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Sub : Government Electronic Market Place (GeM) – Guidelines issued – Reg.

01. Procurement in Police Department is made as per the guidelines of Store Purchase Manual. One of the major modes of purchase is purchase under DGS & D Rate Contract. Presently the DGS & D Rate Contract procurement has been replaced with a new concept called Government Electronic Market Place (GeM) by DGS & D.

02. The details and guidelines regarding GeM are annexed herewith. This may be used as a guideline for the purchase of items through GeM in all units.

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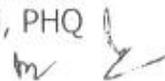
DGP & State Police Chief, Kerala

Approved for issue



3.11.2016.

Additional Assistant Inspector General, PHQ



To

All Unit Heads for information and further necessary action.

Copy to : CAs to SPC/DGP (HQ)/IGP (HQ)/AAIG/SP(HQ) for information.

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GUIDELINES ON GeM

What is GeM?

GeM is a short form of one stop Government e-Market Place hosted by DGS&D where common user goods and services can be procured. GeM is dynamic, self sustaining and user friendly portal for making procurement by Government officers.

When is the GeM likely to be rolled out?

GeM is likely to be rolled out on pilot basis shortly but full-fledged GeM will start in about a year.

What are the facilities/features of GeM?

- Listing of products for individual, prescribed categories of Goods/ Services of common use
- Look, estimate, compare and buying facility on dynamic pricing basis.
- Market place buying of majority of common User Items.
- Buying Goods and Services online, as and when required.
- Single window system for aggregating demands and ordering
- Transparency and ease of buying
- Useful for low value buying and also for bulk buying at competitive price using Reverse Auction/ e-bidding.
- Continuous vendor rating system.
- User friendly dash board for buying and monitoring supplies and payments
- Return policy

How to access GeM?

GeM can be accessed on the following web address: www.gem.gov.in
It can also be accessed through a link provided on DGS&D web site: www.dgsnd.gov.in

Who can buy on GeM?

Authorised representatives of Central Government Departments/ State Governments/ PSUs/ Autonomous bodies can utilize the GeM.

Who are authorised to buy through GeM?

DGS&D authorises officers of the rank of Joint Secretary and equivalent for using the services of GeM. These officers can further authorise other officers of their Department to utilize the services of GeM.

What are the pre-requisite to utilize the GeM portal?

The Government users who have

- AADHAR No.;
- Mobile no.;
- Official /NIC mail;
- Class 3 Signature Certificate;
- and authorisation of competent authority of their Department
- can utilize GeM portal. These users have however to get them registered on GeM.

How do we get registered with GeM?

HODs/ officers of the rank of Joint Secretary and equivalent for using the services of GeM. These officers can further authorise other officers of their Department to utilize the services of GeM.

How do I buy on GeM?

To buy on GeM

- Register yourself at GeM.
- Placing demand as Indentor.
- Search on GeM and choose the products
- Place order as Purchaser.
- Once order is placed, supplier to deliver the Goods/ Services to consignee within stipulated delivery date.
- Once the Goods/ Services are received, consignee to update the Provisional Receipt Certificate (PRC) with date in the GeM.
- Payment to be released by Buyer within 10 days of receipt of Goods/ Services against Consignee's Receipt and Acceptance Certificate (CRAC) digitally signed for the accepting authority in the GeM.

What products are available on GeM?

A wide variety of common user goods and service items are proposed to be brought on GeM. To start with, the following items are being attempted currently on GeM:

- Computers
 - Desktop
 - Laptops
 - Tablets
 - Add-on items such as Mouse, Keyboards, External Hard Disk Drives, RAM, Pen Drive, Power Bank.
- Office Automation
 - Photocopiers
 - Printers
 - Inkjet
 - Laser
 - Dot matrix
 - Line Matrix

- Pass Book
 - Smart card
 - Bar Code
- Scanners including Bar Code Scanners
- Cartridges
- Paper
 - A4 (210mm X 297mm)
 - Note Sheets
 - Foolscap (333mm X 410mm)
- Air Conditioner (Window X Split type)
- Multi Media Projectors
- UPS (Line Interactive and on-line)
- Packaged drinking water
- Stationery items such as Pen, Pencil, Eraser, Clips, Stapler, Tapes, Highlighter etc.
- **Opex Model:** Hiring of Transportation Services including leasing.

Whether the buyer can select products on GeM as per their choice or there are restrictions?

The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct online purchase.

Goods up to what value can be purchased on GeM?

Upto Rs. 50000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period;

Above Rs. 50000/-, through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the purchaser.

Whether the purchase made on GeM is as per GFR?

Yes, the purchases made on GeM have approval of GFR vide Rule 141A (inserted on 03 May 2016) of GFR 2005.

Whether the prices on GeM for any item are fixed or dynamic?

The prices on GeM are dynamic.

Whether there is any objection if price of the product fall after the same has been purchase at higher rate trough GeM?

No.

Whether approval of competent authority is required for procuring goods from GeM?

Yes, the purchase officer has to take necessary approvals of competent authority of their department in accordance with GFR and other Government instructions applicable to them.

What is the safeguard, if the prices change during the process of approval?

Items selected for purchase will remain on hold and price will not change for 5 days during which the purchase officers can take necessary approval. If the prices fall, the purchase officer is at liberty to buy at lower rate.

How the payment is made for the purchases?

Once the purchase officer finalises the procurement, invoice will be generated and the purchase officer has to make the payment online. This amount will be blocked in buyer's account and the payment to the supplier will be made on receipt of the goods by the consignee and when he confirms the same to GeM portal within prescribed timelines.

In how many days delivery will be made?

The items will be delivered as per delivery period notified by the supplier on GeM for particular item.

What if deliveries are not made in time?

Standard LD clause of GeM will apply.

What if we are not satisfied with the quality of goods?

The indenter/ consignee shall have the right to accept or reject on proper justification within 10 days of receipt of consignment. If 10 days period is lapsed payment will be released to the supplier's account, considering it deemed accepted.
