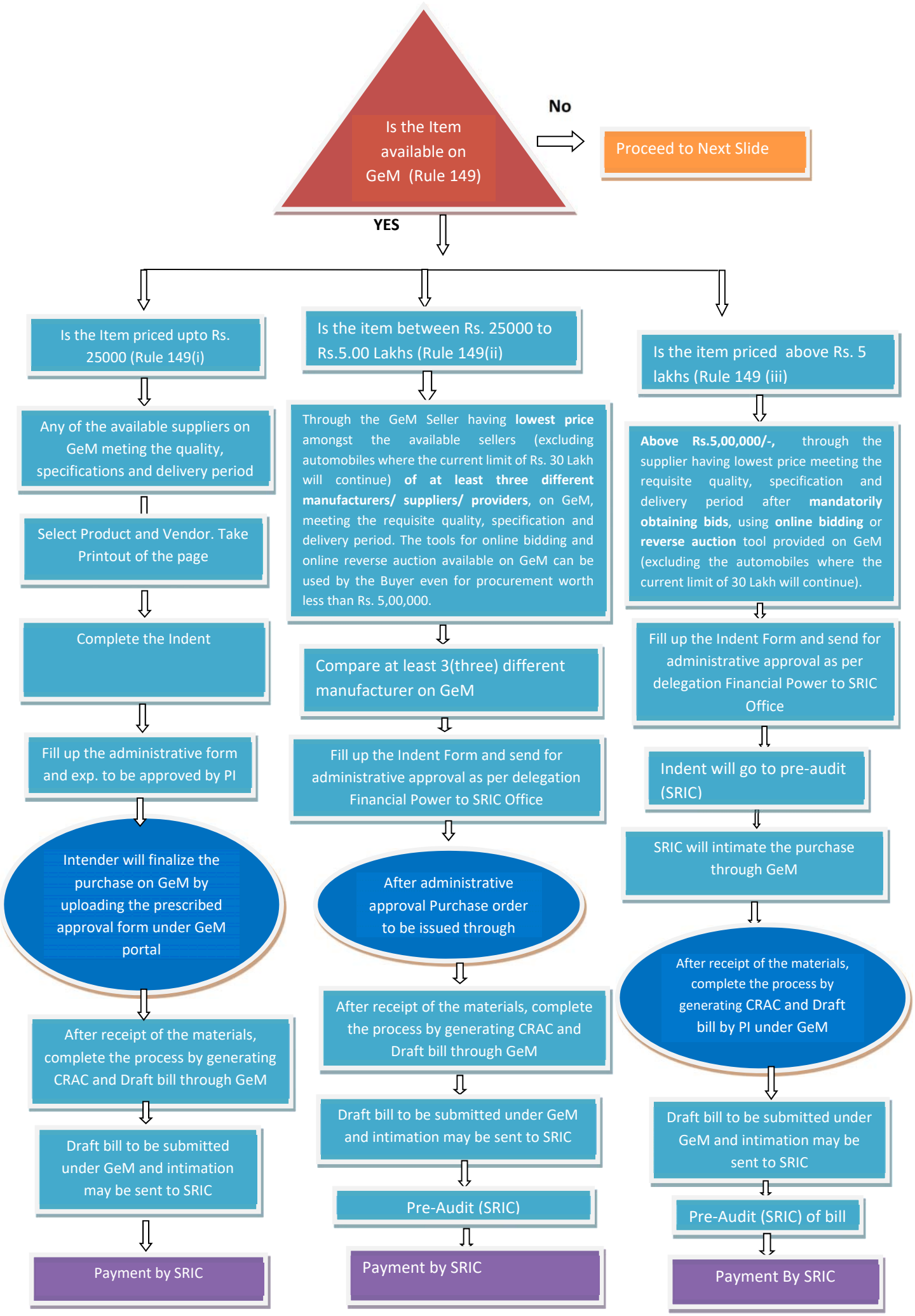
Is the Item available on GeM (Rule 149)
No
Proceed to Next Slide
YES
Is the Item priced upto Rs. 25000 (Rule 149(i)
Any of the available suppliers on GeM meting the quality, specifications and delivery period
Select Product and Vendor. Take Printout of the page
Complete the Indent
Fill up the administrative form and exp. to be approved by PI
Intender will finalize the purchase on GeM by uploading the prescribed approval form under GeM portal
After receipt of the materials, complete the process by generating CRAC and Draft bill through GeM
Draft bill to be submitted under GeM and intimation may be sent to SRIC
Payment by SRIC
Is the item between Rs. 25000 to Rs.5.00 Lakhs (Rule 149(ii)
Through the GeM Seller having lowest price amongst the available sellers (excluding automobiles where the current limit of Rs. 30 Lakh will continue) of at least three different manufacturers/ suppliers/ providers, 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 even for procurement worth less than Rs. 5,00,000.
Compare at least 3(three) different manufacturer on GeM
Fill up the Indent Form and send for administrative approval as per delegation Financial Power to SRIC Office
After administrative approval Purchase order to be issued through
After receipt of the materials, complete the process by generating CRAC and Draft bill through GeM
Draft bill to be submitted under GeM and intimation may be sent to SRIC
Pre-Audit (SRIC)
Payment by SRIC
Is the item priced above Rs. 5 lakhs (Rule 149 (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 the automobiles where the current limit of 30 Lakh will continue).
Fill up the Indent Form and send for administrative approval as per delegation Financial Power to SRIC Office
Indent will go to pre-audit (SRIC)
SRIC will intimate the purchase through GeM
After receipt of the materials, complete the process by generating CRAC and Draft bill by PI under GeM
Draft bill to be submitted under GeM and intimation may be sent to SRIC
Pre-Audit (SRIC) of bill
Payment By SRIC