



# MJPRU GEM PURCHASE RULES



**GeM**  
Government  
eMarketplace

## GEM PORTAL



**M.J.P. ROHILKHAND UNIVERSITY  
BAREILLY - 243 006, U.P.**



महात्मा ज्योतिबा फुले  
रुहेलखण्ड विश्वविद्यालय, बरेली

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महात्मा ज्योतिबा फुले रुहेलखण्ड विश्वविद्यालय, बरेली  
MAHATMA JYOTIBA PHULE ROHILKHAND UNIVERSITY, BAREILLY

*Acknowledgement*



Mahatma Jyotiba Phule Rohilkhand University, Bareilly is in the process of strengthening its purchase procedure and keeping pace with the global digitalization/modernization, has entered in advance mode of making procurements through GeM portal with an objective to make the purchase process easy, smooth and transparent. For that it was truly desired to frame purchase rules to be uniformly adopted for all the purchases which are to be carried out through GeM portal. History of all good works is witness to the fact that no good work could ever be done by either active or passive assistance of persons/persons in surroundings and ready to execute the assigned task with confidence. Thus it is not hard to conclude how active participation from the committee members could positively impact the execution and framing of Gem Purchase rules named as "MJPRU GEM PURCHASE RULES". I have a deep sense of appreciation to the committee members namely Prof. S. K. Panday, Dean, Faculty of Engineering & Technology, Prof. Sanjay Misra, Dean, Faculty of Business Administration, Shri Sanjeev Kumar, Examination Controller, Dr. Sunita Pandey, the Registrar and Shri K. K. Shankhdhar, the Finance officer for their assistance in framing these purchase rules. Last but not the least, I would also like to extend my appreciation to those who were not in the committee but have well played their role by providing assistance from behind the curtain.

**(Prof. K. P. Singh)**

*Vice Chancellor*

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## MJPRU GEM PURCHASE RULES

A committee duly constituted by the Vice Chancellor comprising of Prof. S. K. Panday, Dean, Faculty of Engineering & Technology, Prof. Sanjay Misra, Dean, Faculty of Business Administration, Shri Sanjeev Kumar, Examination Controller, Dr. Sunita Pandey, Registrar, MJPRU and Shri K. K. Shankhdhar, Finance Officer, MJPRU, framed rules for all purchases through GeM portal. These rules are duly approved by competent authority and will be known as "MJPRU GEM PURCHASE RULES" and have been framed with an objective to ease the process of purchase in the University.

1. These purchase rules shall be uniformly applicable to all the purchases of University, which are to be executed through GeM portal.
2. Up to purchase of Rs. 1.0 lac (single instrument/equipment), Indenter shall be authorized to ensure specifications of the items to be procured along with estimated cost.
3. In case of purchases out of project grant the Principal investigator (PI) or Co-Principal investigator (Co-PI) as the case may be shall be authorized to originate the proposal and decide the specifications, where as in case of the departmental purchases the Heads shall be authorized to originate the proposal and decide the specifications. The Purchases related to administrative sections/Examinations section and other sectors of University shall be originated by the concerned section and the specifications shall be decided by Registrar/Examination Controller/DSW/Chief Proctor/Chief Warden/Director research etc. as the case may be.
4. There shall be a technical specification committee for all the purchases costing above Rs. 1.0 lac. The constitution of technical specification committee shall be as given below:

### **a) FOR PURCHASES RELATED TO ACADEMIC DEPARTMENTS :**

- (i) Indenter (PI/Co-PI, Head etc. as the case may be)
- (ii) Dean's Nominee
- (iii) VC's Nominee

### **b) FOR PURCHASES RELATED TO VARIOUS ADMINISTRATIVE SECTIONS :**

- i) Indenter (In-charge of concerned administrative section)
- (ii) Nominee of Registrar/ Examination controller/DSW/Chief Proctor/Chief

warden/ Director, Research (as the case may be)

