



हंसराज महाविद्यालय HANS RAJ COLLEGE

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग, मल्का गंज, दिल्ली - ११०००७

UNIVERSITY OF DELHI
MAHATMA HANSRAJ MARG, MALKA GANJ, DELHI-110007

Authorization of following Secondary Users by Competent Authority (HOD) for Procurement through GeM

14/05/2018

1. Government has proposed the creation of National Public Procurement Portal, a one stop online marketplace – GeM. The Government e-marketplace (GeM) is an online platform for procurement of common use goods and items. **Rule 149 (attached) of GFR 2017 issued vide Ministry of Finance, Department of Expenditure circular no. F. No. 14(3)/2015-EII(A) Dt. 08.03.2017 makes GeM mandatory for all central government departments** to make procurement of common user Goods and Services available through GeM.
2. Taking consideration of above letter and Rule 149 of GFR 2017, Hansraj College has implemented GeM for online procurement of Goods & Services.
3. Following official are nominated and given roles/responsibilities of Primary user & secondary users (Buyers/Consignee/Paying Authority) by competent authority for procurement through GeM:

| S. No. | Role | Name | Designation |
|--------|--|--|------------------------------|
| 1. | Primary User* also called HOD (As Administrator) | Dr. Rama | Principal |
| 2. | Secondary Users** | | |
| | Buyer(s) | i) Dr. Vijay Rani Rajpal ii) Mr. Sushil Kumar Gupta | Associate Prof. Offg. A.O |
| | Consignee(s) | i) Dr. Vijay Rani Rajpal ii) Mr. Sushil Kumar Gupta | Associate Prof. Offg. A.O |
| | DDO(s) | i) NA | |
| | PAO | i) Mr. Dilip Kumar Singh | Offg. S.O Accounts |
| 3. | Verifying officer*** | | |

4. Primary user as nominated above is instructed to register on GeM (<https://gem.gov.in/auth/register>) and subsequently add secondary users for procurement through the GeM Portal and monitor procurements.
5. The Secondary Users are instructed to make themselves familiar and utilize the GeM portal for procurements of Goods and Services available on GeM.
6. Following mandatory documents are required to be kept available for registration by the Primary user/Secondary users on GeM :
 - Aadhaar number
 - Mobile number linked with Aadhaar number
 - Biometric Attendance ID/ Employee ID
 - Official E-mail id (either .nic/.gov domain) not compulsory for secondary user
 - Secondary user can be further added after the approval of Primary User.

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(Dr. Rama)
Offg. Principal

*For GeM, Primary User registration is authorized at the level of Deputy Secretary/Equivalent officer or Head of the Officers at Sub Centre / Unit / Branch of Government Organisation / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies. **The Primary User cannot place orders on the GeM Portal.**

**Once Primary User account gets activated, primary user in turn can create secondary users (officer of the rank of Section officer or equivalent) with specific roles such as Buyer, Consignee & DDO/PAO.

***Verifying authority should be an officer from administration/Establishment (not below the rank of Under Secretary) who shall be competent to verify the details of Primary User. **Verifying Officer has no role to play in Registration process except Disable Primary User, only if required.**

Rule 149. Government e-Market place (GeM).

DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

- i. Up to Rs.50,000/-** through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- ii. Above Rs.50,000/- and up to Rs.30,00,000/-** through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- iii. Above Rs.30,00,000/-** through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- iv.** The invitation for the online e-bidding/ reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- v.** The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.
- vi.** The Ministries/Departments shall work out their procurement requirements of Goods and Services on either “OPEX” model or “CAPEX” model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval.
- vii.** The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department’s own Last Purchase Price etc.
- viii.** A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

Selected frequently asked questions on GeM (For detail FAQ visit <https://gem.gov.in>)

Q. What is the role of HoD/Primary User?

A. Role of HoD/Primary User in GeM is to create Secondary users for his organization i.e. Buyer, consignee, DDO/ Paying Authority. He/She can add secondary users after clicking on Manage Users tab after logging in the GeM portal. HoD/Primary User cannot perform Buying functions on the portal.

Q. What are the roles played by Secondary User(s)?

A. Four types of roles are performed by Secondary users in GeM portal.

1. **Buyer:** Buyer will select the item for purchase and will place the order on behalf of his organization.
2. **Consignee:** Consignee will receive the item and will generate the PRC and CRAC certificate.
3. **DDO (only for PFMS payment mode users):** DDO will forward the bill to PAO of PFMS.

(NOTE:-In case of PFMS payment method, there is no role of Paying Authority / PAO in GeM. PAO from PFMS just needs to login to PFMS portal to make the payment after the bill has been forwarded by DDO to PFMS portal. PAO from PFMS can see and verify on-line the various documents related to the procurement before making payment.)

4. **Paying Authority / PAO (for other than PFMS payment mode users):** Paying Authority / PAO will make the payment to supplier/vendor.

