

Personal Attention
Most urgent

No. EDN-H(4) 3 (C) Budget 2018-19 (GeM)
Directorate of Higher Education
Himachal Pradesh, Shimla-1.

शिक्षा निदेशालय उच्चतर हिमाचल

Dated Shimla-1 the October, 2019

17 OCT 2019

To

All the Heads of Institutions of
Govt. Colleges, DDHes/SCERT/NCC Hqtr/ Libraries/GSSS/GHS
Himachal Pradesh.

Subject :-

Instructions as per Proceedings of Meeting on Government e-Marketplace(GeM) held on 1.8.2019 at 4.30 PM under the Chairmanship of Sh. B.K. Aggarwal, IAS, Chief Secretary, Government of H.P. at conference Hall, Armsdale Building, H.P Secretariat, Shimla -171002.

Memo

It has been intimated that a meeting on Government e-Marketplace (GeM) was held on 1.8.2019 under the Chairmanship of Sh. B.K. Aggarwal, IAS, Chief Secretary, Government of H.P. at conference Hall, Armsdale Building, H.P Secretariat, Shimla -171002 wherein following has been decided:-

1. All the users are advised to procure the Item by way of bidding even of values of less than 5.00 Lakhs, whichever possible.
2. All the DDOs will be registered as Secondary users with GeM (in consultation to this Directorate) and since there is need of intensive training on GeM. All the users will attend the training without fail (whenever scheduled)
3. It has been stressed that the procurements through GeM do not give liberty to do away the General Rules/Procedures as applicable in FRs and further stressed that all the HOD/DDO/users are personally and equally responsible for controlling all orders, all kinds of procurements, whether procurement through GeM or otherwise. In the recent cases where GeM facility was manipulated and its filters operated in a manner to help favoured vendor with ulterior motives. There is an importance of proper oversight by supervisory officers in all cases of procure under GeM so that no such manipulation takes place.

4. During procurement of the items on GeM, all the Departments/users in the Pradesh may strictly compliance to the list of Dos and Don'ts as set by GeM as per Annexure "A" enclosed.



(Dr. Amrjeet K. Sharma)
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Endst. No. Even Dated: Shimla-171001 the October, 2019
Copy is forwarded for information and necessary action to:-

1. The Director of Industries, Himachal Pradesh, and Shimla-1 with compliance to theor letter No. Ind./SP/Misc/F/6-10/4/80-Vol-V dated 1.10.2019.
2. The Addl. Director of Higher Education (Admn.) Directorate of Higher Education HP.
3. The Branch Officer/ Supdt. Cash Cell, RUSA Cell, Store, Vocational Cell & IT Cell (internal).



Director Higher Education
Himachal Pradesh

शिक्षा निदेशालय उच्चतर हि.प्र.०

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DO's & DON'Ts on GeM Procurement

DO's

1. Go through GeM procurement guidelines in Appendix B of the GeM Handbook ([https://assets-bg.gem.gov.in/resources/pdf/GeM handbook.pdf](https://assets-bg.gem.gov.in/resources/pdf/GeM%20handbook.pdf))
2. Adhere to all time lines.
3. Use only the essential filters for selecting the product.
4. For ensuring the best price, use generic specifications. Unique specifications shall be used only when it is most essential for the office. Over specifications lead to restriction of completion.
5. Use Bid/Reverse Action, whenever possible to unlock the best price, even if the transaction value is less than the threshold value (Rs 25,000 for Direct Purchase and Rs. 5,00,000 for LI Purchase).
6. Compare like products when making LI comparison.
7. Use GeM functionalities like 'Compare' (Third Party Site Crawling) and 'Trends' (Price trend in GeM and last six purchase price in GeM).
8. On receipt of goods inspect the goods thoroughly for matching specifications and for physical damages.
9. Make Pre-dispatch inspection as part of the bid condition, if needed.
10. Report the INCIDENT every time, in case of any violation of GeM terms and conditions is noticed (functionality available in buyer dash board, <https://gem.gov.in/incidentmanagement>)
11. Use the functionality 'request' in case the required products are not there in the portal (Available in buyer dashboard)
12. Report, if you find a product listed on GeM at a higher price compared to other online platforms.
13. Report unsatisfactory service/products delivery at GeM.

DO's & DON'Ts on GeM Procurement

DON'Ts

1. Never share user id & password with others.
2. Never split the orders to bypass financial limits.
3. Never use unnecessary filters, as the same will limit competition, and price may go up.
4. Don't disqualify bids without proper reasons.
5. Don't keep the finalization of bids pending after the bid period without proper reasons.
6. Don't cancel the finalized bids, except in extreme circumstances.
7. Never place procurement orders without ensuring availability of funds.
8. Don't accept the goods which are not matching with specification or damaged.
9. Never make the payments till delivered products have been checked and found to be as per specifications quoted in the bid/purchase order.