

E-procurement through GeM **Government e Marketplace**



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Government e Marketplace – The Genesis

- **A one-stop online procurement portal for all Government Buyers including Central/State ministries, Departments, Bodies & PSUs. Launched on 9th August 2016.**

<http://gem.gov.in>

- **Insertion/amended in “Procedure & Rules for the purchase of stores(PFR Volume –II)(Appendix-14) applicable to Haryana”- Adoption of Government e-Marketplace(GeM) by the state-Haryana Govt. 28.07.2017**

The government is committed to curbing corruption. One of the key aspects of this objective is to minimize Governments human transactional interface.

Purchase of Goods and Services through GeM as on 11.12.2018 & 21.06.2021

- The Procurement of Goods and Services by Departments/Boards and Corporations for Goods or Services available on GeM.
- Financial Limits

(i) Up to Rs. 25000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.

(ii) Above Rs. 25000/- and up to Rs.50000/- 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.

(i) Up to Rs. 25000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.

(ii) Above Rs. 25000/- and up to Rs.100000/- 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.

Order Date 11.12.2018

Order Date 21.06.2021

- 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.100000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding and reverse auction tool provided on GeM.(copy attached)
- Procuring authority to satisfy that the price of the selected offer is reasonable and meet the requisite quality, specifications and delivery period.

Primary User- Department Level (HOD)



Secondary User- GM Office

- Buyer- Purchasing officers/officials
- Consignee- Store Keeper
- Paying Authority- Accounts Person

For Primary User registration – you require the following before you can proceed:

- **Government email id – preferably designation based,Aadhaar number**
- **Active Mobile number to which your Aadhaar is linked – for OTP purpose**

Secondary User(⊗Buyer/Consignee/Paying Authority)

- Government email id ,Aadhaar number,Active Mobile number to which your Aadhaar is linked – for OTP purpose

GeM Users and Roles- In HIPA

Sr. No.	Role	Name & Designation	
1	Verifying Officer:	Director General, HIPA	
2	Primary User: (As administrator)	Mrs. Rekha, Assistant Director (Admin)	
3	Secondary Users:	1. Dr. Devendra Singh, Assistant Professor 2. Mr. Amar Singh, JE 3. Mr. Ashok Kumar, JE 4. Mr. Amit Kumar, JE	
	Buyer(s):		
	Consignee		Storekeeper
	DDO(s)/Paying Authority		Accounts Officer

