



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smvdu.ac.in

Ref. No.: SMVDU/AA/24/700

Date: 5th Sep, 2024

INTER OFFICE CORRESPONDENCE

From	To
Chairman Purchase Committee PM-USHA	All Heads/ I/c Heads

This is in reference to the notification issued vide no. SMVDU/AA/24/691-699, dated: 5th Sep. 2025 regarding constitution of Purchase Committee under PM-USHA.

In this regard, all concerned Heads of the School are requested to:

1. Nominate one Senior Faculty Member from concerned School, who is well versed in the procedures of GEM Portal, to be part of Purchase Committee, PM-USHA
2. Nominate 01 staff member who is well versed in the procedures of GEM Portal for assisting Member Secretary, Purchase Committee- PM USHA for operating GEM Portal for procurement of items related to their schools.

The details of the nominated faculty and staff member may kindly be forwarded to Purchase Committee PM-USHA by 6th Sep. 2024 positively for further needful in the matter please at the following email id: pm-usha.purchase@smvdu.ac.in.

Further, the SoP's to be followed for purchase under PM USHA Scheme are enclosed for perusal & Strict Compliance.

Matter may kindly be treated as MOST URGENT.

Boyl
05.09.2024

Chairman
Purchase Committee PM-USHA

Copy to:

1. Finance Officer, for information.
2. Dean of Faculties, for information.
3. Registrar SMVDU, for information.
4. Member Secretary, Purchase Committee- PM USHA.
5. AR (VC Office) for information.
6. I/c Website, for uploading on University Website.

Standard Operating Procedures for Procurement under PM-USHA.

1. All purchases shall be made strictly as per GFR-2017 norms.
2. All Schools shall raise an indent of the equipment to be purchased which is already included in the approved PM-Usha Plan, and get its specifications duly vetted by the School technical Committee.
3. The vetted specifications, shall be deliberated upon by the SPC and its recommendations w.r.t mode of purchase, cost involved and the process involved shall be recommended by the SPC and the complete file shall be forwarded to the Chairman, PM-USHA Purchase Committee, along with all annexure.
4. In case the item is available on GeM and can be carted; then the carted item along with comparative sheet generated [if applicable], and draft Sanction Order, may be included in the file.
5. In case the item is of higher value, or is unavailable then the recommendations for uploading ebid on GeM portal should be forwarded. In such case, a non-availability certificate generated from GeM, must also be enclosed.
6. In case the item is Proprietary in nature, then the OEM proprietary certificate along with PAC [as per GFR-2017] duly signed by the indenter along with HoD, must be included in the file.
7. The PM-Usha purchase Committee shall very frequently meet in the AB Committee Room and deliberate on the procurement indents received from various Schools, tally it with the PM-Usha proposal approved by the HED, check whether the GFR-2017 norms have been followed, check whether the carted/indented item does not exceed the approved budget and forward the same to the Competent Authority for his kind approval, after getting it pre-audited.
8. After the approval is received, and the draft sanction order has been pre-audited, it shall be got signed from the concerned authorities and uploaded on the GeM portal.
9. In case the vender requests for extension in delivery period, the same shall be forwarded to the Chairman PM USHA Purchase Committee who shall recommend the same to the Competent Authority for consideration. After the approval is received, the delivery date shall be updated/revised on the GeM portal.
10. Once the material is received, the indenting department shall take geo-tagging photograph[duly signed], attach certificates [for rule 154/155, duly signed]; Warranty from the supplier on his letter head, and installation report. The School shall get the items inspected from the designated Inspection Committees, enter these in school stock registers, and submit the files to the S&P wing for release of payment.
11. The S&P wing shall make entry in central stores[in specific stock registers for PM-USHA Purchase], make GR sheet entry, generate CRAC / Service Report and invoice from GeM, and forward the files to finance wing for release of payment as per rules.