



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Office of the Registrar  
Central Procurement Unit

No UH/CPU/2023/ 279

Date: 18-10-2023.

**CIRCULAR**

Sub:- Purchase through Government E-Marketplace (GEM)– Adhering to the UHPP policy/GFR and other Government norms Reg.

Ref:- 1) Office Note initiated by the F&A (IoE) Projects Section, dt. 14-9-2023.  
2) Covering Note No. UH/IAO/2023-24/902, dt. 3-10-2023.  
3) V.C.'s approval dated: 14-10-2023.

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It is informed that the University has been registered on GeM portal with Registrar as Primary User and Deans/Heads/Project Investigators/officers etc., are designated as secondary buyers for the above purpose.

The relevant guidelines for procurements are to be made through GeM portal; at the same time adhering to the UHPP policy/GFR and other Government norms. All procurements/services mandatorily are to be processed through GeM portal only. Further, any procurement made outside the GeM portal when the particular item/service is available in GEM, the said bill will not be admitted by the F&A, to avoid internal and external audit objection in future.

In terms of GeM/UHPP extant rules, while searching for a product on GeM Portal, the description of the subject matter of procurement to the extent practicable should be objective, functional, generic and measurable and specifying technical, qualitative and performance characteristics. Further, it may be noted that the buyer should not indicate requirement for a particular trade mark, trade name or brand name which is against the GeM/UHPP norms.

It is once again reiterated to all the concerned to scrupulously follow the terms and conditions as prescribed in the documents mentioned above and as amended from time to time.

  
18-10-23  
REGISTRAR

To

- 1) All the concerned.
- 2) Webmaster for uploading the circular on UoH website

Copy for information to:-

1. OSD to V.C.
2. P.S. to Registrar
3. P.S. to F.O.
4. P.S. to C.E.