(iii) VC's Nominee

5. All the items procured up to the maximum of Rs. twenty five thousand shall be verified by indenter (PI/Co-PI/ Head/ concerned administrative section etc.) as the case may be, who will certify that the particular item/items have been supplied, installed and working satisfactorily.
6. All the items procured above Rs. twenty five thousand and up to Rs 3.0 lacs (except chemicals, glass wares, plastic wares, stationary items, other consumable items etc.) shall be verified by an internal technical verification committee comprising of indenter and Head's/ Dean's Nominee in case of purchases of projects/departments, whereas Indenter and Registrar's / Examination Controller's /DSW's/ Chief Proctor's/ Chief Warden's/Director, Research nominee in case of purchases of administrative and other sections. All the items procured above Rs. 3.0 lacs shall be verified by technical verification committee already notified in GeM purchase rules and whose constitution shall be the same as that of technical specification committee specified at point no. 4, but the nominated members shall not be the same as that of technical specification committee. The said committee will certify that the particular item/items have been supplied, installed and working satisfactorily.
7. All the consumable items e.g. chemicals, glass wares, plastic wares etc. are to be stamped by the stores of the concerned department of the University.
8. The whole purchase procedure from initiation of proposal to payment shall be done in a single file and once the payment is released, the finance section will retain a copy of all documents along with original bills and original pay order sanctioning and send a copy of all documents (administrative approval, purchase order, bills(copy), pay order note, financial sanctioning etc.) to Coordinator, stores whereas original file with photocopy of bills and pay order sanctioning shall be sent to indenter at the end for future reference. The Coordinator, stores will execute all the purchase related work on the behalf of M. J. P. Rohilkhand University, Bareilly.
9. Whole proposal (as single document) starting from initiation of proposal to release of payment has to be made in triplicate, so that at the end the documents may be retained by each concerned as mentioned at point no.8.

10. It should be ensured while placing the order that maintenance/service is provided by supplier to every supplied good/equipment and the terms and conditions of maintenance/service, be well incorporated by the supplier and should be ensured by the indenter.