Q. How to make purchase on GeM?

A. Procedure to make purchase on GeM:

1. Login as Primary user/HoD in GeM portal and create secondary users (Buyer/Consignee/PAO/DDO) after clicking on Manage users tab available in Dashboard.
2. Buyer to login to GeM portal.
 - o Select and cart the product as per the requirement through application of various filters. Buyers should apply filters carefully to define their requirement without adversely affecting competitiveness.
 - o Select the proper buying method as per the GFR-149.
 - o Create demand >> Generate Sanction order >>Generate contract.
3. Once order is placed, Seller to deliver the Goods/ Services to consignee within stipulated delivery date and generate on-line invoice on GeM portal.
4. Consignee to login after receipt of Items.
 - o Generation of Provisional receipt Certificate (PRC) within 48 hrs of receipt of stores.
 - o Generation of Consignee Receipt and Acceptance Certificate (CRAC) within 10 days of receipt of stores.
5. Bill processing by buyer (within 2 days of generation of CRAC by consignee)
 - o Bill to be forwarded to PFMS by DDO within 1 day of on-line receipt of bill from Buyer against e-signed Consignee's Receipt and Acceptance Certificate (CRAC) (In case of central government organizations paying through PFMS)
 - o Payment to be made by PAO from PFMS within 2 days of receipt of bill from DDO (total time limit for payment is 10 days from date of generation of CRAC).

Or

- o Buyer to forward all documents for payment to Paying Authority and Payment to be released by Paying Authority / PAO within 10 days of generation of Consignee's Receipt (In case of users paying through SBI e-pay or Other mode of Payment.)

Q. What is the difference between the role of PAO and DDO?

A. DDO role is to forward the bills to PFMS, which is finally paid by Paying Authority of PFMS after logging in PFMS portal. DDO role in GeM is restricted to the central government users using payment through PFMS.

For users Other than PFMS, Paying Authority / PAO role is to make payment for the bill processed by Buyer through online banking OR other methods

Q. Can all secondary user role i.e. Buyer, Consignee, PAO, DDO can be given to the same person?

A. No, Only Buyer and Consignee role can be given to same person. PAO/DDO role can be given to a person other than Buyer / Consignee only.

Q. Can primary user and secondary user role be performed by the same officer?

A. No, Primary user and Secondary user roles cannot be performed by same officers. Secondary user always needs to be different from Primary user.

Q. Whether the purchases made on GeM are as per GFR?

A. Yes, the purchases made on GeM are governed by Rule 149 of GFR 2017. (attached at the end of this document)

Q. Goods of up to what value can be purchased of GeM?

A. Please refer Rule 149 of GFR 2017 The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

1. Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. The procuring authorities will certify the reasonability of rates.
2. Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority. The procuring authorities will certify the reasonability of rates.
3. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. The procuring authorities will certify the reasonability of rates.

Q. Whether the buyer can select the product on GeM as per their choice or are there restrictions?

A. The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct online purchase. Ensuring Reasonability of Prices for procurement is the responsibility of the Buyer Organization.

Q. Whether the prices on GeM for any product are fixed or dynamic?

A. The prices on GeM are dynamic. Sellers' can add or remove any product and change their offer price any time. However in case of Direct Purchase, during carting period of 5 days, rates for carted quantity, for that buyer, are frozen for five days against any upward revision by seller.

Q. Whether the purchase can be made from a Vendor offline who quotes prices lower than online GeM prices?

A. The GeM prices cannot be taken for comparison for offline purchase as the prices are dynamic. The GeM prices are only valid for procurement through the GeM portal. Further the Market Prices of various Goods and Services as offered by sellers on GeM are offer prices. For getting best competitive rates, GeM recommends use of the bidding tool available on the portal.

Q. Whether approval of competent authority is required for procuring goods from GeM?

A. Yes, the purchase officer has to take necessary approvals of competent authority of their department in accordance with GFR and other Government instructions applicable to them.

Q. What is the safeguard, if the prices changes during the process of approval?

A. In case of Direct Purchase, during carting period of 5 days, rates for carted quantity, for that buyer, are frozen for five days against any upward revision by Seller.

Q. In how many days delivery will be made and what if deliveries are not made in time?

A. In case of Direct Purchase, the items will be delivered as per delivery period notified by the supplier on GeM for particular item. In case of Bidding /RA, Delivery Period will be as per stipulations made by the buyer in the bid document. Standard Liquidate Damage clause of GeM will apply.

Q. How can Buyer add additional specifications which are not there in E Bid parameter?

A. While creating e-bid, Additional parameters field have been given to the buyer to indicate the special requirements of the product.

Q. Can Buyer cancel the E bid before finalization?

A. Yes, Buyer can cancel the ongoing E-bid any time.

Q. Whether it is mandatory for government Buyers to use GeM?

A. For Central Govt. Ministries or Departments, the procurement of Goods and Services available on GeM is mandatory.