

**UNIVERSITY OF DELHI**  
**REVISED GUIDELINES FOR SPONSORED RESEARCH**  
**PROJECTS**

**For all University Departments, Centers and Institutes**

**(Ia) Submission of the project proposals**

**Ia.1** The Project Principal Investigator (PI) will complete the project submission form as per prescribed format in Annexure-I and as per the Guidelines of the Funding Agency.

**Ia.2** All proposals for submission of research projects to the various funding agencies should be forwarded through the Head of the concerned Department/Director of the Center/Institute, who will certify that it would be possible/not possible for the Department/Center/Institute to accommodate the Research Project work and staff within the existing Laboratory space. The PI of the proposed project shall clearly state the extra space that would be needed and HOD/Director of the Institute shall certify the availability/ non-availability of the same. The proposals must be cleared by the Head of the Department/Director of the Center/Institute within three working days.

**Ia.3** The Project Proposal with complete details of the Financial requirement for Capital Expenditure (mentioning the name of the Equipment and other infrastructures requirement along with the estimated cost) as well as details of the Recurring Expenditures and also total duration of the Project must be submitted to the respective sections of Finance for approval of the Chairperson, Research Council in North Campus/ Director, South Campus in South Campus as the case may be.

**Ia.4** The project proposals to all agencies must ask for a minimum Overhead Charges as per Norms/Guidelines of the Funding agency. If there is No Prescribed Guidelines of the Funding Agency regarding overhead charges, in that case a minimum of 20% overhead charges should be considered while submitting the Project Proposal. (The PI should enclose the copy of the guidelines related to Overhead).

**Ia.5** Teaching posts, viz. those of Professors, Associate Professor, and Assistant Professor should not be asked for in the project proposals. However, posts of Research Scientists of category A, B and C may be included in the proposal as per the UGC pay scales. Pay scale of the other posts asked in the project proposal should carry scales of

pay identical to those of the corresponding posts in the University. The Post(s) on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University may also be included in the budget proposal.

**Ia.6** If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelled out clearly.

**Ia.7** If a Memorandum of Understanding is to be signed at a later stage, the exact terms and conditions of the MOU, including the summary of the finalized Project, should be submitted to the respective sections of the Finance for approval of the Chairperson, Research Council at North Campus/Director, South Campus as the case may be.

**Ia.8** Since all the data of sponsored research projects will be kept online on Samarth's Research Project Management System on Samarth @ DU- Samarth eGov (<https://du.samarth.ac.in>), it is imperative that all Project In charges register themselves on Samarth Portal, especially before sending fresh project proposals to the Finance Department for the smooth running of the project.

## **(Ib) Sanction of the Projects**

**Ib.1** The sanction letter and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated immediately to the Finance Branch as and when sanction letter has been issued by the Funding Agency. Further, a copy of every sanction letter as well as revision in the sanction letter/ release of funds shall be submitted to the Finance Branch immediately by the PI upon receipt.

The Project Initiation Form has to be submitted before the start of Project by the PI (Annexure-II).

**Ib.2** The date of start of project will be the date of actual receipt to first installment of the Grant sanctioned or as specified by the funding agency.

## **(II).Operation of the Projects**

**(IIa)** All purchases shall be recommended by a committee called the “Project Purchase Committee (PPC)” for each project consisting of following members: PI (Convener), Co-PI, and two regular faculty members (out of which one member must be from the Teaching Faculty of any allied Department). The proposal to constitute the committee should be approved by the Chairman, Research Council (CRC)/ Director, South Campus (DSC) and shall be constituted in the beginning of the Project and would serve the entire duration of the project.