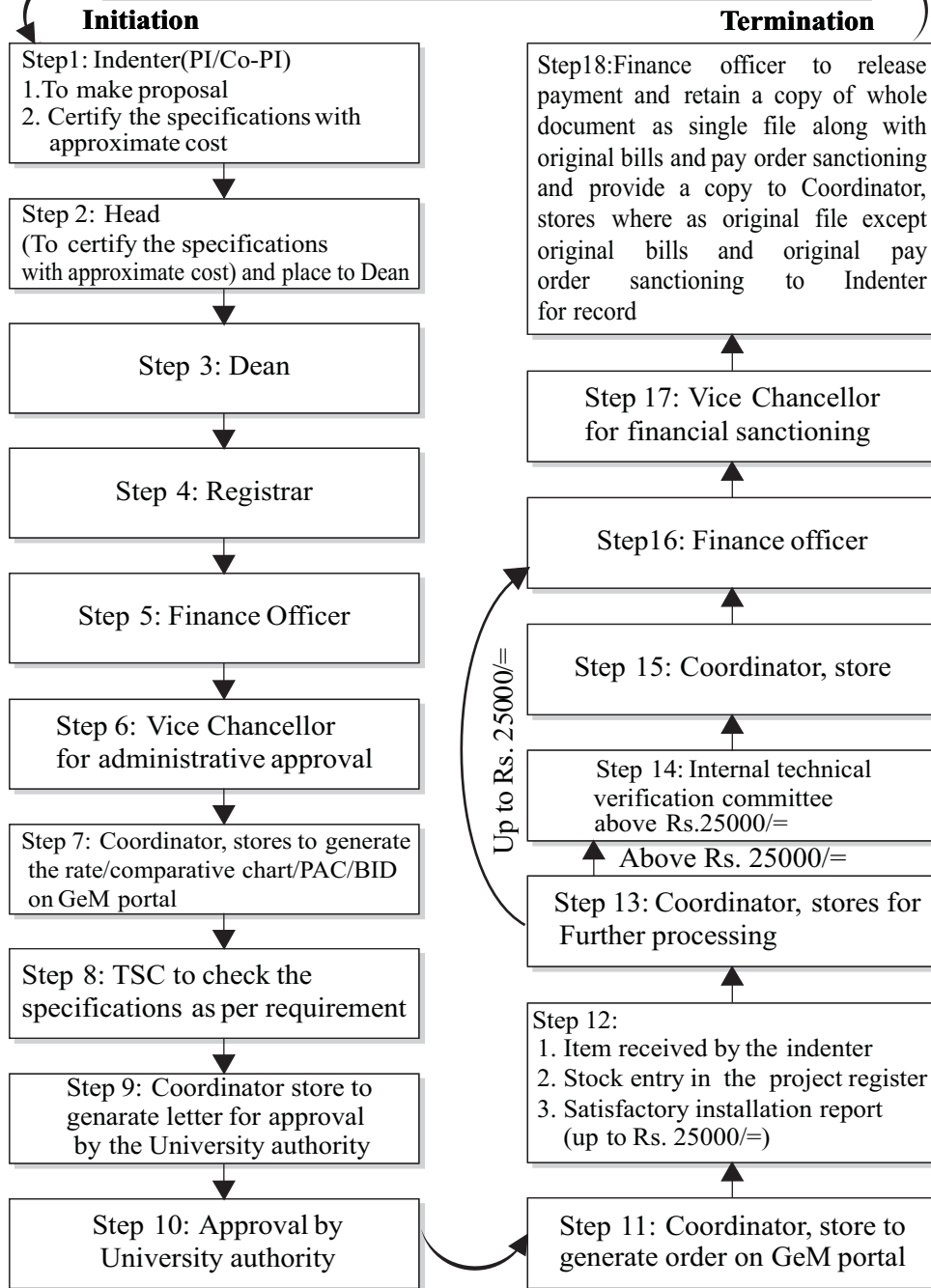
**11. PURCHASE PROCEDURE :**

**i. PURCHASE OF ITEMS UP TO THE MAXIMUM OF RS. 1.0 LAC :**

**a) PROJECTS PURCHASES OF ITEMS UP TO THE MAXIMUM OF RS. 1.0 LAC :**

For all such purchases the proposal shall be originated by the indenter (PI/Co-PI) who along with Head will certify the specifications of the items to be procured as well as approximate cost of the item. Such purchase proposals duly recommended by Head shall be sent to Dean for further processing. The Dean will go through the purchase proposal and if satisfied forward to the Registrar. The Registrar will sent the proposal to Finance officer for financial input/ comments to look for budgetary provisions etc. After recommending the proposal the Finance officer will send it to Hon'ble Vice Chancellor to accord the necessary administrative approval. Once the purchase proposal is approved, the process for placing order on the GeM portal as described in flow chart shall be initiated by the Coordinator, Stores, assigned by the University. Immediately after the item is supplied, Indenter (PI/Co-PI) will process the pay order/ bills and send the whole proposal as single document to Coordinator, stores for payment. The items up to Rs. twenty five thousand shall be verified by Indenter (PI/Co-PI), who will furnish satisfactory installation report with stock entry in the project stock entry register. The items above Rs. 25,000/- and up to Rs 1.0 lac shall be verified by an internal technical verification committee comprising of indenter and Head's nominee. Coordinator, Stores after preliminary scrutiny will send the proposal to Finance officer for comments. The Finance officer with his/her remarks will send the proposal to Vice Chancellor for sanctioning of the amount. Once the amount is sanctioned, the payment shall be released by the Finance officer with a copy of whole document as single file to Coordinator, Stores and original file except original bills and pay order sanctioning (photo copy of both has to be provided) to indenter for record.

