



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)  
**Rajiv Gandhi Institute of Petroleum Technology**  
(An Institution of National Importance established under an Act of Parliament)  
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

**Notification**

No.: RGIPT/Jais/Admin/2026/524

Date: 26.05.2026

**Subject:** Adoption of Standard Operating Procedure (SOP) for Procurement through GeM L-1 Comparison Mode

In pursuance of the provisions contained in Government of India Office Memorandum No. F.1/3/2024-PPD dated 10.07.2024 and OM No. F/20/42/2021-PPD dated 05.06.2025 relating to procurement through Government e-Marketplace (GeM), adopted by the Institute vide Resolution Nos. 79.11 & 79.12 of the 79th Meeting of the Board of Governors, and in continuation of Institute Notification No. RGIPT/Jais/Admin/387/2021 dated 22.06.2021 regarding routing of procurement proposals through Internal Audit, the following Standard Operating Procedure (SOP) for procurement through GeM L-1 Comparison Mode is hereby notified for implementation with immediate effect.

**Standard Operating Procedure (SOP)**

**A. Initiation of Procurement Proposal**

1. Procurement proposals shall be initiated by the concerned Department/Section through duly constituted Purchase Committees in accordance with Rule 149 of GFR and applicable GeM provisions.
2. The proposal shall contain the following documents/details:
  - o justification of requirement;
  - o technical specifications;
  - o estimated cost/in-house estimate;
  - o budget availability details;
  - o GeM comparison statement indicating L-1 status; and
  - o recommendation of the Purchase Committee.

**B. Examination by Internal Audit**

1. All procurement cases above ₹1.00 lakh processed through GeM L-1 Comparison Mode shall be routed through Internal Audit before placement/generation of the GeM Contract Order, in accordance with Institute Notification dated 22.06.2021.
2. Internal Audit shall examine the proposal with reference to:
  - o procedural compliance;
  - o financial propriety;
  - o budgetary provisions;



# राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

## Rajiv Gandhi Institute of Petroleum Technology

(An Institution of National Importance established under an Act of Parliament)

Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

- adherence to GeM/GFR guidelines; and
- recommendations of the Purchase Committee.

### **C. Approval of Competent Authority**

1. After audit examination, the proposal shall be submitted to the Competent Authority for administrative and financial approval prior to placement/generation of the GeM Contract Order.
2. Approval of the Competent Authority shall be mandatory before placement of the GeM order.

### **D. Generation of GeM Contract Order**

1. Upon approval of the Competent Authority, the authorized GeM user may generate/place the GeM Contract Order directly on the GeM portal.
2. The GeM Contract Order generated on the portal shall be treated as the principal procurement document in terms of GeM/GFR provisions and shall form part of the approved procurement file.

### **E. Post-Approval Processing**

1. After approval and generation of the GeM Contract Order, the procurement file shall not be routed again through Internal Audit for re-vetting of the procurement process.
2. Subsequent processing relating to supply, inspection, receipt, bill processing, and payment shall be carried out by the concerned Section in accordance with:
  - GeM Contract terms & conditions;
  - Institute financial rules;
  - statutory provisions; and
  - delegated financial powers.

### **F. Processing of Bills & Payments**

Bills/payments shall be processed on the basis of:

- successful supply/completion certificate;
- consignee receipt & acceptance on GeM;
- tax invoice; and
- other supporting documents, as applicable.



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)  
**Rajiv Gandhi Institute of Petroleum Technology**  
(An Institution of National Importance established under an Act of Parliament)  
Jais, Amethi- 229304, UP, India. Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

This Notification shall come into force with immediate effect and shall be applicable to all procurement cases processed through GeM L-1 Comparison Mode in the Institute.

**The proposal for comparison shall be submitted only in the prescribed attached format.**

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. All Deans/HoDs/Section Heads
2. Assistant Registrar (Accounts)
3. Assistant Registrar (Internal Audit)
4. Finance & Accounts Section
5. All Centres

  
Registrar



# राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

## Rajiv Gandhi Institute of Petroleum Technology

(An Institution of National Importance established under an Act of Parliament)

Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

### APPROVAL NOTE FOR PROCUREMENT THROUGH GeM PORTAL UNDER DIRECT PURCHASE / GeM L-1 COMPARISON MODE

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Approval for procurement of \_\_\_\_\_ through GeM Portal under  
Direct Purchase / GeM L-1 Comparison Mode as per GFR Rule 149.

#### 1. Name of the Department / Project

Department / Project: \_\_\_\_\_

#### 2. Details of Purchase Committee

The Departmental Purchase Committee has examined the requirement and recommended procurement through GeM Portal Comparison:

S. No.	Name	Designation	Role
1			Chairman
2			Member
3			Member
4			Indenter/User

#### 3. Procurement Proposal

##### A. Details of Items Proposed to be Procured

S. No.	Name of Item	Technical Specifications	Quantity
1			
2			
3			

Please attach separate sheet, if required.

##### B. Detailed Technical Specifications

The detailed technical specifications of the proposed items are as follows:

---

---

---

---

---

(Attach detailed technical specification sheet, if required)



# राजिव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

## Rajiv Gandhi Institute of Petroleum Technology

(An Institution of National Importance established under an Act of Parliament)

Jais, Amethi- 229304, UP, India. Website: www.rgpt.ac.in

### C. Quantity and Justification of Requirement

The requirement of the above items has been assessed by the concerned Department/Project based on operational/ academic/ research/ administrative necessity.

#### Justification of requirement:

---

---

The proposed quantity is considered essential for smooth functioning of the Department/Project activities.

### D. In-House Estimate

The estimated cost of procurement has been assessed based on prevailing market rates/previous purchase rates/GeM indicative prices.

Particulars Amount (Rs.)  
Estimated Cost of Procurement \_\_\_\_\_

The estimate has been verified and found reasonable.

### E. Budget Availability & Sanction Details

The expenditure shall be met from the approved budget provision as detailed below:

Particulars	Details
Budget Head	
Budget Sanction Letter No. & Date	
Amount Sanctioned	Rs.
Budget Type	Capital / Revenue
Balance Budget Available	Rs.

Supporting documents related to budget approval/sanction are enclosed.

### 4. Proposed Mode of Procurement

The Purchase Committee recommends procurement through:

**“GeM L-1 Comparison Mode under GFR Rule 149”**

The procurement is proposed through GeM Portal considering transparency, competitiveness, reasonability of rates, and compliance with Government procurement guidelines.



# राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

## Rajiv Gandhi Institute of Petroleum Technology

(An Institution of National Importance established under an Act of Parliament)

Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

### 5. Compliance Statement

The proposal clearly states that the procurement is being processed in accordance with:

Government of India OM No. F.1/3/2024-PPD dated 10.07.2024;

Government of India OM No. F/20/42/2021-PPD dated 05.06.2025; and

Institute Notification No. RGIPT/Jais/Admin/387/2021 dated 22.06.2021.

### 6. Recommendation of the Purchase Committee

The Purchase Committee has examined the requirement, technical specifications, estimated cost, and budget availability and recommends procurement of the above-mentioned items through GeM Portal under:

**“Direct Purchase / GeM L-1 Comparison Mode under GFR Rule 149”**

**The committee certifies that:**

The items proposed are essential and required for official purposes.

The specifications are generic and non-restrictive.

Adequate budget provision is available.

The procurement procedure proposed is in conformity with applicable Government and Institute guidelines.

Accordingly, approval is solicited for initiating procurement through GeM Portal.

**Proposed by: Members of Purchase Committee**

Member

Member

Member

Member

Chairperson

**Approved by**

**Director**