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GOVERNMENT OF KERALA

Abstract

Stores Purchase Department – Amendment to Stores Purchase Manual, 2013 – Inclusion of a new chapter regarding Gem - Sanctioned - Orders issued.

STORES PURCHASE (A) DEPARTMENT

G.O.(P)No.2/2018/SPD

Dated, Thiruvananthapuram, 28/04/2018

Read:- 1.GO(P)No.3/2013/SPD., Dated 21/06/2013.
2.GO(Ms)No.2/2018/SPD., Dated, 27/03/2018.

ORDER

As per Government Order read as 1st paper above, the Stores Purchase Manual was revised and published in the Official Website www.kerala.gov.in.

2. As per the Government Order read as 2nd paper above, Government of Kerala have approved Government e Marketplace (GeM) operated by Government of India as a procurement mode for the purchase of commonly used goods and services in the State by Government Departments/PSUs/Autonomous Bodies/LSGIs /Universities. Government are pleased to incorporate a new chapter – Chapter -19 in Stores Purchase Manual (SPM) attached attached as annexure to this for compliance by Government Departments/PSUs/Autonomous Bodies / LSGIs /Universities.

By Order of the Governor

MANOJ JOSHI

Principal Secretary to Government

To

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram (with C/L)
The Additional Chief Secretaries/Principal Secretaries, Secretaries/Special Secretaries.

All Heads of Departments Offices/Public Sector Undertakings/Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law and Finance

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A& E) Kerala, Thiruvananthapuram

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for hosting the Government Order in the website www.spd.kerala.gov.in)

✓ The I&PRD (Web & New Media) (for uploading in the website ie.,
www.kerala.gov.in).

The Registrar General, Ernakulam (with C/L)

Advocate General Ernakulam (with C/L)

The Registrar, Kerala Administrative Tribunal (with C/L)

Stores Purchase (A1, A3, A4 , B, IW -I, IW-II) Departments.

PA to Principal Secretary

Stock file/Office Copy.

Forwarded/By Order


Section Officer

CHAPTER 19 Government e Marketplace (GeM)

19.1 In order to revamp the operational processes, Government e-Commerce Marketplace (GeM), a one-stop shop is implemented by Government of India (GoI) Directorate General of Supplies and Disposals (DGS&D) to facilitate online procurement of commonly used Goods & Services required by various Government Departments / Organizations / PSUs etc instead of DGS&D Rate Contract. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users to achieve the best value for their money. The purchases through GeM by Central Government users have been authorized and made mandatory by Ministry of Finance GoI by adding a new Rule No. 149 in the General Financial Rules(GFR), 2017.

19.2 Government of Kerala have adopted GeM as a procurement mode for the purchase of commonly used goods and services vide GO(Ms)No.2/2018/SPD., Dated:27/03/2018 and procurement of Vehicles and its conditions (GO(Rt)No.67/2017/SPD., Dated 25/11/2017) by Government Departments/PSUs/ Autonomous bodies and Local bodies.

19.3 Procurement through GeM is being allowed as an option/ additional mode of procurement at the discretion of the procuring agency. It is the discretion of the Procuring Authority, whether purchase is to be undertaken through GeM or not. Even after trying to purchase an item through GeM, if the procuring authority finds that quality or price on GeM is not better than traditionally approved channels, they may not buy the items through GeM.

19.4 In case of purchase of vehicles, provisions of G.O (Rt) No.67/2017/SPD dated 25/11/2017 shall be followed. It provides that for purchase of 1-2 vehicles, purchase shall be undertaken only through GeM. In case of purchase of 3 or more vehicles at a time, the purchasing entity shall make purchases following single tender system after obtaining Specialised Government Price from the Original Equipment Manufacturer (OEM) and after ascertaining that such Specialised Government Price is less than the price quoted in GeM for the vehicle to be purchased. Purchase of any vehicle shall be undertaken only after approval from the Government in consultation with the Finance Department as regulated vide GO (P) No 442/2012/Fin dated 8-8-2012.

19.5 A Purchasing Officer can purchase articles worth Rs. 50,000 without quotation/tenders through GeM.

19.6 For procurement for value between Rs. 50,000/- to 10,00,000/, the procuring Department can procure without tender from lowest bidder quoting items with specified parameters:

19.7 For procurement for value between Rupees Ten Lakhs and One Crore, the procuring Department shall procure items through bidding / reverse auction.

19.8 For purchase values more than One Crore, the Procuring Departments can do tender on GeM Platform, after seeking approval of Stores Purchase Department on a case by case basis.

19.9 The 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. The Administrative Sanction should clearly mention about the procurement mode "through GeM"

19.10 The Goods purchased through GeM shall bear the self certified Warranty/ Guarantee. Buyer shall have the right to reject on proper justification any consignment of the Goods received within a period of 10 days of receipt. No payment shall be made for rejected goods. The Seller would be liable to take back such rejected Goods within 10 days without any charge.

19.11 The Purchasing officer should ensure the quality and quantity of the product within ten days after delivery of the product. If the procuring authority wants to have retention of certain amount for performance guarantee, they could specify that condition in procuring goods through GeM. Ensuring quality of goods purchased is responsibility of the procuring authority in the same way as that in procurement using other existing methods allowed under SPM. Demanding necessary certification to ensure quality or post delivery tests in purchases through GeM is the discretion of the procuring authority. Similarly, if the procuring authority requires Annual Maintenance Contract (AMC) or presence of local office to undertake maintenance or AMC, that should also be specified on GeM, if required.

19.12. It is the responsibility of the Procuring Authority to ensure the payment to supplier should be effected from the account on 10th day of delivery , unless buyer wants to return the goods. Guidelines regarding the Payment will be issued by the Finance Department seperately.

19.13. If the cost of he Purchase of computer and peripherals is above 20 lakhs shall be undertaken only after concurrence of the Electronics and IT Department vide GO(Ms)No.18/2017/ITD.Dated,23/07/2017.