**THE PROCUREMENT OF GOODS AND SERVICES THAT ARE AVAILABLE ON GeM WILL HAVE TO BE MANDATORILY PROCURED THROUGH GeM. GFR 2017(AS AMENDED FROM TIME TO TIME) SHALL BE FOLLOWED FOR ALL PROCUREMENTS/SERVICES.**

**IIa.1 (i)** Purchase of item(s) upto Rs.25,000/-can be made by the PI/Co-PI by selection on GeM portal only. If not available on GeM then Non Availability Report of the item on GeM should be downloaded and it should be directly procured without inviting quotation from open market. The following certification and non-availability report downloaded from the GeM portal must be submitted along with the bill for release of payment. (Rule 154 of GFR 2017)

**“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.”**

**(ii)** Purchases above Rs.25,000/- and up to Rs.5,00,000/- should be made through GeM only by selecting L1 bidder out of the minimum 03(three) different manufacturers.

If not available on GeM then the Rule 155 of General Financial Rules 2017 (as amended time to time) must be followed for procurement up to Rs.2,50,000/- only i.e. purchase of good by Purchase Committee. 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.”**

**(iii)** Above Rs.2,50,000/- (if the item is not available on GeM), it is mandatory to receive all bids through E-Procurement portals in respect of all procurements (GFR 160).

**IIa.2** Since the Rule 148 of the GFR 2017 which deals with Rate Contract has been abolished as such the procurement of the Consumables should be strictly following the Rules as mentioned in **IIa.1(i) and IIa.1(ii)**. If the consumables/ Glassware etc. are not available in GeM it may be purchased by empanelment of the vendors through Expression of Interest mode from the Indian firms as per Rule 150 and procurement could be made as per rule 162 of GFR 2017 from the empanelled vendors.

**IIa.3** Purchase order up to Rs.2,50,000/- can be placed by the PI/Co-PI after following the procedure outlined in General Financial Rules 2017 on recommendations of the Project Purchase Committee. Purchase above Rs.2,50,000/- and up to Rs.25,00,000/-

shall require approval of the Chairperson, Research Council/Director, South Campus prior to placing the order. Above Rs.25,00,000/- approval of the Vice-Chancellor is required prior to placing the order.

**IIa.4** The Purchase order will be signed by the Project-in-charge after scrutiny of the Tenders/quotations obtained from various suppliers. The order shall be normally placed with the supplier whose quotations is the lowest, unless for some technical reasons which should be clearly stated and defended by the PPC. In case of any discrepancy, the matter shall be referred to CRC/DSC and her/his decision shall be final.

**IIa.5** All bills (including bills for advance) in respect of the project will be signed by the Project-in-charge and sent to the concerned Finance Office duly completed in all respects for payment. It will be the responsibility of the Project-in-charge to see that the bills are complete in all respects and that they are in order. It must be ensured that the bills for payment must be submitted within the duration of the project.

**IIa.6** Advances will be paid to the Project-in-charge or in favor of the claimant as necessary. **The Project-in-charge** will be responsible for rendering the account to such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of drawing the advance. However, this shall not apply in cases of LCs where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/ material. As and when the procurement has been made as per LC and installation has been completed it should be submitted for settlement of LC advance.

**IIa.7** Payment of bills shall be made through online/digital mode by the Finance in favour of the concerned vendor. In case, the payment is to be made by the PI the same shall be made by the PI through ONLINE/DIGITAL MODE (for the amount above Rs. 5000/-) as per guidelines of the Government of India.

**IIa.8** The salary/honorarium to the staff/employees of the project will be made through online/Digital mode to their respective bank accounts, and details of which must be mentioned on the fellowship/salary bills duly signed by the concerned staff and countersigned by the Project-in-charge.

**IIa.9** The TA/DA in the project for field work and visits outside Delhi (in India or Abroad) or within Delhi can be paid as per rules of the University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI.

**Note:** The Finance Office should make the University rules available to each PI in this respect.

**IIa.10** The period spent by the PI, Co-PI and project staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval of the concerned authority on recommendation of the concerned Head of the Department. However, financial approval will be sought from the CRC/DSC as per rules.

