

CENTRAL SILK BOARD
BANGALORE-560068

NO.CSB-30(4)/2017-18/Accts/GeM

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CIRCULAR

Sub: Purchase of Goods & Materials / availing services / appointment of Consultants, etc. through GeM portal / procurement of goods under DGS&D - reg.

Government of India had launched a **Government e-marketplace (GeM)** that aims to help all the government officials in purchasing Goods / Materials / Services which is indented for bringing in more transparency and efficiency. The "GeM" is meant for the government users to cater to their demand of commonly required Goods / Materials / Services for day to day operations. The GeM enables the Government buyers to procure goods of Make in India and SSI goods very easily. All transactions in GeM are secure, safe and cost effective.

Registration of Organisation/HoD, Registration of users - Authentic Authority is a pre-requisite for utilizing the services of GeM portal. Hence, all the concerned Unit in-charge are strictly advised to register themselves with minimum 3 members - users as (1) Consignee, (2) Buyer (3) DDO and (4) PAO as Secondary Officers who will be authorised by the HoD for the operation of GeM portal for their office requirements. For detail information with regard to the guidelines, please refer the GeM portal wherein the sign-in and sign-up instructions and demonstration / training pages are available. The steps for Registration of Organisation/Office/user is given in **Annexure-I & II**.

After the registration, the particulars thereon may please be sent to Central Office, Bangalore for record purposes. Any additional guidelines, further clarifications and doubts on the above subject, if any, may be referred to Central Office, Bangalore by way of e-mail (accts.csb@nic.in) / Fax or over phone to Shri Shivalingaiah, Asst. Director (A&A) and Shri. H.A.Panduranga, DD (Comp.) (hapandu.csb@nic.in / cs.csb@nic.in), Co-ordinators. If the required Goods / Materials / Services are not available under GeM portal action may be taken to purchase the items as per the existing rules. Further, for the knowledge of users of the GeM portal, the Circular issued by the Finance Ministry vide OM No.F/26/4/2016/PPD, dated 26th September, 2016 is enclosed as **Annexure-III**.

The procuring authorities shall utilize the portal for purchasing the Goods / Materials / Services available under GeM for direct online purchases. The details of purchases and the amount upto which purchases can be effected are listed with GeM portal itself which may be referred to.

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 of 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 / Materials / 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.

In accordance with the Rule-149 of General Financial Rules, 2017 all the Goods & Services required by Govt. Departments have to be procured through GeM portal (www.gem.gov.in) only and it is Mandatory in case of Goods / Materials / Services which are not under DGS&D. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as detailed below :-

- (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. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L1. Buying / Bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities.
- (vi) 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.

All other procedures for procurement of goods / material and availing services shall be invariably followed in letter and spirit of the existing rules & regulations. Strict action may please be taken as per the above directions for purchase of Goods / Materials / Services through GeM portal only with effect from the date of issue of this Circular.


(R.SATHISH KUMAR)
DIRECTOR(FINANCE)

To

All the CSB Units