

# UNIVERSITY OF JAMMU

## CIRCULAR

Subject :- Procurement of goods and services through Government e- Marketplace (GeM).

1. As per Rule 149 of GFR 201, *the procurement of Goods and Services will be mandatory for Goods or Services available on GeM.* The rule further stipulates that the procuring authorities will certify the reasonability of rates.
2. Any procurement outside GEM shall be resorted to only after obtaining Non-Availability on GeM using the functionality of GEM Availability Report and past Transaction Summary (GeMAR & PTS). These instructions have been issued vide Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division's O.M NO. F 6/18/2019-PDD dated 23/01/2020 and Government of J&K, Finance Department's Circular No. FD-code/152/2021-02 dated 24/09/2021 (Annexures 'A' and 'B' respectively).
3. In addition to the above cited directions in a recent meeting of Committee of Secretaries held under the Chairmanship of Cabinet Secretary on 20/2/2023 to review the procurement of goods and services through GeM, instructions have been issued to the effect that 100% procurement of goods and services through GeM portal must be ensured and only those goods and services shall be procured outside GeM, which are not available on GeM. Moreover, departments have been asked to fix responsibility of officials for violation of Rule 149 of GFR of procurement through GeM.
4. The aforesaid instructions have been reiterated vide OM No. FD-code/157/2022-02 dated 15/05/2023 (Annexure 'C') issued by Finance Department (Codes Division), Government of Jammu and Kashmir wherein all organisations have been requested to furnish their anticipated percentage procurement on GeM for the financial year 2023-24 in a particular Performa (copy enclosed at Annexure 'D'), which inter-alia, asks about reasons if anticipated GeM utilization percentage is not 100%. As of now although the Higher Education Department has asked only the colleges to furnish the information, the possibility that the Universities might also be asked to furnish the said information in coming days cannot be ruled out.
5. Instructions have also been issued that buyers are misusing the GeM platform by way of creating custom/BoQ bids for items for which regular catalogue/category-based bidding is available on GeM, in which case, the credentials of sellers on their authorization by the OEMs are not validated by GeM (Annexure 'E').
6. Besides, it is also not permissible to create any "Custom Bid for services" or BoQ bids in the garb of procurement of works which is highly objectionable as the GeM does not have mandate for the procurement of work. For issuance of works related tenders, suitable

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procurement portal (JK tenders.gov.in) should be used (Circular No. FD-Code/152/2021-02 dated 01-05-2023 and NO. FD-code/121/2022-02 dated 01-05-2023 (Annexure 'E')).

7. In view of the above and to ensure that the observations, from Audit or from any other quarter, pertaining to violation of rule 149 of GFR 2017 (mandatory purchase of Goods and Services available on GeM, from GeM portal) are avoided, all the HOD's/Directors/officers, Rectors of University off-site Campuses and all other employees related with procurement are requested to kindly adhere to these set of instructions.

*Masrooha*  
REGISTRAR  
A. A. Raju

No: Estab/23/ 7850-949  
Dated: 27-06-2023

Copy to :-

1. Special Secretary to the Vice Chancellor, University of Jammu for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DBE/CDC/DLL/D/CA/ Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHIM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. Chief/Deputy Proctor, University of Jammu
9. I/C Librarian, Dhanvantri Library
10. I/c General Zorwar Singh Auditorium
11. I/c Director, Computer Centre
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. Security Officer
19. All Sections
20. Guard File