**IIa.11** In case the funding agency makes ad-hoc payments of the installments, the PIs may provide the break-up under different heads of the project. However, re-appropriation within different Heads, which was provided by PI himself, can be affected by the PIs with the approval of the CRC/DSC within the total overall budget given by the funding agency.

### **(IIb) Annual statement of Expenditure and Utilization Certificate**

The PI should prepare the Statement of Expenditure and Utilization Certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Office within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa.

### **(IIc) Management of Overhead Charges**

**IIc.i** From the overall overhead charges, 50 % of it will be given to the University Share of Project Account. Out of this, 10% of this will be utilized towards Patent Fund and the rest of the amount could be utilized by the University for the overall development of the Laboratories including the purchase of Lab equipment, infrastructure developments in the laboratories, Repair and Maintenance of Laboratory equipments, etc. as needed in the department in which overhead charges amount has been received from the funding agency on the recommendation of the concerned head of department and with due approval of the Chairman Research Council /DSC for paying the University utilities bills or for engaging required contractual staff for the efficient maintenance and administrative support as per approval of the Chairman Research Council /DSC.

**IIc.ii.** Fifty percent of the overhead charges shall be at the disposal of the PI. The funds under this head could be utilized by the PI up to nine months beyond the tenure of the project. The project will be treated as completed as on the date of the completion of the tenure period. Any unspent amount from the fifty percent share of the PI (after Nine months) shall be transferred to the University Share of the project account.

**The following expenses can be made by the PI from her/his share of the overhead charges:**

**IIc.1 Infrastructure:** All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing up to Rs.2,50,000 and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains subject to availability of funds as per rule. Proper procedure as per GFR should, however, be followed. No structural changes can be made without the consent of the CRC/DSC and such changes can be made after certification by the University Engineering Dept.

**IIc.2** Repair and up-gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

**IIc.3** Cost of advertisements in newspapers for project positions as well as other notices.

**IIc.4** Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the CRC or Director, South Campus, as appropriate at University approved rates. Assistance on part-time basis to Master's and Ph.D. students not getting any financial support can be provided on a fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of the CRC/DSC.

**IIc.5** Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses), registration fee towards the participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of University (CRC/DSC).

**IIc.6.** Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of CRC/DSC.

**IIc.7** Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, and E-mail in office/Laboratory of the PI/Co-PI. In addition to the above, reimbursement of telephone charges including broadband charges for project work may be paid from this head up to a ceiling of Rs. 12,000/- per financial year.

**IIc.8** Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI/ Co-PI.

**IIc.9** Expenditure towards entertainment/hospitality/snacks/lunch etc. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

## **IIc.10** Publication Charges for the Publications.

**Note:** In view of the exigencies that may arise during the work in the project, which is not covered under the above provisions, the PI/Co-PI may with prior approval of CRC/DSC and in consultation with Finance Office, meet such expenditure as may be necessary for the smooth functioning of the Project from the P.I. share of the overhead charges of the project.

### **Research Project funded by Agency other than Government.**

- The proposal for Research Projects funded by Non-Government Agencies will be submitted with a minimum of 20% of the total cost as Overhead Charges.
- At least 10% of the total cost of the project will be retained and used by the University as overhead charge.
- Project in which sanctioned overhead is more than 20% of the total cost overheads will be divided equally between the University and PI.

## **(II d) Provisions for Posts**

Prior approval for all the appointments for the posts sanctioned in the project shall be obtained from CRC/DSC. The qualifications and scales of pay/consolidated pay (as specified in Ia.5) for all the posts will be the same as those prescribed for the corresponding posts in the University. Any relaxation will require the prior approval of CRC/DSC after permitted by the Funding agency. Creation of the posts of Professors, Associate Professors, and Assistant Professors will not be accepted by the University.

## **(II e) Appointments**

**IIe.1** For appointments to the posts under the Project, applications should be invited after giving wide publicity regarding the vacancies.

**IIe.2(i)** The cases where the vacancies are for a period up to 6 months, such posts need not be advertised but should be circulated in the Departments of the University of Delhi and the website of the University.

