

भारतीय मानक ब्यूरो
(वित्त विभाग)

हमारा संदर्भ : वित्त/7:67 (आंतरिक लेखा परीक्षक)

30.03.2022

विषय : GeM पोर्टल के माध्यम से वस्तुओं/सेवाओं के क्रय में प्रणालीगत सुधार

परिपत्र संख्या बी.आई.एस/वित्त/मुख्यालय/परिपत्र (05) दिनांक 30 मार्च 2022 आवश्यक कार्यवाही हेतु सलंगन है।

हस्ता
(विनोद कुमार)
निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय/ शाखा कार्यालय/ प्रशिक्षण संस्थान/ केन्द्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभाग के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

प्रतिलिपि : सूचनार्थ

- निजी सचिव (महानिदेशक) - महानिदेशक की जानकारी के लिए
- अपर महानिदेशक/ मुख्य सतर्कता अधिकारी / सभी उप महानिदेशक

सूचना और प्रौद्योगिकी विभाग - भारतीय मानक ब्यूरो के इंटरनेटपर डालने के लिए

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/7:67 (Internal Audit)

24 March 2022

Subject: Systemic improvement in the procurement of goods/services through GeM Portal

The Circular No. BIS/FIN/HQ/Circular(05)/2022 dated 30 March 2022 on the captioned subject is enclosed for information and necessary action.

Sd/-
(Vinod Kumar)
Director (Finance)

Circulated through Intranet to:

- **Head of ROs/BOs/CL/NITS**
- **Head of all Departments at HQ**
- **All officials of BIS**

Copy for Information:

- **PS to DG – For DG's Information**
- **ADG/CVO/All DDG's**

Copy to: ITSD for uploading on BIS INTRANET

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/7:67 (Internal Audit)

30 March 2022

Subject: Systemic improvement in the procurement of goods/services through GeM Portal

A team comprising of Consultant (Finance), DAC & DD(A&F), from HQ recently conducted the Internal Audit of NRO. A gist of the observations of the Audit Report are relating to systemic improvement in the procurement of goods/services through GeM Portal, which are given as under:

1. More care may be taken to combine procurement of similar types of items to ensure maximum benefit of economy of scale available to the bidder which in turn would be passed on to BIS by way of more competitive rates. The effective way to ensure the same is running of Bill of Quantity(BoQ) based bids, wherever feasible.
2. The latest guidelines issued by Ministry of Information & Broadcasting (MIB)/Bureau of Outreach & Communication (BOC) may be followed for publicity (print media/electronic media/outdoor media etc.).
3. It is advisable that in case of GeM bids wherever more than one parties are L1, it is preferable to go for the "Run L1 Selection" option (auto run option).
4. The proposal for financial approval in all cases should be self-contained and self-explanatory note and may contain the following:
 - (a) Details of the goods/service/works under procurement and also giving reference to the administrative approval obtained.
 - (b) Name of the vendor/party.
 - (c) The exact amount under proposal for payment both in words and figures.
 - (d) The budget head under which the expenditure is debitible and the funds available thereunder.
 - (e) Competent Authority to approve the expenditure as per the Delegation of Power.

All DDGs/Heads at HQ/ROs/BOs/Labs/NITS are requested to ensure compliance of Internal Audit observations in all future procurements.

This issue with the approval of Director General.

(Vinod Kumar)
Director (Finance)

Our Ref: Fin/7:67/2021-22

Date : 30 March, 2022

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