



GOVERNMENT OF KERALA

Abstract

Procurement of stores through GeM – Detailed guidelines for the procurement through GeM for Government Departments – Orders – issued.

Finance (Streamlining) Department

G.O. (P) No. 04/2019/Fin.

Dated, Thiruvananthapuram, 19.01.2019

Read:-1. G.O.(Ms) No.2/2018/SPD Dated, 27/03/2018.

2. G.O.(P) No.2/2018/SPD Dated, 28/04/2018.

3. G.O.(Ms)No.359/2018/Fin dated 25.09.2018.

4. Circular No.46/2018/Fin dated 19.05.2018.

5. Letter No. E-treasury/23295/2017 dated, 7.1.2019 from the Director of Treasuries.

ORDER

Government of India introduced GeM (Government e Marketplace) for facilitating the procurement of goods and services for Government departments across the country. Government of Kerala have also made necessary amendments in Stores Purchase Manual regarding the implementation of GeM in the state. Vide GO read as 3rd above, Director of Treasuries was designated as the State Nodal Officer for GeM exclusively for e-treasury integration and also for the day to day transaction and reconciliation of procurement through GeM based on e-treasury transactions. Later, instructions to DDOs regarding the offline payment procedure for procurement through GeM was issued vide the circular read 4th above, as online payment through GeM portal was not possible for want of integration of GeM portal with e-treasury.

II) Now, vide the letter read as 5th paper above, the Director of Treasuries informed that the integration of GeM portal with e-treasury is completed and submitted the detailed guidelines for the procurement through GeM for Government Departments.

III) Government have examined the matter in detail and are pleased to issue the following guidelines for effecting online payments on procurement of material or service through GeM portal by Government Departments.

1. The officer designated for procurement in the Department should register in the GeM portal as per the guidelines issued by GeM.
2. Before proceeding to procurement through GeM, the officer should ensure that there is sufficient budget provision for the procurement under the appropriate head of account and should obtain administrative sanction from the competent authority.
3. After obtaining administrative sanction, the officer should select the appropriate mode of procurement through GeM in accordance with the approved specification and sanction by Government and also as per the guidelines of GeM. Then proceed for the selection of vendor by following the established procedures.

4. After finalizing the contract and placing the purchase order, the DDO concerned should prepare a bill through BiMS with the unique reference number obtained from GeM and adding the STSB account No. 79901140004911 (Treasury GeM Pool Account) as the beneficiary account and e-submit the bill to treasury concerned.
5. The treasury concerned would pass the bill after necessary scrutiny and verification in observing the existing rules and procedures.
6. The amount of contract value for procurement thus withdrawn using BiMS bill would be credited to the Treasury GeM Pool Account (STSB) and the information would be shared with GeM portal online.
7. On receipt of the confirmation of payment from treasury system, GeM would concur the execution of purchase/supply order as made through the GeM portal.
8. If there is any such instance of contract violation or liquidity damage, the Departmental Purchasing Officer should get it cleared and settled in consultation with GeM well before the obligatory date for making payment to the supplier. The position of contract violation, if any, is to be intimated to the State Nodal Officer immediately.
9. When the delivery/installation as per the contract is completed, the Consignee Receipt and Acceptance Certificate (CRAC) is to be issued by the purchasing officer and that information would be shared to Treasury system through GeM portal.
10. When the information regarding the issuance of CRAC (Consignee Receipt and Acceptance Certificate) is received from the purchasing officer through the GeM portal, the State Nodal Officer will withdraw the funds from the Treasury GeM Pool Account and transfer credit the amount to the vendor's account.
11. If the CRAC (Consignee Receipt and Acceptance Certificate) is not issued by the purchasing officer within the obligatory time limit for effecting payment, it would be treated as the contract has been executed successfully and the State Nodal Officer would make eligible payment to the vendor as per the terms and conditions of GeM.
12. The sole responsibility for ensuring the satisfactory delivery and contract compliance vest with the Departmental purchasing officer who has registered in GeM portal. If there occur any loss or damage to Government, the purchasing officer should be solely liable.
13. Information regarding the payment would be passed on to GeM portal through treasury system.
14. If there is any difference in the amount paid and the amount credited to the Treasury Gem Pool Account, due to short supply or any other reason, the State Nodal Officer would transfer credit the difference amount to the appropriate head of account from which the amount was drawn.
15. If the order is cancelled before execution, the State Nodal officer will transfer credit the entire amount to the original head from where the bill was drawn, after confirmation from GeM portal.
16. State Nodal Officer would reconcile the monthly transactions before 10th of every month and submit a report in the matter to Government in Finance Department.

17. This new system will be operational with immediate effect and all purchasing officers and DDOs are directed to follow these instructions promptly.

(By Order of the Governor)

Manoj Joshi,

Principal Secretary(Finance)

To

The Accountant General (A&E/G&SSA) Kerala, Thiruvananthapuram.

The Accountant General (E&RSA) Kerala, Thiruvananthapuram.

The Chief Executive Officer, Government e Marketplace, New Delhi.

The Director of Treasuries, Thiruvananthapuram

Stores Purchase Department.

The Nodal Officer, www.finance.kerala.gov.in.

Stock File/Office Copy.

Forwarded/By Order



Accounts Officer