**(ii)** In cases where the vacancies are for more than 6 months and up to one year, such posts need not be advertised in the newspaper but circulated in various institutions in India including Departments of the University of Delhi and the website of the department and University of Delhi.

**(iii)** In case the posts are for more than one year, the posts should be advertised in at least one national newspaper. The post should be displayed on the website of the University for at least three weeks.

**(iv)** The contractual appointments against different posts made under provisions in

Ile.2 (i) and Ile.2 (ii) shall normally not continue beyond 6 months. The contractual appointments made under the provisions in Ile.2 (iii) shall not continue beyond the duration of the project.

**Ile.3** The applications will be processed by the Project-in-charge and persons will be called for interview before selection committee.

**Ile.4** There will be an Appointment Committee for the selection of the candidates for the project. This committee, called the “Project Appointment Committee (PAC)” for each project shall consist of PI (Chairperson), a Nominee of the Chairperson, Research Council/Director, South Campus (as the case may be), Head of the Department/Director of the Centre; Co-PI (if any) and two members of the regular teaching faculty of the concerned department of which one must be a Professor. This committee shall be constituted at the beginning of the project by PI with the approval of CRC/DSC and shall serve throughout the duration of the Project.

**Ile.5** The appointment letters shall be issued to the selected candidates by the Project-in-charge except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. A copy of the appointment letter should be sent to Registrar/Finance Office. All appointment letters should clearly indicate the terms and conditions of appointment. In case wherein approval of the funding agency is required, the appointment letters should be issued only when the clearance in writing is received from the funding agency.

**Ile.6** Appointment of the above staff will be purely on a temporary basis and for the duration of the project only and the appointed staff will have no claim for regular appointment in the University on the termination of the project.

**Ile.7** The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time except in those projects where the conditions have been laid down by sponsoring body.

**Ile.8** The leave/leaves to the staff under projects will be admissible to the same extent as it is admissible to the corresponding employees of the University unless the sponsors specify otherwise. The Project-in-charge will be competent to sanction leave to the extent admissible.

**Ile.9** The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the central office. A copy may be retained by the Project-In-charge.

### **(IIf) Fixation of Pay**

The pay of employees will be fixed by the Project-in-charge as per the sanctioned letter issued by the Funding Agency or as per the minimum of the pay scale of the similar



post.

### **(IIg) Settlement of bills**

**IIg.** The payment of bills and clearance of accounts is one of the most important aspects of the smooth running of Projects. If Finance Office has procedural objections to a bill, it should be returned to the PI in a week's time. Bills which are in order should be cleared and the payment should be released through online/Digital mode within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the branch head.

**IIg.2** If any note-sheets/bills of purchase are sent to the Finance Office, concerned branch should acknowledge the receipt of note-sheets/bills.

### **(IIh) Maintenance of Stock Registers**

**IIh.1** Each project should have a separate stock register for assets, accession, consumable and non-consumable articles.

**II h.2** A separate account should be opened with full particulars for each article on a separate page, unless the transactions in respect of articles are less in number. In that case, one page may be utilized for recording receipts and issues for more than one article provided the accounts in respect of different articles are not mixed up on that page.

**IIh.3** All entries in the stock book should be initialed by the Project-in-charge.

**IIh.4** Physical verification of stock should be conducted at least once in a year. The result thereof should be reported to the Finance Officer.

**IIh.5** Equipment purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise and the Stock should be entered in the Departmental Stock Register clearly showing that it has taken from the respective project (give details) after the closure of the Project and a copy of handing over/ taking over duly signed by the PI and Head of the department should be submitted to the Finance Office for record and verification by the Audit.

### **(III) Interim progress and accounts reports of the Project**

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. On verification, the

reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the PVC/DSC to get the matter sorted out.

#### **(IV) Final Technical, Fiscal report of the Project**

**IV** Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Finance Branch for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the CRC/DSC.

