



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

No. XIN-24-2018 / 22809 / S Dt. 13.9.2019.

To, All Heads of Police District / Establishment (except Directorate HGs, Vigilance & Fire Service)

Ref :- This Hdqrs. letter Nos.16084/S dtd.8.4.2019, No.20293/S dtd.21.5.2019

Sub:- Procurement of Goods and Services in Government e-Marketplace (GeM).

Enclosed, please find copy of Government of Odisha, Finance Department letter Nos:28367/F dtd.19.8.2019 and No.28899/F dtd. 22.8.2019 on the above mentioned subject which is self explanatory.

The guidelines issued by Govt. of Odisha, Finance Department on the above referred letters may be adhered strictly towards procurement of different goods and services in Government e-Marketplace (GeM).

I.G. of Police (Provisioning)
Odisha, Cuttack
Dtd. 13.9.2019.

Memo No. 22809 / S

Copy along with copy of Government of Odisha, Finance Department letter Nos.28367/F dtd.19.8.2019 and No.28899/F dtd. 22.8.2019 to Financial Advisor, S.P.Hdqrs, Cuttack / Accounts Officers, S.P.Hdqrs, Cuttack for information and necessary action.

OD :- No. 22810 / S dt. 13.9.19

Copy along with copy of Government of Odisha, Finance Department letter Nos.28367/F dtd.19.8.2019 and No.28899/F dtd. 22.8.2019 to AC, Central Store, S.P.Hdqrs, Cuttack / SO, Supply Section / ASOs S.P. Rout / S.Padhi / S.K Pradhan / S.Patra of Supply section, S.P. Hdqrs, Cuttack for needful.

CE(Civil)	JM(Elect)
GM(Tech)	www.odishapolice.gov.in
FA	Email - sphqrs.orpol@nic.in
CS & Jt.GM(F)	
DGM(Admn.)	
CA	accounts
JM(D&D)	disc.
JM(Mon)	

Buxi-Bazar, Cuttack-753001
Tel./ Fax No.0671-2304001

Handwritten signature and date: 6818 / 30/9/19

Handwritten notes: Please circulate to all concerned 27/9 DMC (Buxi-Bazar)



No. 28899 / F., Dated. 22/8/2019

FIN-COD-MISC-0008-2017

From Shri Ashok K K Meena, IAS
Principal Secretary to Government

To Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
All Departments
All Heads of Department ✓

Sub: Procurement of Goods and Services in Government e Marketplace (GeM).

Madam / Sir,

Administrative Departments, Government Offices and Non-Government entities were instructed vide Finance Department letter no. 5972/F dated 20.2.2019 for maximum government procurement through Government e Marketplace (GeM) with a view to achieving the best value for money. In exceptional cases, where the procurement is made through open bidding, the procuring authorities will furnish certificates that the item procured either is not available on GeM, or the price discovered in open market is less than the price discovered on GeM.

2. While comparing the prices of GeM with that of open market, the procuring authorities should satisfy themselves that the effective price on GeM can be ascertained only after placing e-bid on GeM. Hence for comparing the price of GeM with that of open market, placing of orders (Through Direct Purchase/L1 Buying/E-Bid/Reverse Auction) on GeM is a pre-requisite for accurate assessment of lower price between two methods.

Handwritten notes: B S.P.R. dt. 24/9/19 4138 / 7.9.19

Handwritten signature and date: 20/9/19

3. Quite often it has been noticed that some of the Administrative Departments / Government Offices/PSUs are procuring goods and services outside the GeM through manual tendering or floating quotations without furnishing mandated Certificate as provided in FD Letter No 5972/F Dated 20.02.2019 with the record of e-Bids floated through GeM.

4. Adoption and use of GeM increases overall efficiency leading to significant cost saving on Government expenditure on procurement with an average overall saving of 25% than the prevailing market rates. Hence it is the responsibility of the Procuring Authority to ensure that all Government procurement are made through GeM. **In case procurement is made outside GeM, a certificate as mandated in FD Letter No 5972/F Dated 20.02.2019 signed by the procuring officer and countersigned by the Head of Office with the record of e-bid floated through GeM should be kept in the file before placing the order for future reference.**

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5. When goods or services of required specification are not available on GeM, procuring authority can request GeM for addition of those products or services. Instruction has been issued in F.D letter no 28021 dtd 16.08.19 along with the prescribed format for placing request for addition of New Category/Sub Category of products or services on GeM. After lapse of 2 weeks from the date of such request if the item is not found available on GeM, the procuring authority may proceed for open market procurement keeping in view the urgency of the procurement.