Terms and Condition Sale/Purchase

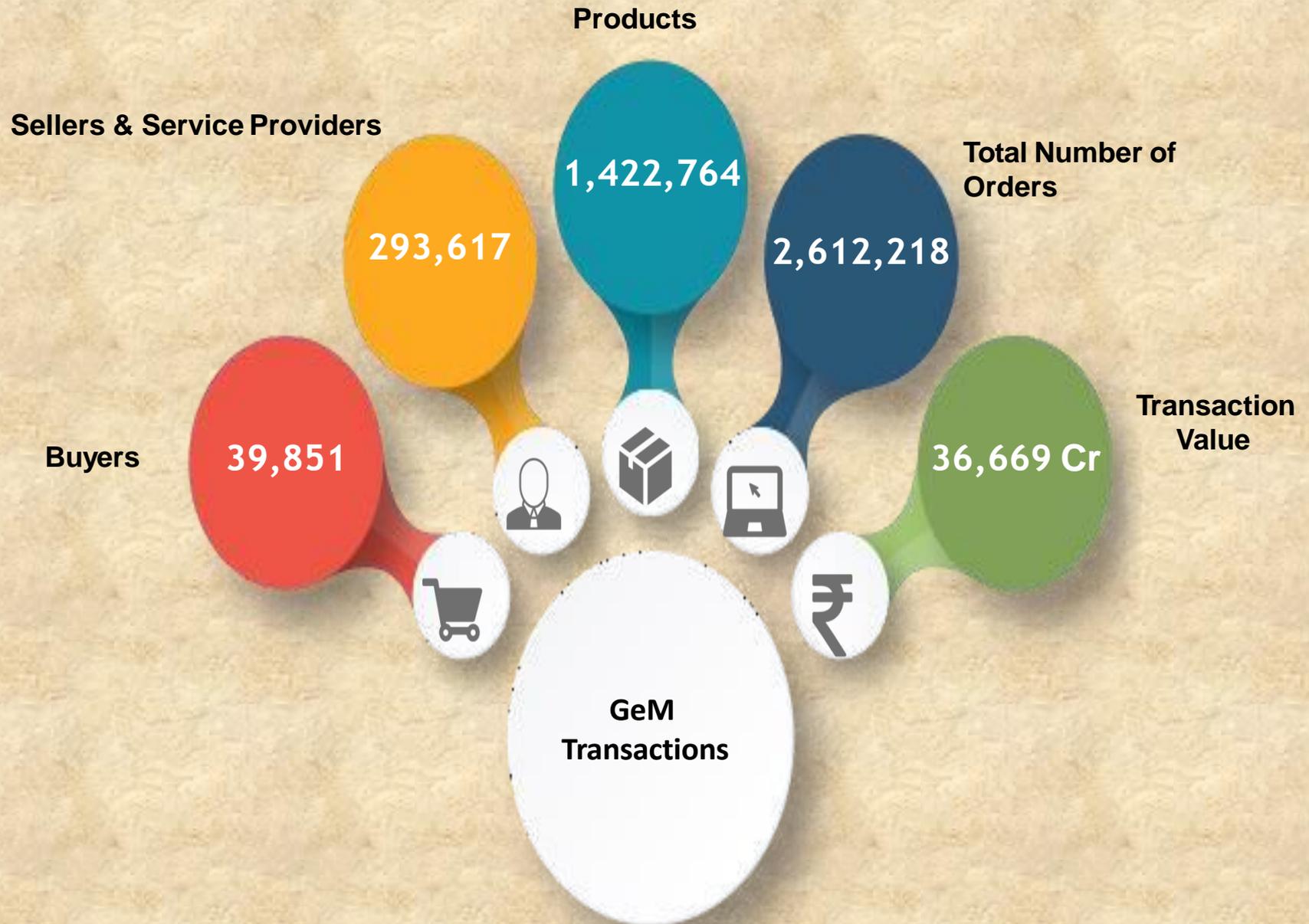
- **Dynamic System - Online submits its products specification parameters, prices, delivery schedule**
- **Terms of Delivery - Free Delivery at Consignee Site**
- **Rates - inclusive of all duties and taxes**
- **Currency - INR only**
- **Gives an undertaking that the offered prices in the GeM shall in no case exceed Maximum Retail Price (MRP) and/or those concurrently offered by the Seller elsewhere including any e-commerce sites.**
- **E-signed offer at the terms and conditions of GeM**

- **Online Purchase Order – Sellers rates and delivery schedule**
- **Liquidated damages for delay in supplies**
- **Refund Policy – 10 days**
- **Provisional Receipt Certificate**
- **Consignee Receipt and Acceptance Certificate**

Advantage

- **Provide transparency and ease of buying**
- **Offers rich listing of products for individual category of goods/services**
- **Direct purchase for amounts upto INR 25000**
- **L1 purchase from amounts greater than INR 25000 and less than INR 100000.**
- **Proprietary Article Certificate Bid- Procurement of specific product as per requirement**
- **Price Trends and Price Comparison From Multiple Suppliers**
- **Direct notifications to sellers**

GeM – Present Status Key Statistics



Thank You

Order

AD/Adm Subject: Adoption of Government e-Marketplace (GeM) by the State - Amendments for effective and accelerated implementation.

The State Government vide its Order No. 2/2/2016-4I B II (1) Dated 27.07.2017 had made insertions/amendments related to "Adoption of Govt. e-Marketplace (GeM) by the State" in Rule-7 in "Procedure & Rules for the purchase of Stores (PFR Vol-II, Appendix-14) applicable to Haryana" and further vide its order No. 2/2/2016-4I B II (2) Dated 27.07.2017 had declared competent authorities and financial powers vested with them for the finalisation of direct online purchase of Good/Stores and Services on GeM by various Govt. Departments/Govt. Agencies.

