



CIRCULAR

Subject: Procurement of Goods/Services etc on GeM Portal- instructions thereof

Rule 149 of the GFR -2017, provides that it is mandatory for the Government Departments to purchase goods and services through GeM (Government-e Marketplace) only, if these are available on GeM. Finance Department of Govt of J&K has time and again issued instructions regarding safeguards and transparency parameters to be followed by the departments/GeM Buyers, while procuring goods and services on the GeM portal. The instructions have been further elucidated in the circulars issued vide No. FD-Code/24/2022-03-418 dated 23.02.2022 and FD-code/121/2022-02/Part-I (I)-304 dated 27.11.2025.

As per the procurement policy of SKUAST-K, the Nodal officer GeM is the designated authority that coordinates and supervises all activities of procurement on GeM portal through various GeM buyers of SKUAST-K. Further, in recent times audit has also suggested additional measures to be undertaken by the procurement committees while procuring goods and services on GeM Portal.

In view of the above, all the GeM buyers are impressed upon to ensure that the instructions issued by the Finance Department from time to time are adhered to in letter and spirit on the subject particularly the reasonability of the rates shall be ascertained using Business Analytics tools available on GeM, including the last purchase prices on GeM, departments own last purchase prices, market prices etc in order to ensure that rates are competitive and reasonable. All the GeM buyers are advised to use option of bidding, reverse auction provided on GeM. The Nodal officer and the purchase committees shall ensure that the process of procurement is fair/transparent/cost effective and preference shall be accorded to bidding in order to ascertain fairness and reasonability of rates. Further, the Chairpersons of the purchase committees/Pis shall record the necessary prerequisite certificates regarding reasonability of rates before processing the bills for payment.

Sd/-
Director Finance/ Comptroller
SKUAST-K

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Dated:- 21 / 05/2026

Copy to:

- All Officers of the University.
- All Deans/Associate Deans of Faculties/Colleges of SKUAST-K.
- All Heads of Divisions/Research Stations/KVKs and other constituent units of SKUAST-K.
- Incharge ARIS, SKUAST-K for uploading the Circular on university official website.
- Nodal officer, GeM, SKUAST-K, Shalimar
- All Pis/ concerned Procurement Committees.
- Secretary to Vice Chancellor, SKUAST-K, Shalimar.

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