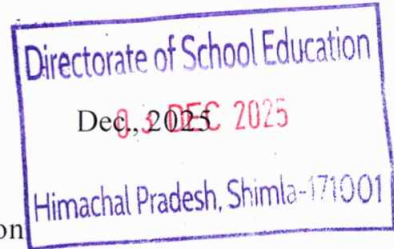


No. EDN-(SE)-H(9)B(1)2025/26

Directorate of School Education
Himachal Pradesh

Dated: Shimla-171001



To

✓ All the Deputy Directors of School Education
Himachal Pradesh

Subject: Regarding proposal for demand of furniture items for students and office etc.
through GeM.

Memo,

It has been observed by the undersigned that the proposal being received in this Directorate from various field institutions related to procurement of furniture for students as well as for office use is not being found in order. Neither these proposal are being submitted in accordance with the term & guideline of GeM nor as per the provision contained in HPFR 2009. Besides this, no relevant documents are being enclosed with the proposal.

Therefore you are directed to examine each and every proposal thoroughly before forwarding it to this Directorate. The proposal should be submitted on the proforma (Copy enclosed)& the relevant documents should be enclosed.

Directorate of School Education
Himachal Pradesh

Endst.No. Even dated

Dec.,2025

A copy is forwarded to:-

1. The Incharge IT Cell with the direction to upload this letter to all DDSE for their Email-Id Please.
2. Guard file.

Directorate of School Education
Himachal Pradesh

Form for purchases in GSSS/GHS

Name of Institution	DDO/Try Code	Student strength	Name of item	Total item(s) required	Rate item (as per L-1)	Previous stock from any source	Total amount proposed for administrative approval. Expenditure sanction	Proposed mode of purchase GeM/Rate Contract or from Other sources.(if purchase is from other sources, certificate as under required)
							Rs.	

1. Proceedings of purchase committee and justification of demand.(attached yes/no)
2. Comparative statement on GeM portal where required as per GeM instruction (attached yes/no)
3. If purchasing from Rate Contract, copy of rate Contract of the firm
4. Price of the selected offer is reasonable.
5. Whether available on gem portal on not, if not certify as below:-

Certified that above item(s) are not available on GeM Portal/Rate Contract.

Signature with name &desgn.(Committee members)

1.....2.....3.....4.....5.....

Signature (Principal/Headmaster) Note: sign of the person having DDO power.

(The Principal will submit the proposal to the DDHE only)No direct demand will be considered in the Directorate.

The Principal of school will give the certificate that the demand is genuine and sufficient space is available for these items.

Superintendent (DDSE concern)

Section officer (DDSE concern)

(Dy, Director Concern)