

Guidelines for Purchase through GeM for University of Delhi

Ministry of Finance has issued GFR 2017 replacing GFR 2005. Substantial changes have been made in new GFR particularly with regard to procurement of goods and services. Provisions relating to purchase of goods and services through Government e Marketplace (GeM) portal have been made in rule 149 of GFR 2017. As per the provisions of Rule 149 of GFR 2017, it is stated that "The procurement of goods and services by the Ministries or departments will be mandatory for the Goods or Services available on GeM"

An O.M no. E- Governance/GeM/FO/2017/255 dated 12th September, 2017 for implementation of GeM in University of Delhi was issued to all the colleges/HODs/Director of Centre by the Finance Officer. For smooth implementation of GeM across all the departments the following instructions/SOP/procedures may be followed:-

(A).Instructions for the departments

1. Ensure availability of funds-do not place supply order without funds.
2. Due sanction of the competent Authority must be obtained as per the University of Delhi rules/delegation of powers before placing any order on GeM. A copy of sanction is required to be uploaded on GeM portal while placing orders.
3. GFR rule 149 allows direct on-line purchases on GeM upto Rs 50,000/- through any available suppliers on GeM, meeting the requisite quantity, specification and delivery period. However, this is subject to the procuring authorities certifying the reasonability of rates. While making such direct on-line purchase below Rs 50,000/-,the buyer should have the approval of authority (as per delegation of powers) and should record the reasons for selecting the specific product in lowest priced products are not being accepted/ordered.
4. For purchases above Rs 50,000/- departments must follow bidding process or reverse auction as per the instructions available on GeM to get competitive price and the order should be placed with the lowest bidder only(As per the latest instructions under DOs and DON'Ts for Buyers on GeM portal, it is recommended to use Bidding route, especially for value above Rs.50,000.)In any department doesn't wants to follow bidding process for any specific purchase, then the prior approval of competent authority needs to be obtained along with suitable justification for the same.
5. The e-Bidding invitation notice shall be published on GeM, stipulating the last date for bid submission/opening of bids giving at least clear 7 days time after the publication.

6. There shall be no Performance Security and Performance Bank Guarantee (PBG) requirements for the contracts valuing below Rs 25 lakhs. However for the contracts valuing above Rs 25 lakhs, Security Deposit/PBG @2% of contract value shall be applicable.
7. Prices on GeM are dynamic and to be used for procurement of via GeM only. These prices cannot be used as reference to buy from outside GeM.
8. Once invoice is generated by the seller, ensure that the bill with all necessary documents is forwarded to the Finance Branch within 2 days, with clear marking on the top as **“GeM procurement-on priority”**.

HOD will be liable for any delay in submission of the bill to the Finance department, since, **total time limit for payment is 10 days from date of generation of Consignee Receipt and Acceptance Certificate(CRAC)/Invoice.**

(B).Standard Operating Procedure(SOP)/Requirements to utilize the GeM portal

1. For Using GeM portal first a Primary User needs to register on GeM portal. The Director, DUCC has been registered as the HOD/Primary user on behalf of University of Delhi on GeM.
2. Role of Director, DUCC (HoD/Primary User) in GeM is to create Secondary users for various dept/centres i.e. Buyer, consignee and Paying Authority.
3. The request for creation of Buyer/consignee along with the names can be send to the Director, DUCC duly forwarded by the concerned HOD/Dean/Director of Centre. Buyer and Consignee can be the same person.
4. Once the Director DUCC(the Primary user) has added the secondary user, User ID and password of Secondary user will be sent to the secondary user's Email ID and mobile number respectively.
5. Any faculty/officer of the department can be made Secondary user. However, Secondary user should not be below the rank of Section Officer. Requirement of registration on GeM are as follows: Aadhaar linked with mobile no. (To receive OTP for e-sign): and an e-mail ID .
6. Three types of roles are performed by Secondary users in GeM portal.

- a) **Buyer:** Buyer will select the item for purchase and will place the order on behalf of his Department or project. Buyer can be Head of Department/Director of the Centre/Principle investigator for Research Projects
- b) **Consignee:** Consignee will receive the item and will generate the Provisional receipt Certificate (PRC) and Consignee Receipt and Acceptance Certificate (CRAC) certificate, initiate returns, if required. Consignee can be Head of Department/Director of the Centre/Principle investigator for Research Projects or any other person nominated by the HOD/director of the Centre/Principle investigator of Research Project.
- c) **Paying Authority:** Paying Authority will make the payment to supplier/vendor. For Registration purpose the Section Officer of the concerned Finance Branch/Faculty/department may be designated as the Payment Authority. Bills complete in all the respect must be send to finance Wing within 2 days of generation of the invoice. In case of any delay from the above schedule the Head of Department/Director of the Centre/Principle investigator for Research Projects will be liable.
7. Following are the laid down guideline for activities on the GeM portal. These timelines are sacrosanct and can't be violated-

<u>Process</u>	<u>Action by</u>	<u>Deadline</u>
Placing Order	Buyer	---
Supply	Seller	As per tender conditions
Provisional receipt Certificate (PRC)	Consignee	Immediately upon receipt of goods.
Consignee Receipt and Acceptance Certificate (CRAC) certificate	Consignee	Within 10 days of PRC. on the 11th day the system auto generates a CRAC if not acted upon by the consignee.
Payment	Payment section	Within 10 days of invoice. (Bills complete in all the respect must be send to finance Wing within 2 days of generation of the invoice)
Uploading payment Details	Buyer	As soon as possible.

(C). How to make purchase on GeM

1. SignUp using the link <https://gem.gov.in/register/buyer/signup>. The Primary user/HoD in GeM portal needs to create secondary users (Buyer/Consignee/PAO)to login to GeM portal. Select and cart the product as per the requirement through application of various filters. Buyers should apply filters carefully to define their requirement without adversely affecting Competitiveness. Select the proper buying method as per the [GFR-149](#).
2. Create demand -- Generate Sanction order -- Generate contract. Once order is placed, Seller to deliver the Goods/ Services to consignee within stipulated delivery date and generate on-line invoice on GeM portal.
3. Consignee to login after receipt of Items. Generation of Provisional receipt Certificate (PRC) within 48 hrs of receipt of stores. Generation of Consignee Receipt and Acceptance Certificate (CRAC) within 10 days of receipt of stores.
4. Bill processing by buyer (within 2 days of generation of CRAC by consignee) -- Bill to be forwarded to finance branch within 2 day of on-line receipt of bill/invoice against e-signed Consignee's Receipt and Acceptance Certificate (CRAC) (total time limit for payment is 10 days from date of generation of CRAC).