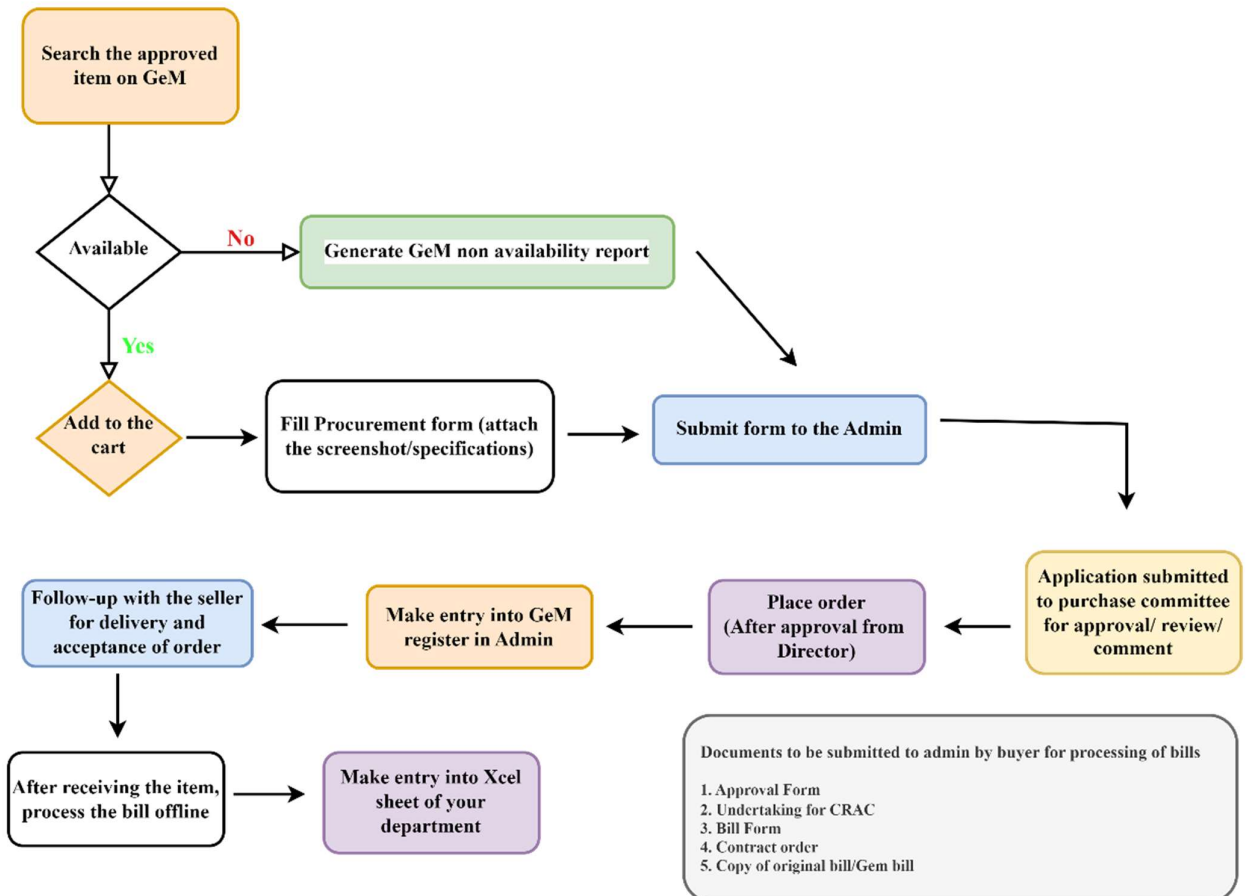


PROCESS OF PROCUREMENT OF ANY PRODUCT/SERVICE ON GEM



Buyer's Responsibilities

- Selection the item as per specification
- Reasonability of Rate of the item
- Taking approvals for purchase
- Ordering of item/s
- Followup for delivery of items
- Receiving of item/s from admin
- Giving undertaking for the quality of item/s received
- Processing of Bills
- Updation of details in Xcel sheet

Consignee's Responsibilities

- Receiving of items
- Maintaing GeM register
- Receiving of bills
- Generation of CRAC
- Processing of Bills online on GeM portal
- Submit bills to accounts for payment

PAO's Responsibilities

- Receiving of Bills
- Payment of bills within 10 days
- Maintaining GeM register and purchase Xcel sheet
- Updating of transaction details on GeM portal to close the purchase