**M.J.P.Rohilkhand University, Bareilly : Purchase procedure**



**FLOW CHART OF PURCHASE PROCEDURE FOR PROJECTS UP TO RS. 1.0 LAC**

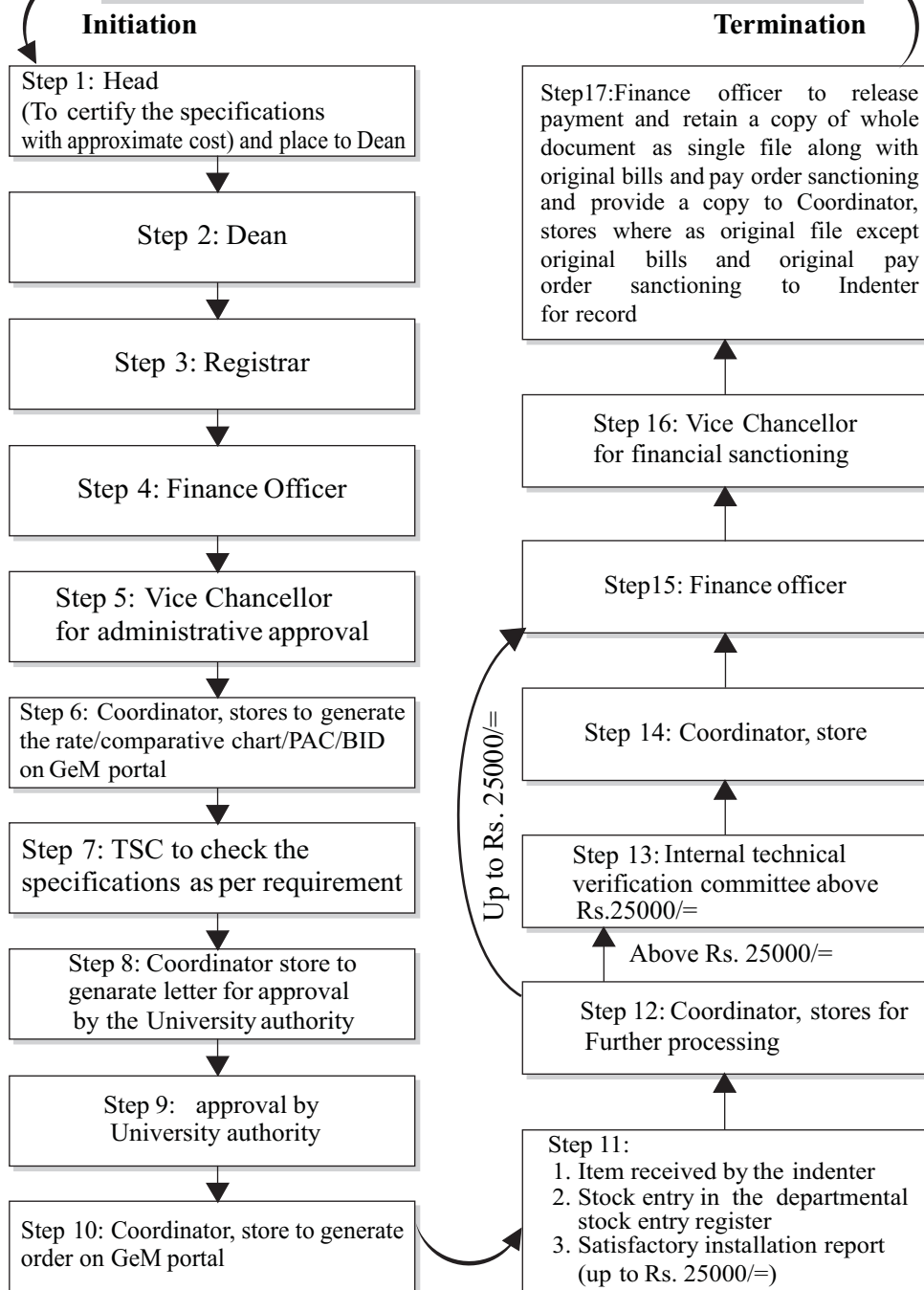


**b) DEPARTMENTAL PURCHASE OF ITEM/ITEMS UP TO MAXIMUM OF RS 1.0 LAC :**

For all such purchases the proposal shall be originated by the Head, who will certify the specifications of the items to be procured as well as approximate cost of the equipment. Such purchase proposals originated by Heads, shall be sent to Dean for further processing. The Dean will go through the purchase proposal and if satisfied forward to the Registrar. The Registrar will send the proposal to Finance officer for financial input/ comments to look for budgetary provisions etc. With appropriate comments on the proposal, the Finance officer will send the proposal to Vice Chancellor to accord the necessary administrative approval. Once the purchase proposal is approved, the process for placing order on the GeM portal as described in flow chart shall be initiated by the Coordinator, Stores, assigned by the University.

Immediately after the item is supplied, Indenter (Head) will process the pay order/ bills and send the whole proposal as single document to Coordinator, stores for payment. The items up to Rs. twenty five thousand shall be verified by Indenter (PI/Co-PI), who will furnish satisfactory installation report with stock entry in the project stock entry register. The items above Rs. 25,000/- and up to Rs 1.0 lac shall be verified by an internal technical verification committee comprising of indenter(Head) and Dean's nominee. Coordinator, Stores after preliminary scrutiny will send the proposal to Finance officer for comments. The Finance officer with his/her remarks will send the proposal to Vice Chancellor for sanctioning of the amount. Once the amount is sanctioned the payment shall be released by the Finance officer with a copy of whole document as single file to Coordinator, Stores and original file except original bills and pay order sanctioning (photo copy of both has to be provided) to indenter for record.