6. It is incumbent upon all Administrative Departments, Heads of Department and Subordinate offices to help their local existing Suppliers getting registered on GeM which will help improve the ease of availability of products for buyers. In addition, it will promote local coverage as well as help the Government Offices benchmark their current sellers to compete against the large

number of national sellers on GeM, besides providing them a larger market to increase their business.

7. Further, it has also come to the notice of Finance Department that some officers and staff are reluctant to share their AADHAR number and AADHAR linked mobile number while registering on GeM as Primary Users or Secondary Users. Here, AADHAR No and Aadhar enabled Mobile no. of the User are used for verification of User credentials of the concerned user. There should not be any apprehension that these credentials will be used even after transfer or retirement of the government servant. Once the Govt servant is transferred, retired or assigned role is changed, his/her credentials will be automatically taken off by the Primary User by deactivating or transferring the account as the case may be. Primary and Secondary users are advised to share their AADHAR number and AADHAR linked mobile number for registration on GeM. **It may be noted here that in public procurement either through GeM or otherwise, the procuring officer has a responsibility, which cannot be avoided on any ground.**

8. Administrative Departments are once again advised to take all necessary steps to increase procurement on GeM for all Government Offices/ PSUs/ Autonomous Bodies/Local Bodies etc. State GeM Procurement Unit, O/o DTI, Odisha will resolve any on-boarding and procurement issues brought to their notice.

Yours faithfully,

J. Jha
22/8/19

Principal Secretary to Government



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28.08.19

No. 28367
FIN-COD-MISC-0002-2018

From Sri P.K.Biswal, I.A.S
Special Secretary to Government

To Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
All Departments

Supply/Ext
28/8

Sub: Payment to vendors within **ten days** of issue of Consignee's Receipt-cum-Acceptance Certificate (CRAC) on Government e-Marketplace (GeM)

Sir,
With reference to the above cited subject, I am directed to say that GeM is an end-to-end, one stop online Marketplace for procurement of common use Goods & Services. It is a completely online portal, wherein every GeM user discharges his/her roles and responsibility by recording necessary information through their respective user accounts.

2. In terms of provisions of MoU signed by the State Government with GeM, Ministry of Commerce & Industry, Government of India, the State Government offices /PSUs /Non-Government entities as buyers should ensure payment to suppliers / service providers within **ten days** of issue of Consignee's Receipt-cum-Acceptance Certificate (CRAC).

3. Based on information available in GeM Odisha Dashboard, lots of transactions done through GeM by various offices are still outstanding for Payment against Odisha. In some cases, offices against which pendency of payment is shown, have actually made payment to sellers but have not updated the payment confirmation status online through DDO's GeM User Account.

4. It is hereby advised that after receipt of goods or services against procurement made on GeM, the buyers shall follow following steps to avoid pendency of payment on GeM:

1. Consignee has to issue the CRAC (Consignee Receipt and Acceptance Certificate) on GeM portal **within ten days** of receipt of goods or services.
2. Buyer should process the bills after the CRAC is issued on GeM.
3. DDO/PAO has to make the payment within **ten days** of CRAC issuance.
4. For payment to vendors, the DDO of Government offices have to select other payment option and in case of PSUs, Universities, Local

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Bodies etc. Internet Banking, Cheque, DD, NEFT, RTGS option, have to be selected from the drop down.
5. If payment is done through the treasury, Click Others and then fill up the required fields such as Voucher No, Token No, Amount Paid, add deductions (if any, like TDS or late delivery), Payment Remarks and finally approve the payment by e-signing it through the OTP received by the DDO's mobile/mail id.

All the Administrative Departments are requested to direct all the offices including State PSUs, Universities, Local Bodies and other entities under their administrative control that all Secondary Users i.e. Buyer, Consignee and DDO shall work as a team and follow the above mentioned steps to avoid issues relating to overdue of payment to suppliers with respect to items procured through GeM.

Yours faithfully,

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19/8/19
Special Secretary to Government