



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**  
Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

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No. AUD/

Date: 05/11/2020

**CIRCULAR**

To,

All Deans of Faculties, Head of the Institutions & Principal of Colleges with a request to inform all the P. I. / Coordinator / Project Director accordingly,  
The Maharaja Sayajirao University of Baroda,  
Vadodara

Subject: **Standard Operating Procedures for the purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM.**

Reference: S. R. No. 3.1.g.10, Dated 28/10/2020

Sir/Madam,

With reference to the subject cited above, this is to inform that the Standard Operating Procedures for purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM was placed before SYNDICATE in its meeting held on 28/10/2020 vide proposal No. 3.1.g.10 for the consideration. The resolution of the syndicate is as follows:  
“Approved as per the corrected and revised Standard Operating Procedures of purchase of Goods and Services through GeM portal and non-GeM as per attached Enclosure 1.”

A copy the Standard Operating Procedures for purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM is attached, however the annexure mentioned in the Standard Operating Procedures for purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM can be obtained from the official website of the University.

You are requested to take further necessary actions accordingly.

Yours faithfully,

*U. S. R.*  
*5/11/2020*  
For Registrar (Offg.)

Encl:

- Standard Operating Procedures for purchases of Goods and Services through Government e-Marketplace (GeM) / Other than GeM

Copy to:

- All Section Head in the University Office
- P.S. to Vice Chancellor / Registrar (Offg.)
- Director, Computer Center: With a request to upload this circular on website along with Annexure – I to V.