#### **(V) Closure of the Projects**

**V.1** The Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-IV) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book value of the articles. In case the Department does not want these articles, the same will be auctioned following due procedure.

**V.2** The list of articles will be given to the Head of the Department for entering the permanent assets in the stock register of the Department within four weeks of the submission of the list. After making entries in the Stock Register of the Department, the list with proper entries of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to the Internal Audit Office for verification. It is mandatory for the Department to enter all items in the stock register and to reissue them to the teacher concerned for his research and to take back to the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any items which none of the teachers of the Department is willing to take and has been returned to the stores from the project (and is obsolete).

**V.3** The PI and Head of the Department should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs/teachers should give this in writing as soon as the situation arises. In case of any missing item/component of the items falling under this category, the cost to be recovered from the PI/Teachers (before issuing no dues certificate) will be decided/approved by CRC/DSC in consultation with the Head of the Department and the Finance Officer.



13. Requirement from the University
  - a. Space
  - b. Funding
  
14.
  - a. Total no. of ongoing projects with the PI
  - b. Total no. of projects completed by the PI
  
15. Details of completed projects (In the last 5 years)
  - a. Title of the project
  - b. Name of the Funding agency
  - c. Total grant of the completed project/s
  - d. Details of the completion of Project
  - e. Date of submission of completion report to the funding agency (copy may be enclosed)
  
16. Details of ongoing projects (In the last 5 years)
  - a. Title of the project
  - b. Funding agency
  - c. Total grant of the project
  - d. Date of the commencement
  - e. Date of completion

We certify that no civil/ electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator:

Date:

Signature of the Co-Investigator:

Date:

Name: Head of the Department/Director of Center/ Institute

Signature:

Seal:

Date:

**Notes:**

1. The Faculty who has attained the age of 62 years (three years before the date of retirement) cannot submit the project proposal as PI, however if he/she wishes to execute project he/ she may submit the proposal as Co-PI and the PI will be a regular Faculty of the University who is below 62 years of age. During continuation of the project when a PI attains the age of 62 years, then all documents/bill/utilization certificates etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI (a permanent teacher of

the Department). The Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project.

2. “The PI should stop signing all the financial documents at least six months before the due date of his/her superannuation in order to facilitate issuance of No Dues Certificates to him/her”.
3. No Project proposal should be forwarded by the University to the funding agency if two or more tenure expired projects are pending for closure by the concerned PI.

**UNIVERSITY OF DELHI  
PROJECT INITIATION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/ Center/ Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/ Center/ Institute
9. Proposal approved by the University on
10. Title of the project
11. Duration of the project                      From:                      To:
12. Funding Agency
13. Details of Funding Sanctioned:
  - a. Salaries
  - b. Consumables
  - c. Equipment
  - d. Contingency
  - e. Overhead (20% of the total cost of the project)
  - f. Total funds requested

**Details of Funds sanctioned:**

  - A. Non Recurring
    - a. Equipment
    - b. Other assets

**Total Non Recurring Grant**

- B. Recurring Grant
    - a. Salaries
    - b. Consumables
    - c. Contingency
    - d. Overhead
    - e. Any other expenses (please specify)
- Total Recurring Grant**

**X. Total Grant Sanctioned**

- 14. Requirement from the University
  - a. Space
  - b. Funding
- 15. a. Total no. of ongoing projects with the PI
  - b. Total no. of projects completed by the PI
- 16. Details of completed projects (In the last 5 years)
  - a. Title of the project
  - b. Funding Agency
  - c. Total Grant of the Project
  - d. Date of the commencement
  - e. Date of completion
  - f. Project closure
- 17. Details of ongoing projects (In the last 5 years)
  - a. Title of the project
  - b. Funding Agency
  - c. Total Grant of the Project
  - d. Date of the commencement
  - e. Date of completion

We certify that no civil/ electrical modifications shall be carried out without the express permission of the University Engineering Department and the CRC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator:

Date:

Signature of the Co-Investigator:

Date:

**UNIVERSITY OF DELHI**  
**FORMAT FOR CLOSURE OF RESEARCH PROPOSALS**  
(Submit 5 copies)

Closure of the Terminated/Completed Project entitled

\_\_\_\_\_”.  
The above noted project has terminated/completed on \_\_\_\_\_. The relevant details of the project are being given.