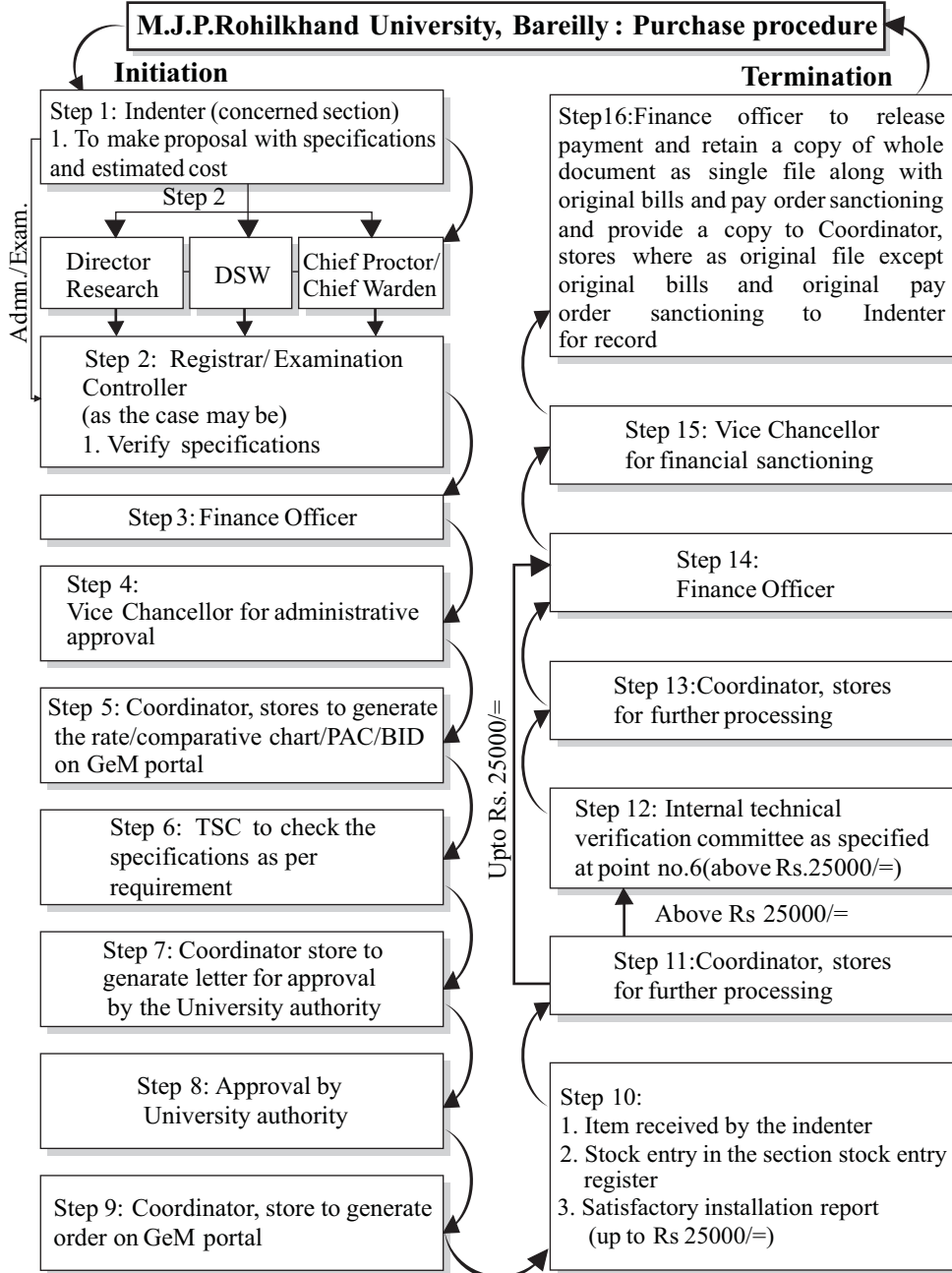
**M.J.P.Rohilkhand University, Bareilly : Purchase procedure**



**FLOW CHART OF PURCHASE PROCEDURE FOR DEPARTMENTS UP TO RS. 1.0 LAC**

**c) OTHER PURCHASES OF ITEM/ITEMS UP TO MAXIMUM OF RS 1.0 LAC:**

Purchases from administrative sections / DSW/Chief Proctor/Chief Warden, Director, Research or any other sector of University will be done based on the same rules except for the change of indenter.



