Gram कावस न

'प्रज्ञकार्ष' FOODCORP' एकएकर्गीआई एचडी 99455646566

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भारतीय रवाद्य ठिठाग



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DATED: 23.07.2021 email only

NO. PUR/8(2)/GeM/2021/pt.

- कार्यकारी निर्देशक (अंचल) उत्तर/पूर्व/पश्चिम/दक्षिण/उत्तरपूर्व, भा.खा.नि., आंचलिक कार्यालय,नोएडा/कोलकाता/मुम्बई/चेन्नई/गुवाहाटी।
- महाप्रबन्धक(क्षेत्र), भारतीय खाद्य निगम, क्षेत्रीय कार्यालय नईदिल्ली/चण्डीगढ़/पंचकूला/जयपुर/लखनऊ/देहरादून/शिमला/जम्मू/भोपाल्र/मुम्बई/अहमदाबाद/रायपुर/चेन्नई कोलकाता/गुवाहाटी/दीमाप्र/ शिलौंग/अरूणाचलप्रदेश/ तिरुवनन्तपुरम/हैदराबाद/तेलंगाना/बंगलौर/रांची/भुवनेश्वर/पटना/ मणिप्र
- निर्देशक, IFS, भा.खा.नि., गुरुग्राम, हरियाणा

Sub: Consolidated instructions regarding procurement through GeM.

It has already been informed that it is mandatory to purchase all the Goods and Services through Sir. GeM as per the instructions of Govt. of India. The necessary guidelines regarding GeM have been circulated from time to time. However, the relevant instructions and guidelines in respect of GeM has been consolidated below.

- 1. All the available items of "Goods and Services" on GeM platform should be purchased through GeM after following necessary procedure and financial prudence. Finance division, Hqrs. circular no. 01/2017 issued vide letter no. F-19/32/MISC/2016-17 dated 23.05.2017 has already made mandatory procurement of Goods and Services through GeM for the Goods and services available on GeM as per rule 149 of GFR 2017. Subsequently, the rule 149 & 150 GFR has been revised vide Department of Expenditure (DoE), Govt of India OM no. F.1/26/2018-PPD dated 02.04.2019.
- 2. The requirement of new product/service may be generated on GeM portal as already informed vide this office letter no. Pur/8(2)/GeM/2017 dated 02.09.2019. The new categories for products and services on GeM may be created through either of the two mechanisms available in the GeM portal: (a) Request Management System and (b) Module for crowd sourcing of categories and sellers. A system has been set up in GeM whereby a buyer can request for category creation on GeM with complete specification, which will be acknowledged, and the category will be created within a pre-defined timeframe and notified to the buyer. In this regard the OM no. DPE-7(4)/2017-Fin dated 04.05.2020 has been forwarded vide this office email dated 07.05.2020 and letter no. Pur/8(2)/GeM/2021 dated 19.01.2021.
- 3. GeM vide DO letter dated 10.11.2020 has informed that the functionality of "Custom bid" has gone live on October 7, 2020. GeM will prompt buyers to publish a "custom bid" on GeM itself if the goods or services that a buyer is looking for is not on the platform. The feature of "custom bid" will be in operation till all categories of products and services required by diverse buyers are made available on GeM. This feature will provide a single user experience to buyers under the Unified Procurement System mentioned in para 48 of the budget speech for FY 2020-21. This will also enable vendors to respond to bids for goods and services from GeM with the resultant advantages of better price discovery, economics of scale and dissemination of best practices. Consequently, there may not be need for these organizations to step outside GeM for procuring a product or a service under ordinary circumstances. Hence, this "Custom Bid" option on GeM platform should be followed on the first instant when any category of product or service is not available on GeM platform.
- 4. According to the OM F.6/18/2019-PPD dated 23.01.2020 issued by DoE, the procurement of those goods and services are mandatory from GeM and any offices planning to float any bid for procurement through Central Public Procurement Portal(CPPP) are required to give an undertaking that category of goods and services being tendered/procured are not available on GeM



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and they have no objection in providing this information for making such products/services on GeM. To ensure effective implementation of these guidelines, a new provision of GeM Availability Report and Past Transaction Summary (GeMAR&PTS) has been made mandatory from 01.07.2020. Further, DoE vide OM dated 27.08.2020 & 23.10.2020 has made mandatory to generate GeMAR&PTS in all cases. Wherever it is not possible due to urgency, buyers will be required to upload the approval of the associated finance in support of urgent nature of procurement before publishing a tender on CPPP without obtaining a GeMAR&PTS. The instructions have been circulated vide this Office letter dated 07.02.2020 & 18.11.2020.