1. Name of Investigator
2. Designation
3. Department/ Center
4. Name of the Co-Investigator
5. Designation
6. Department/ Center
7. Title of the Project
8. **Duration of the Project**  
Date of commencement  
Date of completion
9. Funding Agency
10. Total funds received including salaries without overhead charges
11. Total overhead charges received
12. Whether the final accounts of the completed projects for all the years have been submit closed. If not, reasons thereof.
13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body



15. Whether the certificate of no liability against the project to enable the University to Refund the unspent balance, if any, to these sponsoring body is enclosed or not. If not, reasons thereof.

16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof.

17. List of non-consumable articles:

S.No.	Item(s)	Date of Purchase	Cost at time of Purchase	Present condition	Whether transferred to the Department, Details thereof
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18. Whether all the advances have been rendered and reconciled with the Finance Officer. If not, reason thereof:

Signature of the Investigator:

Date:

Signature of the Co-Investigator:  
(if any)

Date:

Name: Head of the Department/Director of Center/Institute Signature

Seal

Date:

**General Financial Rule 2017 as amended from time to time should be strictly followed in procurement.**



## PROCUREMENT OF GOODS AND SERVICES

### PROCUREMENT OF GOODS

**Rule 142** This chapter contains the general rules applicable to all Ministries or Departments, regarding procurement of goods required for use in the public service. Detailed instructions relating to procurement of goods may be issued by the procuring departments broadly in conformity with the general rules contained in this Chapter.

**Rule 143** **Definition of Goods.** The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, sub-assemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

**Rule 144** **Fundamental principles of public buying (for all procurements including procurement of works).** Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks :-

- (i) The description of the subject matter of procurement to the extent practicable should -
  - a) be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.

- b) not indicate a requirement for a particular trade mark, trade name or brand.
- (ii) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (iii) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist.
 

Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.
- (iv) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (v) offers should be invited following a fair, transparent and reasonable procedure.
- (vi) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (vii) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (viii) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (ix) a complete schedule of procurement



cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.

- (x) All Ministries/Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.

**Rule 145 Authorities competent to purchase goods.** An authority which is competent to incur expenditure may sanction the purchase of goods required for use in public service in accordance with provisions in the Delegation of Financial Powers Rules, following the general procedure contained in the following rules.

**Rule 146 Procurement of goods required on mobilisation** Procurement of goods required on mobilisation and/ or during the continuance of Military operations shall be regulated by special rules and orders issued by the Government on this behalf from time to time.

**Rule 147 Powers for procurement of goods.** The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilised for this purpose will be as per the standard form evolved by the Central Purchase Organisation

**Rule 148 Rate Contract.** DGS&D shall conclude rate contracts with the registered suppliers for such goods, which are not available on GeM, and are identified as common use items and are needed on recurring basis by various Central Government Ministries or Departments. DGS&D will furnish and update all the relevant details of the rate contracts on its website. The Ministries or Departments shall follow those rate contracts to the maximum extent possible.

**Rule 149. 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 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 DGS&D. 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:- ~~25,000/-~~

(i) Up to Rs. ~~50,000/-~~ <sup>25,000/-</sup> through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.

(ii) Above Rs. ~~50,000/-~~ <sup>25,000/-</sup> and up to Rs. ~~30,00,000/-~~ <sup>5,00,000/-</sup> 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.

(iii) Above Rs. ~~30,00,000/-~~ <sup>5,00,000/-</sup> 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.

(iv) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

(v) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.

(vi) The Ministries/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and



services on GeM portal within 30 days of Budget approval.

