

F.No.15015/9/2017-GA
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Jorbagh Road, New Delhi -110003

Dated the March 24th, 2017

OFFICE MEMORANDUM

Subject: Procurement of common goods and services through Government e Marketplace (GeM)-regarding.

Ministry of Commerce & Industry has launched Government e-Marketplace (GeM) which is an end to end service to facilitate procurement of common use goods and services by the Ministries/Departments and other government organisation. This is a step towards achieving the Government's goal of promoting cost effective and timely procurement while ensuring transparency. GeM has been integrated with PFMS as well as State Bank Multi-Option Payment System (SBMOPS) for online and integrated payment to suppliers. The prices on GeM are on an average 15-20% lower than the prices at which goods/services were being procured by government organisations through traditional procurement methods. The purchases through GeM by Government users have been authorized by Ministry of Finance by incorporating necessary provisions in the General Financial Rules, 2017.

2. The GeM Portal can be accessed through url : <https://gem.gov.in/>. In the GeM, Central Government Ministries/Departments including its attached/subordinate offices and Autonomous Bodies acting through its authorized officer(s) for and on behalf of President of India are authorized to register and procure Goods/Services offered by "Vendor(s)/Seller(s)" on GeM.

3. **User Registration:** For placing the order, the user Ministry/Department/CPSU/ Autonomous Bodies shall nominate a primary user at the level of HOD/Director/Equivalent officer, for using the GeM Portal. Details of primary users are to be verified by the Verifying Authority, an officer from the Administration of the Organization (Not below the rank of Under Secretary), who shall be competent to verify the details of primary user. Primary User or HOD registered on GeM himself/herself shall not have any direct role required for buying in GeM, nevertheless, shall be assigned authority to create, edit and de-activate various roles assigned to the subordinate officers as secondary users for buying on GeM within the Ministry/Department. For detailed information, concerned authority shall visit GeM at url : <https://gem.gov.in> to create a Primary/HoD Account and enter organizational information and primary user details, using the link "user registration document". For

detailed information, DGS&D OM No.Reforms/Regn./Govt./Buyer/1/2016-GeM dated 09/12/2016 is available on the Web Portal.

For the use of GeM Portal, the following users are to be created:

- a) **Primary User** at the level of HOD/JS/Equivalent officer (Pay Band Rs.89,000/-). The primary user will create subordinate secondary users in the system with specific role and responsibilities of Buyers, DDOs, Consignees and PAOs. Guidelines for Buyer Registration as Head of the Department (Primary User).
- b) **Verification** – The primary user need to be verified by Administration Division at the level of DS/Director.
- c) **Consignee** – The role of Consignee (DS/Director) is to indicate the requirement, process bills for payment, complete consignee receipt and acceptance.
- d) **Buyer** – The role of Buyer(US) is to place the order and receive the goods.
- e) **DDO/PAO** – The role of DDO is to make the payment through PFMS / Net Banking.

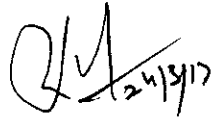
4. **Purchase procedure** : For Purchases upto Rs.50,000/-, "Purchaser(s)/ Buyer(s)" are authorised to source required items through any of the available suppliers on the GeM meeting requisite quality, specifications and delivery period.

However, for purchases above Rs.50,000/-, "Purchaser(s)/ Buyer(s)" are authorised to source required items through the supplier having lowest price amongst the available suppliers on the GeM meeting requisite quality, specifications and delivery period. Aforesaid, powers have been vested in the Government user departments so that they can meet their requirement of common use goods and services with the flexibility and speed of e-market place and relieve them from repeated activity of bid management. It is important that these powers are used judiciously so that there is effective and efficient utilisation of precious government resources.

5. All the Divisions of the Ministry may finalise the requirement with the approval of Competent Authority and communicate the same to GA Section. For the Projects and programmes, for registration of consignee, Buyer, DDO/PAO necessary proposal may be forwarded to Joint Secretary(Adm) Primary User with the details viz. Name, Designation, Aadhaar No., email ID, Aadhaar enable Mobile No., Employee Code and DDO/PAO Code after the approval of Secretary(EF&CC). Attached/Subordinate Offices and Autonomous Bodies, may register HOD directly on the GeM Portal as Primary User, further using the HOD Login ID, the Consignee/Buyer, DDO/PAO may be registered.

6. Divisional Heads are requested to bring the above to the notice of all concerned and also issue suitable instructions to all the Attached/Subordinate Offices and

Autonomous Bodies under their administrative control to use the GeM Portal for their requirement. They should also review implementation and report problem, if any, to the Deputy Secretary (General Administration).



(R.P. Singh)

Deputy Secretary

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Copy to :

1. All Divisional Heads of MoEFCC.
2. All Attached/Subordinate Offices and Autonomous Bodies of MoEFCC.
3. IT Division for uploading on Ministry's Website.

Copy for information to

1. PPS to Secretary(EF&CC)
2. PPS to DGF&SS
3. PPS to SS(RRR)
4. PPS to AS(AP)
5. PPS to AS&FA
6. PPS to ADGF(FC)
7. PPS to ADGF(WL)
8. PPS to Sr. Adv(AS)