

No.16016/FD/F3/2017  
Government of Puducherry  
Finance Department  
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Puducherry, dt.21.09.2017

**I.D. NOTE**

Sub: Guidelines for procurement in GeM Portal – Communicated.

Ref: I.D. Note/Office Memorandum of even No. dated 21.07.2017  
of Finance Department, Puducherry.

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Attention is drawn to the reference cited wherein instructions regarding procurement of all common Goods and Services mandatorily through Government e-Market Place in terms of Rule 149 of GFR, 2017 were issued.

2. In continuation to the above, a set of guidelines for procurement in GeM Portal is communicated herewith for the guidance of the user Departments.

3. Further "FAQ's on GeM" is also made available in the website of Finance Department (<http://finance.py.gov.in>) for the reference of stakeholders.

-//By Order//-

  
(K. GOVINDARAJAN)  
Under Secretary(Finance)

To

All Secretariat Departments,  
All Heads of Departments  
All Heads of Autonomous Institutions/Boards/Corporations/Societies.

Copy to

The Director of Accounts & Treasuries, Puducherry.

## **GUIDELINES FOR PROCUREMENT IN GeM PORTAL**

### **Users on GeM Portal**

Secretary to Government - Verifying Officer in GeM Portal



Head of Department - Primary User in GeM Portal



Heads of Office,  
DDOs (SAO/JAO/Supdt.) and } - Secondary Users in GeM Portal  
Stores in Charge.

- HOD has to nominate the responsible officer to play the following roles in GeM.
  - Secondary User i.e. Buyer, Stores in-charge and DDO (not below the rank of Superintendent)

### **STEP -1: REGISTRATION:**

- HOD being Primary User will register in GeM for the Department/Organization.
- HOD is Administrator in GeM Portal.
- HOD being Primary User will create the Secondary Users login in the GeM portal (Buyer, Stores in-charge, DDO).
- HOD will monitor the activities of the Secondary users and modifies as per necessity.

### **Documents needed for Registration for Primary/Secondary Users:**

1. Mobile number linked with Aadhar
2. Government e-mail id. (nic.in or gov.in)
3. Digital Signature Certificate (DSC) – Only at the time of Procurement not for registration.

### **STEP-2: PROCUREMENT OF GOODS:**

- Primary user creates the secondary users viz. Head of Office (Buyer), Officer in-charge for Stores (Consignee) and DDO
- Roles of the Secondary Users:
  - Head of Office (Buyer) - Selects the product and places the order in the GeM
  - Stores in-charge (Consignee) - Receives the Goods, inspects and certifies the quality of goods.
  - DDO (SAO/JAO/Supdt.) - Prepares bills and makes payment to seller.

Note: Head of Office (Buyer) and Stores in-charge (Consignee) role may be assigned to a single user or different users. But DDO login must be a different user.

- Head of Office logs in with user-id and password created by the Primary user as Buyer.
- Head of Office selects the product, with specifications approved by the competent authority.
  - If the product value is less than ₹ 50,000, order can be placed directly to the vendor. **(Price of the product is locked for only 5 Days – order has to be given to the seller within 5 Days, otherwise system will automatically cancel the product from cart)**. Even though purchase is allowed directly from a single vendor on GeM, for purchase value less than ₹ 50,000, buying department may opt for bidding and for competitive pricing.
  - If the product value is above ₹ 50,000 bid has to be created in the GeM Portal.

### **Creating bid in GeM Portal:**

- Select the product with specifications approved by the competent authority.
- Compare the product with different OEM (Original Equipment Manufacturers) minimum of three OEM's is mandatory.
- Then add the product to cart and proceed for bidding from the OEM's.
- Enter the approved specifications, number of quantity required and delivery days & enter the last date for bidding (Minimum 7 days)
- Bid will be published in GeM portal by the Head of Office, by entering the OTP received and the bid document shall be e-signed using Digital Signature Certificate.
- Consequent to the last date of bid, buyer opens the received bids.
  - Bid will be shown as technical bid and financial bid.
  - The buyer first opens the technical bid.
  - If Technical bid satisfies the buyer specifications, the bid shall be accepted, otherwise bid shall be rejected, recording the specific reason on the portal.
  - After opening all the technical bids received, financial bid & product offered by the seller will be displayed. **GeM portal itself selects the L1 (Lowest bid)**.
  - Documents required to process the file can be downloaded from the GeM portal using the buyer login.
  - Necessary administrative approval & expenditure sanction needs to be obtained before placing supply orders.
  - The expenditure sanction obtained from the Competent authority must be uploaded in the GeM portal and buyer has to e-sign it with Digital Signature Certificate.
  - Contract and Sanction order will be automatically generated by the GeM portal. (During this process OTP will be sent to buyer, OTP should be entered to Generate Contract order).