**FLOW CHART OF PURCHASE PROCEDURE FOR OTHER PURCHASES UP TO RS. 1.0 LAC**

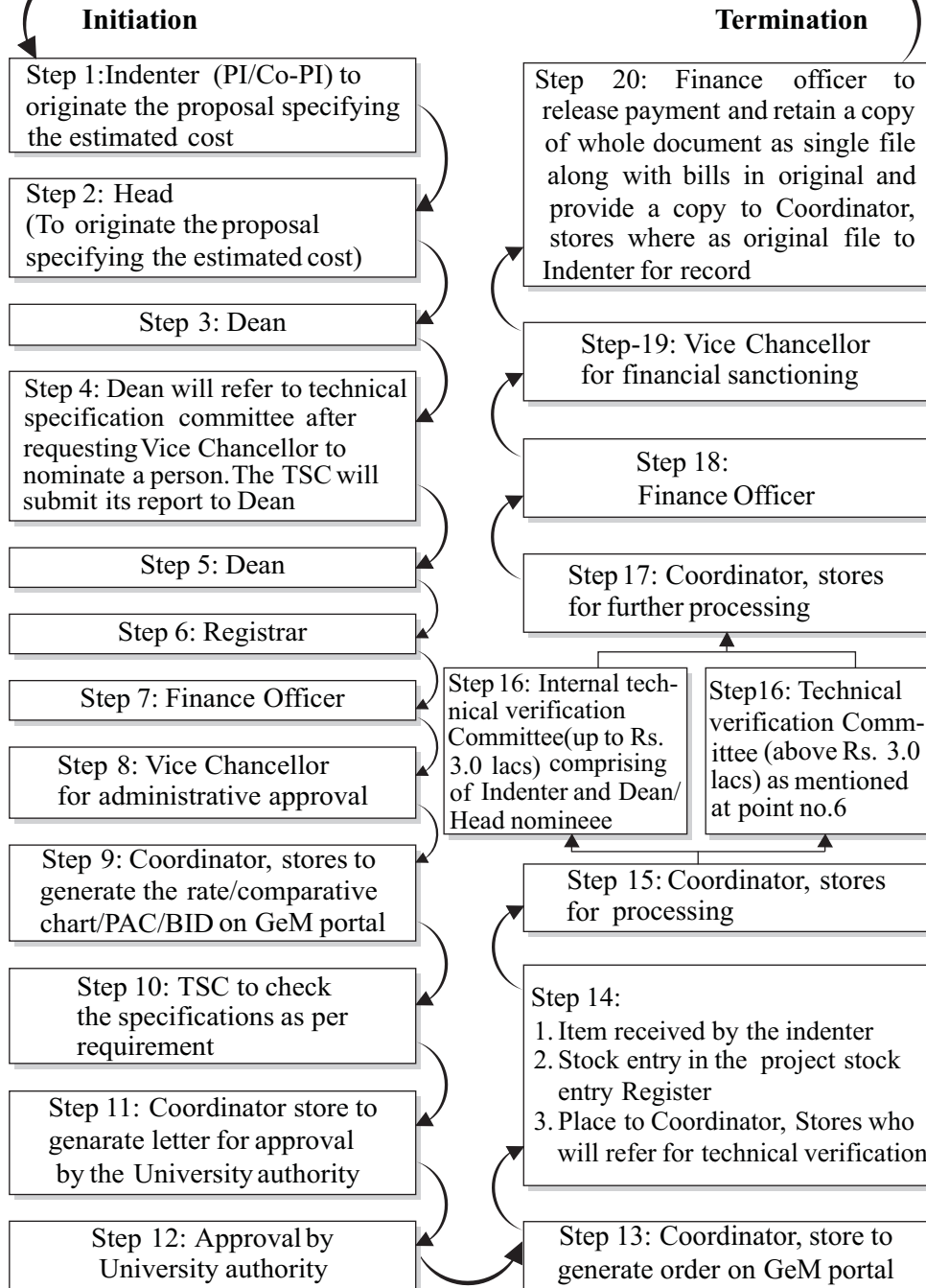
**ii. PURCHASE OF ITEMS ABOVE RS. 1.0 LAC :**

**a) PROJECT PURCHASES OF VALUE MORE THAN RS. 1.0 LAC :**

For all such purchases the proposal shall be originated by the indenter (PI/Co-PI) who along with Head will specify the approximate cost. Such purchase proposals duly recommended by Head shall be sent to Dean for further processing. The Dean will go through the purchase proposal and if satisfied will request Hon'ble Vice Chancellor to constitute a technical specification committee as specified at point no. 4. The technical specification committee will go through the proposal and verify the specifications. After certifying the specifications, the technical specification committee will recommend to Dean for further processing. The Dean with his recommendation, will forward the proposal to Registrar. The Registrar will send the proposal to Finance officer for financial input/ comments to look for budgetary provisions etc. With appropriate comments, the Finance officer will send the proposal to Vice Chancellor to accord the necessary administrative approval. Once the purchase proposal is approved, the process for placing order on the GeM portal as described in flow chart shall be initiated by the Coordinator, Stores, assigned by the University.

Immediately after the item is supplied, Indenter (PI/Co-PI) will process the pay order/ bills for payment after stock entry in the project stock entry register and will send to coordinator, stores for payment. Coordinator, stores after primary scrutiny will refer the pay order to technical verification committee which will go through the item/items and provide satisfactory installation report and will send back to coordinator, stores with its report. After getting technical verification report from the committee, the Coordinator, stores will send the pay order to Finance officer for comments. The Finance officer with his remarks will send the proposal to Vice Chancellor for sanctioning of the amount. Once the amount is sanctioned, the payment shall be released by the Finance officer with a copy of whole document as single file to Coordinator, Stores and a copy to indenter for record.

