



GUJARAT BIOTECHNOLOGY UNIVERSITY

Department of Science and Technology,
Government of Gujarat

GBU/ITC/e-file/265/2025/0642/IT/ 440

Date: /10/2026
08

CIRCULAR

Subject: Standard Format for Submission of IT Committee Agenda

It has been observed that IT Committee agenda proposals are being submitted by different departments in varying formats. To ensure uniformity and facilitate the smooth and efficient conduct of IT Committee meetings, it has been decided to adopt a standard **GBU IT Committee Agenda Checklist/ Indent Details** for all IT-related procurement proposals.

All Heads of Departments (HoDs) are requested to submit the enclosed checklist, duly filled in along with all relevant supporting documents, while forwarding proposals related to the procurement of IT hardware, software, IT-enabled services (ITeS), cloud services, AMC, or any other IT-related items/services.

This circular shall come into effect with immediate effect.

(Dr Jeetendra C Lilani)

Registrar

Encl.: % as above

To,

All Head of Departments



Gujarat Biotechnology University (GBU)
IT Committee Agenda Checklist cum Indent Form

A. Procurement Planning

1. Requirement / Need Assessment by the Concerned Department

- Brief justification for the proposed procurement:

2. Category of Procurement

- ☐ Hardware
- ☐ Software
- ☐ IT Enabled Services (ITeS)
- ☐ Annual Maintenance Contract (AMC)
- ☐ Cloud Services
- ☐ Other (Specify): _____

3. Procurement Classification

- ☐ Hardware Only
- ☐ Software Only
- ☐ Hardware and Software
- ☐ Services Only

4. Availability of Funds

- ☐ University Core Fund
- ☐ Project Fund
- ☐ Grant

- ☐ Other (Specify): _____
- 5. Technical Approval
 - e-Sarkar Note/Order No.: _____
 - Approval Date: _____
- 6. Administrative Approval
 - e-Sarkar Note/Order No.: _____
 - Approval Date: _____
- 7. Financial Approval
 - e-Sarkar Note/ERP approval/ Order No.: _____
 - Approval Date: _____

B. Details of RFP / Tender

1. Bid Evaluation Methodology

- ☐ Least Cost Based Selection (LCBS)
- ☐ Quality and Cost Based Selection (QCBS)
- ☐ Nomination Based Selection
- ☐ Single Tender / Proprietary Procurement (where applicable)

2. Eligibility / Qualifying Criteria

Provide details, wherever applicable:

- Annual Turnover
- Similar Project/Work Experience
- Technical Manpower
- OEM Authorization
- Certifications
- Technical Specifications
- Exemptions (if any)

3. Mandatory Certifications / Quality Standards (if applicable)

- ☐ BIS
- ☐ ISO
- ☐ EAL3/EAL4+

- ☐ TEC
- ☐ CE/FCC/RoHS
- ☐ Other: _____

4. Detailed Scope of Work

Sr. No.	Description
1	
2	
3	

5. Existing Infrastructure / Compatibility Requirement

Provide details of similar hardware, software, or services already available at GBU, if compatibility, integration, or interoperability is required.

Existing Item	Make	Model	Year of Purchase	Compatibility Requirement

6. Required list of hardware / software / services etc.

#	Particular	Qty (Nos/ Lumpsum/ meter/ other)	Remarks
1			
2			

6. Application / Usage / Expected Deliverables

a. Task List

Sr. No.	Task / Deliverable
1	
2	
3	

b. Project Timeline / Milestones (Applicable for Services/Projects)

Milestone	Target Completion Date

7. Pre-Bid Meeting

- Is a Pre-Bid Meeting required?
 - ☐ Yes
 - ☐ No

If yes, provide the following details:

- Date:
- Time:
- Venue:
- Mode (Offline/Online):
- Participants:
- Agenda:

8. Estimated Cost

Estimated Cost of Procurement (Inclusive/Exclusive of GST, as applicable):

₹ _____

Basis of Cost Estimation/ Reference:

9. Warranty / Support Requirement

- Warranty Period:
- Comprehensive/Standard Warranty:
- Post-Warranty Support Requirement:
- SLA Requirement (if applicable):

Prepared and submitted

Indenter

Name:

Designation:

Approved and forwarded to IT Dept.

Head of the Department

Name:

Designation:

Signature:

Date:

Signature:

Date: