



Dated 28 .04.2025

The Deputy Commissioners/ Directors  
Kendriya Vidyalaya Sangathan Regional Offices/ZIETs

Sir/Madam

Many Kendriya Vidyalayas are being covered under PMSHRI scheme, a flagship scheme for total quality intervention in school education. Schools under the scheme are required to enrich their infrastructure, equipments and services, necessitating thereby new acquisition by procurement. Guidelines on procurement have been issued intermittently to guide and ensure probity in public procurement. Complaints, mostly for extraneous reasons, do cause a concern in a few cases nonetheless. Following check points are enumerated below. These are suggestive, not exhaustive though, to eradicate visible limiting factors in our collective quest to maintain probity in public procurement.

1. All goods and services on GeM must be procured through GeM portal in accordance with Rule 149 of GFR 2017, save as those required to be made under urgent circumstances.
2. It must be ensured that bids are floated on GeM with clear, detailed specifications and eligibility criteria, avoiding vague or restrictive terms that could favour specific vendors. Additional Terms and Conditions (ATCs) should be included in bidding only if required in GeM. Bids must be evaluated objectively based on pre-defined criteria, and awards must be made to the lowest bidder (L1) meeting the technical specifications. Any attempt to influence the bidding process, favour specific vendors, or bypass GeM procedures will be likely deemed to be suspicious. Principals must ensure that the process remains free from bias or undue influence. The buyer must ensure the strict implementation of Make in India and MSME policies on the GeM Portal, selecting the relevant clauses accordingly.
3. The goods and services procured should meet the required quality standards. Additionally, it is essential to ensure that items are purchased at competitive rates, which are in line with prevailing market prices. While GeM is the platform for procurement, it is desirable to do a fact check of prices across various established and trusted e-marketing portals, considering the total cost of ownership (including taxes, delivery charges, and other hidden costs), to avoid overpayment and to ensure value for money. The certificate for reasonability of rates should be provided in all cases after complying with all terms & conditions/process mentioned in the GeM. If a supplier fails to deliver or provides substandard quality, the buyer must generate an incident on the GeM Portal. The provision for custom bids may be utilized if the required items are not available on the GeM Portal.
4. A demand for goods/services shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanctions of higher authorities required with reference to the estimated value of the total demand.

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5. Payments to vendors must be processed within the stipulated timelines as per GeM guidelines and Rule 149 of GFR 2017 after acceptance of the material/Consignee Receipt and Acceptance Certificate (CRAC) to avoid delays and maintain trust in the system. It must be kept in mind that Goods and Services when supplied by a vendor and received by the Buyer (any office of KVS) and put to use, there should be no reason to withhold or delay the payment. If the Goods and Services are defective/unsatisfactory or the Invoices raised have any discrepancies, it should immediately be escalated to the supplier, conveying clearly that the office shall not be held accountable for the delay in payment. The internal audit shall also critically examine how many Bills/Invoices pertaining to the procurement of Goods and Services have been kept pending, recording reasons thereof in each case. Any unreasonable delay shall reflect poorly on the fairness of the DDO/office concerned. In case of unreasonable delays in payment, if the vendor/supplier demands interest on delayed payment, the same may be likely recovered from the persons deemed responsible for the delay.

6. Before releasing the payment, the details mentioned in the Bill/Invoice such as Specifications/Quantity/Rates/Name of the vendor, etc. should invariably be tallied with the purchase order/Work order and should be verified properly. Bill/invoice should be invariably generated through GeM before making payment. However, if a supplier fails to deliver or provides substandard quality, the buyer must generate an incident on the GeM Portal.

7. Complete records of the procurement process, including Requisitions, Financial approvals, Bid documents, Contracts, Supply/work orders, Evaluation Reports, PRC, CRAC, Invoices, and payment details, must be maintained and made available for audit or scrutiny as required.

Kindly disseminate the aforementioned instructions to all Principals within your jurisdiction for compliance. The procurement process must be undertaken with the same level of care and prudence as is exercised in respect of personal expenditure.

This issues with the approval of the competent authority.

Yours faithfully,



(Somit Shrivastav)

Joint Commissioner (Pers.) &CVO  
Kendriya Vidyalaya Sangathan

**Copy to :**

1. केन्द्रीय विद्यालय संगठन (मु.) के सभी अनुभागों व अधिकारियों को सूचना एवं आवश्यक कार्रवाई हेतु
2. उपायुक्त (शैक्षिक), ईडीपी प्रकोष्ठ को इस अनुरोध के साथ प्रेषित की इस आदेश को केवीएस वेबसाइट पर प्रशासन के तहत उप-शीर्ष 'सतर्कता' में अपलोड किया जाए।
3. गार्ड फाईल ।