**M.J.P.Rohilkhand University, Bareilly : Purchase procedure**

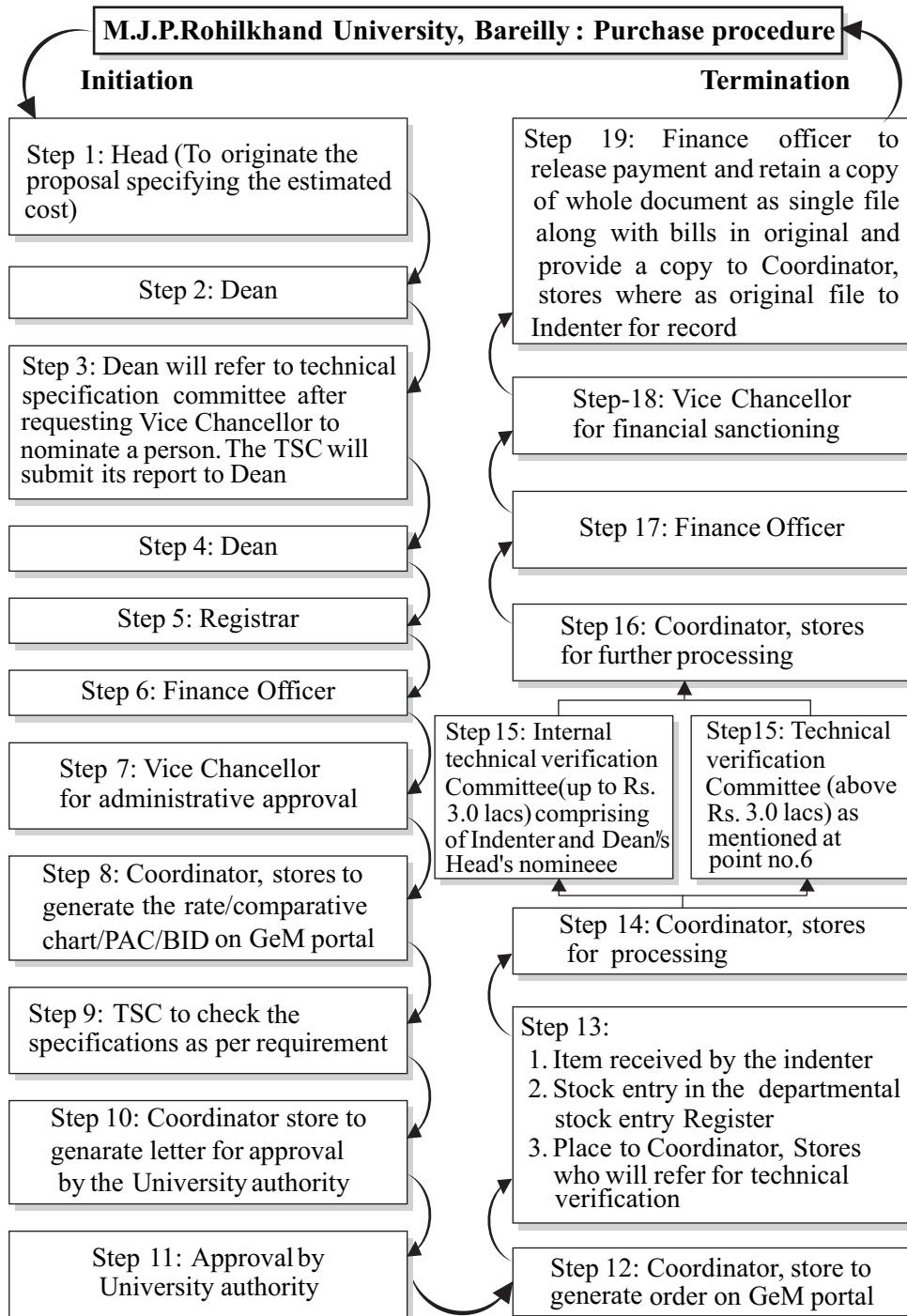


**FLOW CHART OF PURCHASE PROCEDURE FOR PROJECTS OF VALUE ABOVE RS. 1.0 LAC**

**b) DEPARTMENTAL PURCHASE OF VALUE MORE THAN RS. 1.0 LAC:**

For all such purchases the proposal shall be originated by the Head specifying the estimated cost of the equipment. Such purchase proposals originated by Head shall be sent to Dean for further processing. The Dean will go through the purchase proposal and if satisfied will request the Vice Chancellor to constitute a technical Specification committee as specified at point no. 4. Technical specification committee after verifying and certifying the specifications will send the proposal back to Dean, who will forward to Registrar. The Registrar will refer the proposal to Finance officer for financial input/ comments and to look for budgetary provisions etc. With appropriate comments on the proposal, the Finance officer will send the proposal to Vice Chancellor to accord the necessary administrative approval. Once the purchase proposal is approved, the process for placing order on the GeM portal as described in flow chart shall be initiated by the Coordinator, Stores, assigned by the University.

