When the material not available under GeM

Is the Item Priced between Rs. 25000 to Rs. 2.5 lakhs (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."

Complete the Indent & Fund to be booked online by PI under respective heads of A/c and Indent to be placed to HoDs/HoCs/Hos for approval

Receipt of the materials & enter in appropriate Register by PI

Bill to be sent to the SRIC within due date for payment

Payment by SRIC

Is the price above Rs. 2.5 lakhs (Rule 158 of GFR 2017)

Complete relevant Indent form and send the requisition to SRIC for obtaining Expenditure Sanctioning Authority's administrative approval

Purchase procedures/ fund booking etc will be done from the office of SRIC as per existing tendering-based procedure

Receipt of the materials & enter in appropriate Register by PI

Bill to be sent to the SRIC within due date for payment

Payment by SRIC