

**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

No. 1439-1640 / FDO  
Dated: 10-3-21

To

All the Chairpersons/ Coordinators of All Centers/  
Heads of the Departments/ Branches  
Directors of Regional Centres/ Director, RPC  
All A.R.s (Accounts), ACLA, P. U., Chandigarh.

**Subject: - Procurement of Goods/Services through Government e-Marketplace (GeM).**

Dear Sir/Madam,

This is in reference to circular no. 6931-7130/FDO dated 06.11.2018 whereby it was decided that:-

*"In view of the practical problems being faced by various department/offices, the Vice-Chancellor after due consideration has exempted the procurement of small value items costing upto Rs. 10,000/- from GeM with stipulation that the department should not bifurcate the quantity or go for piecemeal purchases to avoid procurement through GeM. These instructions shall be reviewed depending upon the updation on GeM Portal regarding shorter delivery time and availability of small value items etc."*

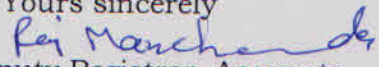
These instructions were reviewed by a committee in its meeting dated 09.02.2021 in which it was decided that:-

*"As per the existing terms & conditions available on GeM Portal the minimum delivery time-period is 10 days( except for COVID-19 related items). Whereas the items pertaining to day-to-day use are generally required at a short notice and it is not possible for the offices to plan in advance the requirement of such items and accordingly purchase those items and store it for use in subsequent period. It is not advisable to block precious space of University to store these small value items when the university is already facing space shortage."*

In view of the above, the Vice-Chancellor on the recommendation of the above committee has approved that:-

*"The instructions issued by the university vide letter no. 6931-7130/FDO dated 06.11.2018 for purchase of small value items may allowed to be continued with the applicable conditions i.e. the Department should not bifurcate the quantity or go for the piecemeal purchases to avoid procurement through GeM."*

These instructions shall be reviewed in the month of September, 2021 depending upon the updation on GeM Portal regarding shorter delivery time and availability of small value items etc.

Yours sincerely  
  
Deputy Registrar, Accounts

Copy of the above is forwarded to the following for information and necessary action:-

1. SVC for kind information of the Vice-Chancellor
2. DUI
3. Registrar
4. COE
5. All Assistant Registrar (Accounts)