



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

File Ref No. IMU-HQ/R/71/64-C/1/2022

Dt. 31.05.2023

IMU-HQ PROCUREMENT CIRCULAR NO. 04/2023

Sub: Procurement through GeM - Reg

Ref: GFR 2017 and various OM of DoE, Min of Fin

1. It is mandatory that procurement of goods and services are to be carried out through GeM as per Rule 149 of GFR 2017 and various instructions issued by Ministry of Finance and MoPSW, Govt of India from time to time.

2. GeM procurement is one of the key agenda items in the weekly review meeting of the MoPSW. It is evident from the procurement statistics of FY 22-23 based on the weekly report submitted by Campuses that IMU had incurred 20% of total expenditure on non-Gem purchases/services. In the current FY 2023-24, a total of Rs. 3,32,89,738/- (92.02%) incurred on non-GeM purchases/services whereas, Rs. 28,85,960/- (7.98%) only incurred through GeM procurement as of 19.05.2023.

3. Hence, the following guidelines are to be strictly adhered to by IMU-HQ and all the Campuses to achieve 100% expenditure through GeM for the remaining period of the current financial year 2023-2024.

(a) All purchase/service proposal irrespective of its cost shall be procured through GeM, which shall be ensured by the Campus Directors.

(b) A thorough scrutiny of each proposals is to be carried out meticulously and record detailed justification for resorting to non-GeM purchases/services with GEMARPTS for future audit and record. The weekly GeM data being updated on Google form shall include the detailed reason/justification for non-GeM purchases/services and forward to the HQrs without fail.

(c) Campuses must encourage regular sellers/vendors for GeM registration to meet all requirements through GeM.

(d) GeM facilitator/faculty member of the region (<https://gem.gov.in/training/facilitators>) or training modules/programme available in GeM LSM (https://gem.gov.in/training/training_module) may be utilised effectively for training of personnel on GeM.

4. All efforts should be made in letter and spirit for achieving 100% expenditure through GeM by IMU.

To

**All Campus Directors,
CoE, FO (I/C), Dean (I/C), DR (A, L &S)
DR (P), DR (Academics), DR (CTR),
DR (VC Sectt), AE (E), AE (C), IT Manager**

Copy to: -

V.C – for info, please

Abhinav Kumar
Registrar
31.5.23