- (vii) The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- (viii) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

#### Rule 150 Registration of Suppliers

- (i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. 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. A Head of Department may also register suppliers of goods 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.
- (ii) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration.
- (iii) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered

supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

- (iv) Performance and conduct of every registered supplier is to be watched by the concerned Ministry or Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, is not in public interest.
- (v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.

#### Rule 151 Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence—
  - (a) under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The



Ministry/Department will maintain such list which will also be displayed on their website.

- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment

**Rule 152 Enlistment of Indian Agents.** As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

**Rule 153 Reserved Items and other Purchase/Price Preference Policy.**

- (i) The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH).
- (ii) Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- (iii) The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.

**Rule 154 Purchase of goods without quotation**  
Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority 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 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."

**Rule 156 (1) Purchase of goods directly under Rate Contract.** In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where ever required.

**Rule 156 (2)** The Central Purchase Organisation (e.g. DGS&D) should list the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by the procuring Ministry or Department.

**Rule 157** A demand for goods should 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.

**Rule 158 Purchase of goods by obtaining bids.**

Except in cases covered under Rule 154, 155, and 156(1), Ministries or Departments shall procure goods under the powers referred to in Rule 147 above 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

**Rule 159 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 Central Public Procurement Portal (CPPP).
- (ii) Individual cases where confidentiality is required, for reasons of national security, would be exempted from the mandatory e-publishing requirement. The decision to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of Autonomous Bodies and Statutory Bodies' approval of the Head of the Body with the concurrence of the Head of the Finance should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract should be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure.
- (iii) The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre Qualification/ Registration or any other notice

inviting bids or proposals in any form whether they are advertised, issued to limited number of parties or to a single party.

- (iv) In the case of procurements made through DGS&D Rate Contracts or through any other Central Procurement Organizations (CPOs) only award details need to be published.
- (v) These instructions would not apply to procurements made in terms of provisions of Rules 154 (Purchase of goods without quotations) or 155 (Purchase of goods by purchase committee) of General Financial Rules.

**Rule 160 E-Procurement**

- (i) It is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements.
- (ii) Ministries/ Departments which do not have a large volume of procurement or carry out procurements required only for day-to-day running of offices and also have not initiated e-procurement through any other solution provided so far, may use e-procurement solution developed by NIC. Other Ministries/ Departments may either use e-procurement solution developed by NIC or engage any other service provider following due process.
- (iii) These instructions will not apply to procurements made by Ministries / Departments through DGS&D Rate Contracts.
- (iv) In individual case where national security and strategic considerations demands confidentiality, Ministries/ Departments may exempt such cases from e-procurement after seeking approval of concerned Secretary and with concurrence of Financial Advisers.
- (v) In case of tenders floated by Indian Missions Abroad, Competent Authority to decide the tender, may exempt such case from e-procurement.

**Rule 161 Advertised Tender Enquiry**

- (i) Subject to exceptions incorporated



under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.

- (ii) The organisation should also post the complete bidding document in its website and on CPPP to enable prospective bidders to make use of the document by downloading from the web site.
- (iii) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (iv) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- (iv) Where the Ministry or Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

#### **Rule 162 Limited Tender Enquiry**

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

Further, an organisation should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the Department's or Ministry's web site.

- (ii) The unsolicited bids should not be accepted. However Ministries/ Departments should evolve a system by which interested firms can register and bid in next round of tendering.
- (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances.
  - (a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
  - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
  - (c) The sources of supply are definitely known and possibility of



fresh source(s) beyond those being tapped is remote.