For accelerated adoption of Govt. e-Marketplace (GeM) for all procurement by the State, a need was being felt for issuing of comprehensive guidelines for the adoption of GeM replacing the previous Govt. Notifications of dated 27.07.2017 on the subject. The matter has been considered by the State Government and it has been decided as under:-

A. The Rule-7.1 as contained in Govt. Order No.2/2/2016-4IB-II (1) dated 27.07.2017 shall be as under:-

"Rule-7.1:- Government e-Marketplace GeM:- DGS&D New Delhi has launched integrated portal (gem.gov.in) having end to end procurement system for procurement of common goods/stores and services by Government buyers.

All the Govt. Departments/ Agencies of the State shall procure Goods/ Stores (including stores within the purview of Supplies & Disposals Haryana, HARTRON, HAREDA or any other Approved Nodal Department/Agency of the State) and Services which are available on GeM at their own level and as per the general Terms & Conditions of Sale/ Purchase of Goods & Services in Govt. e-Marketplace (GeM) for financial outlay upto Rs. 1 Crore. For procurement of Goods/ Stores and Services other than on GeM, the existing provisions as laid down in Store Purchase Rules (Appendix-14) will be followed. The Procurement of common use Goods and Services by State Government Departments/Agencies will be mandatory for Goods & Services available on GeM.

The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for purchases as under:-

- (i) Up to Rs.1,00,000/- through any of the available suppliers on the GeM having lowest price amongst the available sellers, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs. 1,00,000/- and upto Rs.1 Crore, through the supplier having lowest price meeting the requisite quality, specification, delivery period and other terms & conditions of the tender after mandatorily obtaining bids, using online bidding and reverse auction tool provided on GeM.
- (iii) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant Purchase Rules of the State shall apply.
- (iv) The Government Departments/ Agencies shall work out their Annual Procurement Plan of Goods & Services as per their requirement/ suitability at the time of preparation of Budget Estimates as per provision contained in Govt. Order No.2/2/2010-4IB-II dated 28.05.2010 and shall project their

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Annual Procurement Plan of goods & services on GeM portal within 30 days of Budget approval.

- (v) *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. The reasonability of rates will be the sole responsibility of the buyer Department/Agency.*
- (vi) *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.*
- (vii) *The purchases on GeM shall be governed by the Rules, Terms & Conditions applicable on GeM Portal and as amended from time to time.*
- (viii) *In case the required Goods/ Store items and Services are not available on the GeM or the Govt. Departments/ Agencies face any problem for procurement of items on the GeM, the Departments/ Govt. Agencies to follow the standard method of obtaining bids/ e-Tendering process as per provisions laid down in the existing Purchase Rules, by recording detailed reasons as to why GeM was not used.*
- (ix) *The Supplies & Disposals Department and other Nodal Departments/ Agencies of the State shall continue to arrange the Rate Contracts for the purchase of such common Goods/ Stores required on recurring bases by several Govt. Department/ Govt. Agencies such as Cement, DI Pipes, ACs, Paper, Stationary articles, Fans, D.G. Sets, Furniture, Power Utilities Rate Contract items etc till the time GeM develops its features allowing for purchase of items of such common Goods/ Stores required on recurring basis by several Govt. Department/ Govt. Agencies.*
- (x) *In view of the number of purchases made and number of suppliers registered on GeM for supply of the same, the Nodal Department i.e. Supplies & Disposals Department has identified the 10 highest selling items in the State on GeM namely:-*
- *ISI Marked HDPE/PP Bags for packaging Foods Grains*
 - *Utility Vehicles - All types of Jeeps*
 - *Cars*
 - *Buses*
 - *Tractors*
 - *Ambulance*
 - *Desktop Computers, All-in-One PC, Laptops, Handheld Terminals, Workstations and Digital Teaching Devices*
 - *Multifunctional Machines*
 - *Office Furniture*
 - *Air Conditioners, Drinking Water Cooler*

For procurements valuing more than Rs. 1 Crores from amongst above items and subject to the condition that the quantity is sufficient, all the Govt. Departments/ Boards/ Corporations/ Universities/ Govt. Agencies etc will

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procure 50% of the total quantity requirement from GeM and remaining 50% of the quantity through normal procurement process of the State. The Nodal Department i.e. DS&D will review this list every quarter and update the same.

