



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Central Stores and Purchase Section

Phone: (0512) 259 7275, (0512) 259 7214 email: purchase@iitk.ac.in

No. S&P/OO/2023-24/01

Dated: 12.07.2023

Office Order

Sub: Procurement being made on an urgent basis.

It has been observed that indenters/end-users initiate the purchase process citing the urgency of some planned events approaching or the expiry of the contract period (in the case of goods, services, software etc.); they take special approvals to bypass the purchase procedure laid down in GFR-17.

This usually happens due to late initiation of the purchase process at the indenter end.

Bypassing the purchase procedure (GeM/ CPP Portal) may attract AG-UP audit paras, which will be hard to defend.

Rule 149 (vi) of GFR-17 states – *"The Ministries/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval."*

In view of the above, it is advised to all the indenters/end-users to initiate the purchase procedure well in advance to avoid any future issues.

Also, kindly encourage the suppliers to register on the GeM portal for a swift purchase process.

This issues with the approval of the competent authority.

Dean, Administration

Copy to:

1. Director
2. Dy Director
3. All Deans / HODs
4. OICs