- (iv) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

**Rule 163 Two bid system (simultaneous receipt of separate technical and financial bids) :** For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and  
(ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the purchasing Ministry or Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

**Rule 164 Two-Stage Bidding** (Obtain bids in two stages with receipt of financial bids after receipt and evaluation of technical bids)

- (i) Ministry/Department may procure the subject matter of procurement by the method of two-stage bidding, if
- (a) it is not feasible to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders; or
- (b) the character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both; or
- (c) Ministry/Department seeks to enter into a contract for the purpose of research, experiment,

study or development, except where the contract includes the production of items in quantities sufficient to establish their commercial viability or to recover research and development costs; or

- (d) The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.
- (ii) The procedure for two stage bidding shall include the following, namely:—
- (a) in the first stage of the bidding process, the Ministry/Department shall invite bids through advertised tender containing the technical aspects and contractual terms and conditions of the proposed procurement without a bid price;
- (b) all first stage bids, which are otherwise eligible, shall be evaluated through an appropriate committee constituted by the Ministry/Department;
- (c) the committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussions;
- (d) in revising the relevant terms and conditions of the procurement, the procuring entity shall not modify the fundamental nature of the procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation;
- (e) in the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;
- (f) any bidder, invited to bid but not in a position to supply the subject





matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the bidding proceedings without forfeiting any bid security that he may have been required to provide or being penalised in any way, by declaring his intention to withdraw from the procurement proceedings with adequate justification.

**Rule 165 Late Bids.** In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

**Rule 166 Single Tender Enquiry.** Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), 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 Ministry/Department 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 wing to the proposal vide: .....
- (iv) Approval of the competent authority vide:

(Signature with date and designation of the indenting officer)

**Rule 167 Electronic Reverse Auction**

(i) Electronic Reverse Auction means an online real-time purchasing technique utilised by the procuring entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids;

(ii) A procuring entity may choose to procure a subject matter of procurement by the electronic reverse auction method, if:

- (a) It is feasible for the procuring entity to formulate a detailed description of the subject matter of the procurement;
- (b) There is a competitive market of bidders anticipated to be qualified to participate in the electronic reverse auction, so that effective competition is ensured;
- (c) The criteria to be used by the procuring entity in determining the successful bid are quantifiable and can be expressed in monetary terms; and

(iii) The procedure for electronic reverse auction shall include the following, namely:

- (a) The procuring entity shall solicit bids through an invitation to the electronic reverse auction to be published or communicated in accordance with the provisions similar to e-procurement; and
- (b) The invitation shall, in addition to the information as specified in e-procurement, include details relating to access to and registration for the auction, opening and closing of the auction and Norms for conduct of the auction.

**Rule 168 Contents of Bidding Document**

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate chapters as below:-

Chapter - 1: Instructions to Bidders.

No.F.1/26/2018-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
\*\*\*

Room.No.512, Lok Nayak Bhawan,  
New Delhi dated the 27<sup>th</sup> April, 2019.

**OFFICE MEMORANDUM**

**Subject: Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017 - reg.**

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been examined and it has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:


S.No.	Existing Provisions of GFRs, 2017	Amended Rule
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&amp;D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&amp;D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&amp;D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>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</p>

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S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>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 DGS&amp;D. 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:</p> <p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(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 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.</p> <p>(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.</p>	<p>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. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(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.</p> <p>(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 <i>(excluding Automobiles where current limit of 30 lakh will continue).</i></p> <p>Note: There is no change in clauses (iv) to (viii).</p>

*K. S. Chy*

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	<p>Rule 150: Registration of Suppliers:</p> <p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&amp;D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. 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. A Head of Department may also register suppliers of goods 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.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>Rule 150: Registration of Suppliers:</p> <p>(i) <i>For goods and services not available on GeM</i>, Head of Ministry/ Department may also 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 suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</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> <p>Note: There is no change in clauses (ii) to (iv).</p>
4.	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p>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</p>	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p><i>In case a certain item is not available on the GeM portal</i>, 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</p>



S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>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 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."</p>	<p>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 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."</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular -> Procurement Policy OM.

*K. K. K.*

4. Hindi version of this OM will follow.

*K. Narayana Reddy* 2/4/2019  
(K Narayana Reddy)  
Under Secretary to the Govt. of India  
Telfax:-24621305  
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments  
(ii) Financial Advisors of All Central Government Ministries/ Departments