



F.No. SEEPZ-SEZ/ESTATE/PG/30/2021-22/14859

03rd September, 2021

NOTIFICATION

Sub: Steps for procurement of Goods on GeM Portal.

The following procedure and time line is follows for procurement of Goods on GeM Portal:

Sr. No.	Procedure for Procurement	Timeline	Remarks
1 st Step	Intent of Procurement with approval of DC shall be submitted to E- Procurement Cell in Finance & Account Division.	T ₀ + 1 Day	
2 nd Step	GeM Platform rates and technical specification shall be share with the concerned Division by Finance & Account Division.	T ₀ + 2 Day	
3 rd Step	Concerned Administrative Division will certify the specification or the SLA in case of services to be procured on GeM.	T ₀ + 3 Day	
4 th Step	Orders upto Rs. 25,000/-	T ₀ + 4 Day	Product should be ordered on the 4 th day from the date of receiving of intent of Procurement after approval of DC.
	Order by Comparison between 3 seller of same specification Rs. 25,000/- to Rs. 5,00,000/-	T ₀ + 4 Day	Product should be ordered on the 4 th day from the date of receiving of intent of Procurement after approval of DC.
	Bidding Process Above Rs. 5,00,000/-	T ₀ + 10 Day	Product should be ordered on the 15 th day from the date of receiving of intent of Procurement after approval of DC.

...2/-

Approval ..
2/9/2021

5 th Step	Follow up for supply of the procured material or services	15 Days from the date of generating purchase order.	T ₀ + 19 days for follow up and receiving of goods. T ₀ + 19 days for follow up and receiving of goods. T ₀ + 30 days for follow up and receiving of goods/start of service.
6 th Step	On satisfactory supply- Generate CRAC and process for payment	Payment shall be made within 10 days from the date of generation of CRAC.	
7 th Step	In case short supply of Goods/ unsatisfactory product / Quality – Raise Incident	Action to be taken in 24 hours.	

This issues with the approval of Development Commissioner, SEEPZ SEZ.


Anurag Agarwal

(Dy. Development Commissioner)
SEEPZ SEZ