

Government of West Bengal  
Directorate of Forests  
Office of the Principal Chief Conservator of Forests & Head of Forest Force,  
West Bengal  
Aranya Bhawan, Sect. III Block LA-10A,  
Salt Lake, Kolkata-700 098.

SACFR  
Pl. upload  
27/6/18

CCF/PG-L-I

No:- 2877/P&S(P)/3D-176

Dated : 25.06.2018

- To :
1. All PCCF
  2. All APCCF
  3. All CCFs
  4. All FDs
  5. All CFs/Jt. Director, SBR
  6. All DFOs/DCF/DFDs

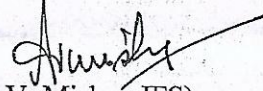
Sub : Procurement of goods and services through Government e-Marketplace (GeM).

Sir,

I am directed to forward to you the Finance Deptt. memo No. 3876-F(FY) dated 14.06.2018 on the subject matter of procurement of goods and services through GeM.

You are requested to avail the services of GeM Portal, as detailed in the order, for procurement of Goods and Services for any of the needs of your offices.

Yours faithfully,



(A. V. Mishra, IFS)

Chief Conservator of Forests, Finance.

Encl. : as stated above.

No:- 2878/P&S(P)/3D-176

Dated : 25.06.2018

Copy forwarded to CCF, MIS for uploading the same on the Department Website.

( A. V. Mishra, IFS)

Chief Conservator of Forests, Finance.

*ceff/c  
Movement of this  
to all under a copy  
letter 2/2/18*

Government of West Bengal  
Finance Department  
Audit Branch

No. 3876-F(Y)

Dated 14<sup>th</sup> June, 2018

MEMORANDUM

**Sub: Procurement of Goods and Services through Government e-Marketplace (GeM)**

Consequent upon abolition of DGS&D System, Government e-Marketplace (GeM) has been introduced by the Central Government which largely conforms to the transparent e-Procurement System.

2. Now, the Governor is pleased to accord in-principle approval to procure goods and services onboard GeM for voluntary purchase by Administrative Departments/ Government Offices/Public Sector Undertakings/Statutory Bodies/Local Bodies, etc. under the administrative control of the State Government.
3. In order to procure goods and services through GeM, Buyer Registration is required by the respective organization on the GeM Portal (<https://gem.gov.in>). The guidelines for Buyer Registration are available on the Portal and may be followed for creation of Primary and Secondary User IDs.
  - a) **Primary User:** Primary User shall be responsible for registering the organization on GeM, for creating Secondary Users, assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him/her. Any individual entity who has been assigned the duty of Primary User can never function as Secondary User unless he/ she relinquish his/ her charge as Primary user.
  - b) **Secondary Users:** Secondary Users are officials responsible for doing certain procurement transactions on GeM including Placement of Contracts, Receipt of Stores and Payment to the Sellers, etc. The secondary User with assigned role of making payment (D.D.O) to the sellers shall be separate entity from the entity who has been assigned the role of buyer or consignee.
4. **Procurement by Government/ Semi-Government/ Government Aided Offices through GeM depending upon estimated value is allowable in the following manner:**
  - a) Up to Rs. 10,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period provided the procuring authority is satisfied about the reasonability of the rate.
  - b) Above Rs. 10,000/- and up to Rs. 1 lakh through the GeM, Seller having lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the competent authority.
  - c) Above Rs. 1 lakh through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

d) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

5. **The interim payment procedure for procurement through GeM till integration of GeM with IFMS is as follows:**

- a) The DDO will submit bill to concerned Treasury within 2 days of generation of Consignee's Receipt and Acceptance Certificate (CRAC) with copy of the printout(s) of the invoice for the GeM purchase along with bank details of the concerned supplier(s).
- b) The bill will be processed in the concerned Treasury on priority basis and after passing of the bill the proceeds would be credited to the bank account of the supplier.
- c) The DDO will obtain the UTR (Unique Transaction Reference) against the payment made from the DDO Interface of IFMS and update the same in the GeM Portal to complete the process.

6. The total time limit for payment to the vendor being 10 days from the generation of CRAC. Procuring offices should scrupulously follow the timeline for submission of bills in the Treasury and Treasury Officers should make payments within 2 days of receipts of bills from the DDO provided all other provisions like allotment, DFPR, etc. have been properly followed by the concerned Procuring Authority. The Director of Treasuries and Accounts, West Bengal will issue separate instruction to the Treasuries accordingly.

7. Necessary amendments in the West Bengal Financial Rules shall be made in due course.

(H.K. Dwivedi)

Additional Chief Secretary to the  
Government of West Bengal

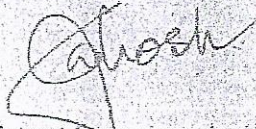
No. 3876/1(500)-F(Y)

Dated 14<sup>th</sup> June, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector Lake, Kolkata - 700064.

4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department. He is requested to circulate the same to all Autonomous and statutory bodies / Local Bodies/PSUs/parastatals, etc under his administrative control.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, \_\_\_\_\_
17. Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Assistant Secretary to the  
Government of West Bengal