



हैदराबाद विश्वविद्यालय
University of Hyderabad



Office of the Registrar

सं./No. UH/IAO/2025-2026/- 1093

दिनांक/Dated 2-04-2025.

CIRCULAR

Sub:- All Purchases are to be made through Government E-Marketplace (GEM) - Adhering to the UHPP policy/GFR and other Government norms issued from time to time - Reg.

Ref:- 1) Circular No. UH/CPU/2023/279, dt. 18-10-2023.
2) Circular No. UH/CPU/2024/480, dt. 6-3-2024.
3) Circular No. UH/IAO/2024-25/627, dt. 26-06-2024.

...

Kind attention is invited to the references cited above. Despite issue of many circulars, in this regard periodically, it has been observed that some of the Schools/Departments/Project Investigators are not following relevant guidelines designed for procurements of goods and services required even for routine day-to-day needs and requesting for condonation later. It is once again informed that the University has been registered on GeM portal with Registrar as Primary User and Deans/Heads/Project Investigators/officers etc. are designated as secondary buyers for the above purpose. Those who are not having an account are advised to obtain their GeM account through Registrar Office, and operate through their respective accounts.

It is once again advised that all procurements/services are to be mandatorily processed through GeM portal only. Further, any procurement made outside the GeM portal when the particular item/service is available in GeM, the said bill will not be admitted by the F&A, in order to avoid internal and external audit objection in future. Requests for release of payments for procurements made without following GeM/UHPP/GFR guidelines will not be entertained under any circumstances.

In terms of GeM/UHPP procedures, while searching for a product on GeM Portal, the description of the subject matter required has to be practicable, objective, functional, generic and measurable while specifying technical, qualitative and performance characteristics. Further, it may be noted that the buyer should not indicate requirement for a particular trade mark, trade name or brand name which is against the GeM/UHPP norms.

Further it is reiterated to all concerned, as advised in circular 3rd cited, to avoid obtaining non-availability certificate in GeM through Non-practicable descriptions, and submitting the same to IAO for vetting. In this connection it is stated that procurement outside GeM may be resorted to only after exhausting all attempts in GeM viz.

- (i) Searching the product in GeM with different practicable and functional descriptions;
- (ii) Inviting bids through BoQ / Custom Bids by uploading the prescribed certificate with the approval of competent authority (sample format attached) and informing the probable bidders to apply through GeM.
- (iii) Procurement of proprietary items also should made through GeM Portal.

All procurements that are proposed based on non-availability certificate on GeM Portal, when the value of procurements is more than one lakh, have to be routed through Internal Audit Office (vetting of IAO),

It is once again reiterated and requested to all the concerned to scrupulously follow the guidelines prescribed in GeM/UHPP/GFR as amended from time to time for all procurements (Goods/services).

Encl: As stated above.


34-25
REGISTRAR

To

- 1) All the Schools/Departments/Sections
- 2) PS to FO
- 3) IAO

Undertaking for Custom Bid for Services Creation on GeM

(to be filled by the HoD)

File number: 02-01/2024-S&S

Date:

Subject: Undertaking for Creation of Custom Bid for Services required on GeM

1. Services Required (Please specify the exact services required):

AMC for repairs & maintenance of furniture items in the Ministry of Education

2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable service categories):

Repair/maintenance of furniture items

3. GARPTS ID (mention GeM Availability Report ID):

GEM/GARPTS/21052024/6UK1OOZ78XQQ

4. Categories to which notification was sent:

Category 1: (Category name) Repair, Maintenance and Installation of Plant/ Systems/Equipments

Category 2: (Category name) Operation And Maintenance Of Switchyard

Category 3: (Category name) Operation And Maintenance Of Substation

5. Undertaking:

I understand that the creation of a custom bid for services is an exceptional process and should only be used when existing service categories on GeM are not suitable for the required services.

I, Syed Ekram Rizwi, undertake the following:

- I have conducted a thorough search using the search string mentioned above and determined that existing categories are not appropriate for the required services.
- I have provided an accurate and detailed description of the required services in Section 1.
- I have selected the most relevant categories for notification in Section 4.
- I am fully prepared to justify the need for a custom bid to GeM upon request.

Signature

(Syed Ekram Rizwi)

(Joint Secretary, Department of Higher Education, Ministry of Education)

