कुलसचिव कार्यालय   **Office of the Registrar**

Ref. No.: IIT (BHU)/I. P. Cell/GeM/2018 – 19/7/5   Dated : 5ᵗʰ December 2018

NOTICE

It is notified to all concerned that the Institute has been registered with the GeM (Government e Market Place) in compliance to implementation of GFR 2017 issued from Ministry of Finance, Department of Expenditure. Further, all the Goods and/or Services available on GeM will be mandatorily procured by the Department / School / Office / Units from GeM only.

2. In this connection, all the **Principal Investigators** are requested to submit the required information to Institute Purchase Cell on the format printed overleaf for creation of login ID and password at the earliest. Created login ID, password will be communicated by the GeM to the concerned PIs for making purchases through GeM and subsequently they will be added as a Secondary User by the Institute Purchase Cell. This may be treated as **MOST URGENT.**

3. The Principal Investigators are requested to ensure that the procurement is for official purpose / project purchase only and sufficient funds are available in the Project. Further, the approval of Competent Financial Authority must be obtained as per extant rules of the Institute.

4. Further, the purchaser will certify the reasonability of the rate and provide a certificate in this regard in the following format *"I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."*

5. Furthermore, the purchaser will give the following certificate in case of purchases made from sources other than GeM that *"I/We members of the Purchase Committee certify that at the time of procurement of required goods and/or services from other sources, these goods / services were not available on GeM."*

Dy. Registrar (Accounts)

Copy forwarded for information and necessary action to the followings;

1. All the Deans,
2. All the Heads of the Departments / Coordinators of the Schools,
3. The Coordinators / Incharge of Units / Centres / Offices,
4. All the Professor Incharges,
5. The Chief Councillor, Gymkhana,
6. The Chairman, Institute Works Committee,
7. The Chairman, Senate Library Committee,
8. The Chairman, Cafeteria Committee,
9. The Chairman, Council of Wardens,
10. The Chairman, Web Management & E-mail Services Committee,
11. The Coordinator, GTAC,
12. The Incharge, 1ˢᵗ Year Computer Lab.,
13. The Joint Chief Proctor,
14. All the Admin Wardens / Wardens, IIT(BHU) Hostels,
15. The Joint Registrar (Admin – I),
16. All the Asstt. Registrars,
17. The P.S. to Director,
Indian Institute of Technology (BHU)

Dy. Registrar (Accounts)
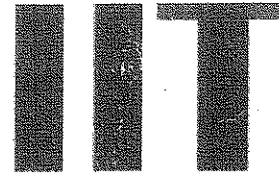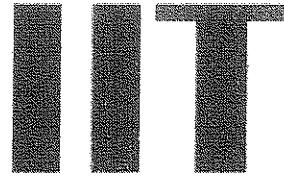
भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दु विश्वविद्यालय

IIT INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : 0542-2366674   e-mail : deputy.registrar@itbhu.ac.in

Office of the Registrar
(Institute Purchase Cell)

कुलसचिव कार्यालय
(संस्थान क्रय प्रकोष्ठ)

Details Required for Creating User-id for GeM
(to be filled by the Head / Coordinator only)

User information :

a) Name of the Department / School / Unit / Office...

b) Title (Prof./Dr.)...

c) First Name ....

d) Middle Name ....

e) Last Name ....

f) E-Mail id ....
(official e-mail id only)

g) Designation ....

h) Aadhar No. ....
(please enclose a copy of Aadhar card)

i) Mobile No. ....
(registered mobile no. linked with Aadhar)

Signature & Stamp of Head / Coordinator