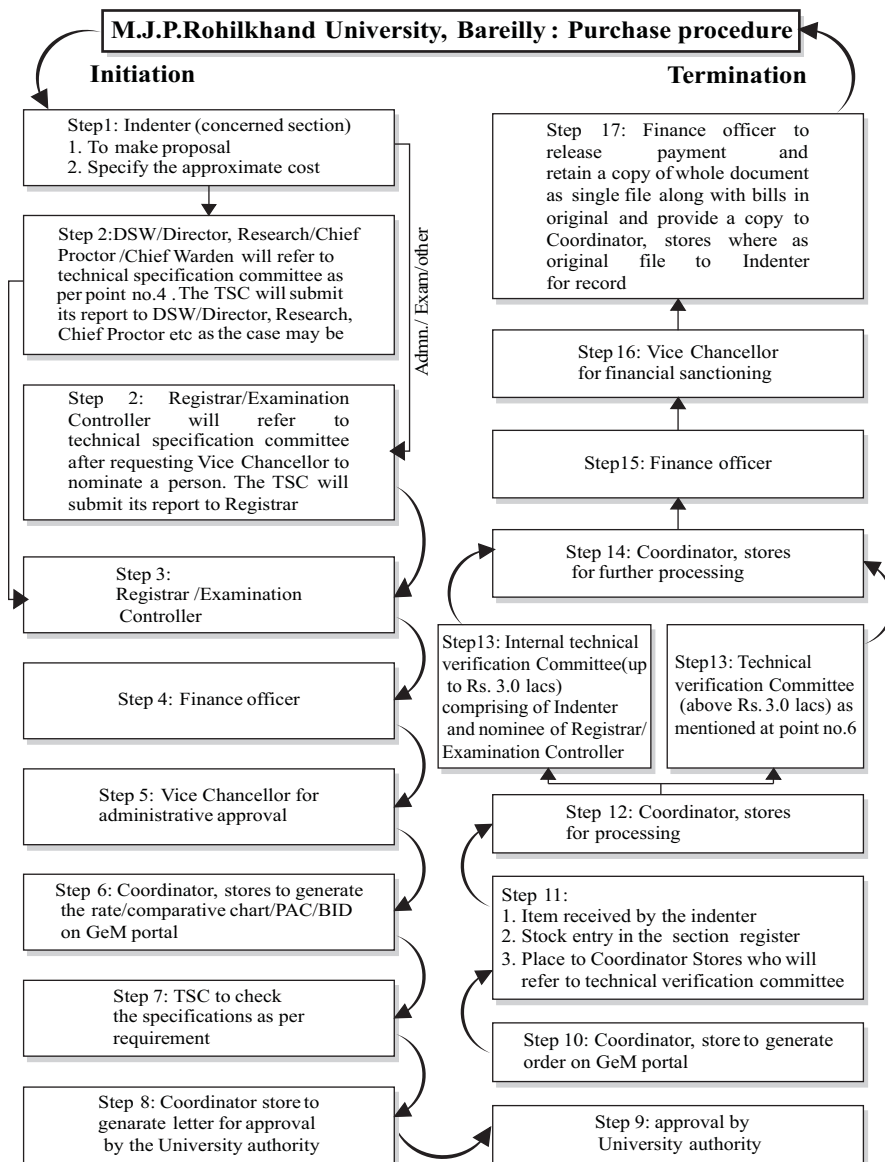
Immediately after the item is supplied, Indenter (Head) will process the pay order/ bills for payment after stock entry in the departmental stock entry register and will send to Coordinator, stores for payment. Coordinator, stores will refer to technical verification committee, which will go through the item/items and provide satisfactory installation report and will send the pay order proposal back to Coordinator, stores with its report. Coordinator, stores will send the pay order to Finance officer for comments. The Finance officer with his remarks will send the proposal to Vice Chancellor for sanctioning of the amount. Once the amount is sanctioned the payment shall be released by the Finance officer with a copy of whole document as single file to Coordinator, Stores and a copy to indenter for record.



**FLOW CHART OF PURCHASE PROCEDURE FOR DEPARTMENTS OF VALUE ABOVE RS. 1.0 LAC**

**c) OTHER PURCHASES OF VALUE MORE THAN RS. 1.0 LAC:**

Purchases from various administrative sections/ any other sector of the University will be done by adopting the same purchase procedure except for the change of indenter.



**FLOW CHART OF PURCHASE PROCEDURE FOR OTHER PURCHASES OF VALUE ABOVE RS. 1.0 LAC**

The above stated **“MJPRU GEM PURCHASE RULES”** have been framed and are enforce from 09-12-2020, as per recommendation of the committee and subsequent approval of the competent authority.

(Registrar)