राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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NITD/R/Office_Order/2026/ 186 Dated: 16.11.2026

कार्यालय आदेश /Office Order

Subject: Creation of GeM Consignee IDs for all Heads of Departments/Sections for Verification and Matching of Technical Specifications

In order to streamline the procurement process and ensure that the technical specifications of items proposed for procurement are properly verified and matched with the available products on the Government e-Marketplace (GeM) Portal, it has been decided to facilitate the creation of individual GeM Consignee IDs for all Heads of Departments/Sections of the Institute.

Accordingly, all Heads of Departments/Sections are requested to ensure the creation of their respective GeM Consignee IDs and coordinate with the Store & Purchase Section for the same. The GeM Consignee IDs shall facilitate the concerned Heads of Departments /Sections in:

1. Verifying the technical specifications of items available on the GeM Portal against the requirements raised by their respective departments.
2. Examining the suitability of available GeM products and confirming whether they meet the required technical specifications.
3. Ensuring that the specifications of the products selected for procurement are in accordance with the actual requirements of the Indenter.
4. Providing timely verification and confirmation to the Store & Purchase Section to facilitate further processing of procurement cases.

All Heads of Departments/Sections are requested to extend their cooperation and ensure that the above process is followed for smooth and timely processing of procurement proposals.

To complete the Consignee id user account creation on the GeM portal, all concerned officers are requested to submit the following details to the Store & Purchase Section.

1. Official Designation & Department/Section:
2. Official Email ID/eOffice ID:
3. Mobile Number linked with Aadhaar:
4. Aadhaar Number:

This issues with the approval of the Competent Authority.

16/11/26

कुलसचिव प्रभारी/ Registrar (I/c)

Copy to:

1. निदेशक के निजी सहायक /P.A. to Director (for kind information of Hon'ble Director)
2. कुलसचिव कार्यालय/Office of Registrar
3. सभी संबंधित अधिकारी / All Concerned Officials
4. सभी अधिष्ठाता /विभागाध्यक्ष /अनुभाग अधिकारी /All Deans/HoDs/Section Heads
5. सभी संकाय और गैर-संकाय सदस्य/ All Faculty and Non-Faculty members

Note : किसी भी विसंगति की स्थिति में इस दस्तावेज़ का अंग्रेजी संस्करण मान्य होगा/ In case of any discrepancies, the English version of this document shall prevail.