- 5. GeM has informed that the GeMAR&PTS facility has already been introduced on GeM portal in accordance with OM dated 23rd January 2020 issued by the Department of Expenditure. All Central Government buyers will be required to obtain a "GeM Availability Report and Past Transaction Summary" to take informed procurement decisions. If a buyer decides to publish the bid outside GeM on CPPP, for example, the corresponding ID of GeM Availability Report will be required as a mandatory input before publishing of a bid can be allowed on platforms such as CPPP. This ID will be validated in real time with GeM. After validation, a copy of the published tender will be returned to GeM for analysis. This integration of GeM with CPPP and all its subportals has been accomplished on 10th December, 2020. Further, DoE vide OM F.6/14/2020-PPD dated 11.06.2021 (Copy enclosed) has stipulated that GeMAR&PTS has to be generated invariably in all cases without any exception before floating of any tender through CPPP portal. Hence, 'GeMAR&PTS' ID should be generated in all the cases before floating of any bid/tender through CPPP.
 - 6. The amendment of GFR rule 150 provides that the Head of Department/Offices may also register the suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM. GeM has informed that the Offices can invite sellers to onboard GeM through the 'Seller Invitation module' available on GeM portal.
 - 7. DoE has issued an instruction vide OM no. 6/9/2020-PPD dated 24.08.2020 (copy enclosed) according to which it is now mandatory for sellers providing Goods and Services to Central Government Organization (except Railways and for order value exceeding INR 25 lakhs) to be registered on GeM and obtain a unique GeM Seller ID, at the time of placement of order/acceptance of contract. This ID shall invariable be incorporated in every supply order/contract/agreement/ purchase order, while awarding any contract/order of procurement by any central govt. organisation w.e.f 1 Nov, 2020. Further, GeM has informed that all sellers registered on GeM have now been assigned a Unique GeM Seller ID. Sellers can check their Unique GeM Seller ID in the 'My Profile' section on seller dashboard. This ID has to be used by the sellers in all bids outside GeM also in which they participate and in which they are awarded contracts.
 - 8. DoE, vide OM no. F.6/18/2019-PPD dated 03.07.2020 has informed that, in order to promote greater discipline and timeliness in payment to vendor, it has been decided that whenever a CRAC is auto generated or issued by a buyer and payment is not made ten days thereafter, the buyer organisation will be required to pay penal interest @ 1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. The same has been forwarded vide this office letter no. PUR/8(2)/GeM/2019 dated 18.08.2020 for necessary compliance. Hence, timely payment should be made to the vendors and it must be ensured that the payment details are updated online on the GeM platform to avoid any undue delay status.
 - 9. The framework for 'Buyers Rating' and 'User Manual for Buyer on Incident Management' has been circulated vide this office letter number Pur/8(2)/GeM/2019 dated 08.01.2020. In case of any dispute with the vendors for any reasons Online Incident should be raised on the GeM platform without fail. No offline correspondence will be considered without the supporting online incident ticket.

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- 10. Further, the above instructions are not exhaustive and other instructions and Govt policy issued by this Office related to procurement of goods and Services should be followed with due diligence and financial prudence. Any changes in policy or Govt of India instructions related to the procurement policy in future should also be complied.
- 11. There are many resources available on the GeM platform which may be used for using the platform effectively. It has also been informed that training may also be organized to effectively implement the policy of making mandatory procurement through GeM. Therefore, every effort should be made to procure all the Goods and Services through GeM platform by following above guidelines. भवदीय

This issues with the approval of ED (Purchase)

Attachment A.A

(आलोक कु. उ. आ. सिंह)

उप.महाप्रबंधक (खरीद)

1.All Executive Directors, FCI, Hqrs. New Delhifor information and similar action.

2.All General Managers, FCI, Hqrs, New Delhi.....for information and similar action.