

Government of West Bengal  
Finance Department  
Audit Branch

No. 4262 -F(Y)

Date: 26<sup>th</sup> July, 2019

MEMORANDUM

**Sub: Revised manner of procurement through Government e-Marketplace (GeM)**

The manner of procurement of goods and services by Government / Semi Government / Government Aided Offices through GeM was laid down by this Department in Para 4 of Memorandum No. 3876-F(Y) dated 14.06.2018.

The said Para was partially modified under this Department Memorandum No. 5430-F(Y) dated 23.08.2018.

Department of Expenditure, Ministry of Finance, Government of India has recently made some changes to the General Financial Rules 2017 relating to procurement of goods and services through GeM.

In order to keep parity with the modified provisions of GFR 2017 as well as the existing provisions of West Bengal Financial Rules relating to procurement through GeM, Para 4 of this Department Memorandum No. 3876-F(Y) dated 14.06.2018, since modified under Memorandum No. 5430-F(Y) dated 23.08.2018, may be replaced with the following:

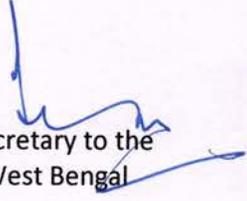
**"4. Procurement by Government/ Semi-Government/ Government Aided Offices through GeM depending upon estimated value is allowable in the following manner:**

- a) Up to Rs. 25,000/- 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. 25,000/- 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 on line 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.
- e) If the number of qualified vendors/sellers is less than three for L1 Purchase/Bidding in GeM, then the Administrative Department shall take a decision based on the following situations:  
**Case 1:** If the no. of qualified bidders is 2, the Procuring Authority should mandatorily use online Reverse Auction available on GeM.

**Case 2:** If the no. of qualified vendor/seller is 1, the relevant provisions of Finance Department Memo No. 6989-F(Y) dated 19.11.2018 read with 925-F(Y) dated 14.02.2017 are to be followed.

- f)** For purchase of Branded Articles and Proprietary Items through GeM, concurrence of Finance Department shall mandatorily be obtained as per FD's Memo. No.1956-F(Y) dated 04.04.2014 before placing the order on GeM.
- g)** The format of the Sanction Order of the appropriate authority to be uploaded in GeM Portal before placing the Order is provided at Annexure-A of this Memorandum.

This Order shall immediate effect. Necessary amendment in the West Bengal Financial Rules shall be made in due course.

  
Additional Chief Secretary to the  
Government of West Bengal

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 I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_

\_\_\_\_\_ Department, Govt of West Bengal.

**He is requested to circulate this Memo. to all Directorates / Regional Offices / Societies / PSUs / Statutory Organisations / Autonomous Bodies / Parastatals under the administrative control of his department.**

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 / 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, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata – 700 064.
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.

  
Deputy Secretary to the  
Government of West Bengal