



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

SVNIT

No. E/ 2177

Date: 08/11/2023

CIRCULAR

8 NOV 2023

**SUB: Submission of Brief details of Procurement in the Procurement files**

It has been observed that the indent for generic items are proposed for procurement through other than GeM portal. The generic items should be compulsorily procured through GeM portal only. The Departments/ Sections are advised to select the items for procurement of generic items which are readily available on the GeM portal. In case of Non-availability of generic item on GeM portal, the same may be processed through other sources i.e. GeM Customized Bid or CPPP. The Govt instructions for procurement through GeM should be strictly followed.

The procurement file should have brief details of procurement on the cover page/ left side of the file as per format attached (Annexure A). The details of the format should be carefully filled and updated by the indenting department/ section at every stage. The Department/section should ensure that all the data as required in the format about procurement is clearly readable without any cuttings/ overwriting. All the documents of the procurement file should have page numbering in the sequence of event. The name and designation of signatory should also be written while signing the documents.

In case of techno-commercial negotiation, bid extension, permission for bid opening (less than three), additional terms and conditions, specific exemption, if any, should have prior permission / approval from the Competent Authority. Further, the indenter/committee needs to ensure that all the clauses for Earnest Money Deposit, Security Deposit, past experience, minimum turnover, warranty, delay penalties and MSE exemptions are well defined and complied in the tender document. While recommending the lowest bidder, the Financial Evaluation Committee shall also certify that the prices are reasonable in comparison to the market value.

This is issued with the approval of the Competent Authority.

Encl: Annexure-A

To,  
All Employees – for information and necessary action

*[Signature]*  
8/11/2023  
REGISTRAR

## SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

## Summary of Procurement

(To be filled in by the Indenter and placed on cover page of the procurement file)

|         |                     |
|---------|---------------------|
| File No | Department/Section: |
|---------|---------------------|

## Indenter details, Item details, Estimated cost and Sources of fund

|   |  |  |  |  |   |  |  |                              |                             |  |  |  |
|---|--|--|--|--|---|--|--|------------------------------|-----------------------------|--|--|--|
| Name and Designation                                    |  |  |  |  | : |  |  |                              |                             |  |  |  |
| Name of the Item  |  |  |  |  | : |  |  |                              |                             |  |  |  |
| Quantity  |  |  |  |  | : |  |  | Type (Please tick ✓ any one) | Consumable / Non-Consumable |  |  |  |
| Estimated Cost  |  |  |  |  | : |  |  |                              |                             |  |  |  |
| Source of Fund (OH-35 /OH-31 /Project/ Student Council) |  |  |  |  |   |  |  | :                            |                             |  |  |  |

## Administrative Approval

|  |   |
|--|---|
| Administrative Approval from CA<br>Reference No. with date |   |
| Mode of Procurement (Please tick ✓ any one)                | GeM / CPPP: e-Procurement / CPPP: e-Publish/LPC           |
| Type of Tender (Please tick ✓ any one)                     | Limited / Open/ Global/Single (PAC)/ Single (Without PAC) |

## Tender Details

|   |  |                             |  |     |  |
|---|--|-----------------------------|--|-----|--|
| Whether it is fresh Tender Enquiry?<br><i>(Please tick ✓ any one)</i> | Yes / No :In case of No, please give the following details of earlier tender |                             |  |     |  |
|   | No of bids received earlier  |                             | Whether Price bid was<br>opened earlier? | Yes |  |
|   | Technical<br>evaluation  | Technically<br>Qualified    |  | No  |  |
|   |  |                             |  |     |  |
| Tender / Bid Reference No.  |  |                             |  |     |  |
| Tender Publishing Date  |  | Period of Bid<br>Submission | Start Date                               |     |  |
|   |  |                             | End Date                                 |     |  |
| Extension of Bid (if applicable)                                      |  |                             |  |     |  |
| Bid Opening Date<br>(Technical)                                       |  | Number<br>of<br>bids        | Received                                 |     |  |
|   |  |                             | Technically Qualified                    |     |  |

|   |  |
|---|--|
| Bid Opening Date (Financial)  |  |
| Name of bidder / Dealer / Principal firm with address which<br>has quoted Lowest amount inclusive of all taxes and charges. |  |
| Lowest quoted amount  |  |
| Date of Financial Concurrence from Account Section & Head<br>of Expenditure   |  |
| Date of financial sanction for procurement  |  |
| Recommendation of Purchase Committee, if any  |  |
| Date of placement of Purchase order   |  |