- (xi) *All the Govt. Departments/Boards/Corporations/Universities/Govt. Agencies etc will ensure that all the firms/suppliers bidding for procurement in the State are registered on the GeM.*
- (xii) *In case of fixed purchases, the specifications of the Stores/Goods to be inline with the standard specifications available on GeM. In case there are minor deviations, the specifications of the GeM may be adopted subject to condition that the output of the scope is not suffered"*

B. The Competent Authorities and Financial Powers vested with them for the finalization of Direct Online Purchase of Goods/Stores/Services as contained in Govt. Order No.2/2/2016-4IB-II (2) dated 27.07.2017 are hereby substituted as under:-

S. No.	Domain	Competent Authority with whom power vested	Value of Purchase case
1	To finalize the online purchase cases of Stores/ Goods and Services of Boards/ Corporations/ Federations which are processed by the concerned Board/ Corporation/Federations	Boards/ Corporations/ Federations at their own level	Online Purchase cases of Goods/ Stores and Services valuing up to Rs. 1 Crore
2	To finalize the online purchase of such items required by Govt. Departments (including stores within the purview of Supplies & Disposals Haryana, HARTRON, HAREDA or any other Approved Nodal Department/Agency of the State) and Services which are processed by the concerned Govt. Departments.	HOD of the concerned Department	All purchases of Goods/ Stores and Services valuing below Rs. 35 Lakhs
		Administrative Secretary to Govt. Haryana of the concerned Department	All purchases of Goods/ Stores and Services valuing between Rs. 35 Lakhs to Rs.1 Crore

This issues with the concurrence of Finance Department conveyed vide their U.O. No. 1/48/2016-4FD-III(PF)/2021/29152, 20085 & 16338 of dated 22.03.2021.

The above comprehensive instructions will replace the instructions issued vide Order No. 2/2/2016-4I B II (1) Dated 27.07.2017; Order No. 2/2/2016-4I B II (2) Dated 27.07.2017 and Order No.2/2/2016-4IB-II dated 11.12.2018 related to Adoption of Government e-Marketplace (GeM) by the State.

The above instructions may be brought to the notice of all concerned for compliance with immediate effect.

Chandigarh, the
Dated:14th June, 2021

Vijayendra Kumar
Principal Secretary to Government Haryana,
Industries & Commerce Department

Government of Haryana
Department of Industries & Commerce

Endst. No. 2/2/2016-4IB-II

Dated 06.2021

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments, Govt. of Haryana.
3. All the MDs/ CEOs of Boards/ Corporations/ Federations/Universities etc in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All Deputy Commissioner in the State of Haryana.
6. Registrar, Punjab & Haryana High Court.

-sd-
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

U.O. No. 2/2/2016-4IB-II

Dated 06.2021

A copy of the above is forwarded to Sr. Spl. Private Secretaries/ Spl. Private Secretaries/ Private Secretaries to the Chief Minister/ Ministers for kind information of the Chief Minister/ Ministers.

-sd-
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

To,
Sr. Spl. Private Secretaries/ Spl. Private Secretaries/
Private Secretaries to the Chief Minister/ Ministers

Endst. No. 2/2/2016-4IB-II

Dated 21.06.2021

A copy of the above is forwarded to the following for information and necessary action:-

- ✓ 1. Director General, Supplies & Disposals, Haryana, Panchkula.
2. Principal Accountant General (Audit), Haryana, Sector-33, Chandigarh.

-sd-
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department.

Endst. No. 2/2/2016-4IB-II

Dated 06.2021

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request that above notification may be published in Haryana Govt. Gazette Ordinary immediately and 50 copies thereof be supplied to this department.

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Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department