase committee are jointly and individually satisfied</p>	<p>Purchase of goods by Spot Purchase Committee:-</p> <p>In case a certain item is not available on the GeM portal, 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:</p> <p>"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</p>

that the goods recommended for purchase are of the requisite specification, quality, lowest market rate and the supplier is reliable and competent to supply the goods in question".	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".
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Rule 27.8 relating to DGS & D stands deleted.

This is for information and necessary action, please.


Finance & Development Officer

Endst.No. 2734-43/FDO

Dated: 9-5-19

Copy forwarded to the following for information/necessary action:

1. SVC for information of the Vice Chancellor
2. D.U.I.
3. Registrar
4. C.O.E.
5. C.V.O.
6. Deputy Registrar (Accounts)
7. All Assistant Registrar (Accounts)

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Finance & Development Officer