

**Government of West Bengal  
Finance Department  
Audit Branch**

Memo. No. 5430-F(Y)

Dated 23<sup>rd</sup> August, 2018

**MEMORANDUM**

**Sub: Revised Provisions for procurement through Government-e-Marketplace**

The State Government has introduced voluntary procurement of goods and services through Government-e-Marketplace (GeM) vide Finance Department's Memo. No.3876-F(Y), dated 14.06.2018. Necessary provisions on procurement and payment procedure through GeM have been laid down in para 4 & 5 of the Memo. *ibid*. Further, necessary guidelines in regard to creation of Organizational Hierarchies and assignment of roles of Primary and Secondary Users in GeM in respect of the State Government Offices, State PSUs, Local Bodies, Statutory and Autonomous Organization, Aided Institution, Parastatals, etc. under the control of the State Government have been issued vide FD's Memo. No.4949-F(Y) dated 03.08.2018.

2. Now, in partial modification of Para 4 of FD's Memo. No. 3876-F(Y) dated 14.06.2018, the following provisions are hereby prescribed in order to facilitate the procurement of goods and services through GeM:

- i) Para 4(a) of Memo *ibid* stands modified as follows:  
Purchase/Procurement value upto ₹50,000/- may be made directly through GeM, meeting the requisite quality, specification and delivery period. However, in case of procurement other than through GeM, the ceiling for direct purchase will remain ₹ 10,000/- as stipulated in FD's Memo. No. 5400-F(Y) dated 25.06.2012.
- ii) "Above ₹10,000/- and upto ₹1 lakh through GeM" in para 4(b) of Memo *ibid*. is hereby replaced as "Above ₹ 50,000/- and upto ₹ 1 lakh through GeM".
- iii) 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. 925-F(Y) dated 14.02.2017 is to be followed.
- iv) 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.
- v) 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.

3. The procurement of vehicles, computers & peripherals, printers, scanners, photocopier machines, etc. may be made **only through GeM**. For other articles, procurement through GeM is voluntary.

4. **In all cases, before placing an order in GeM, the Procuring Authority shall satisfy itself about the reasonability of the rates of the items to be procured and ensure that the items usually procured together have not been split into multiple orders to avoid ceilings defined in Financial Rules.**

5. Necessary amendments in the WBFR shall be made in due course.

  
(H.K. Dwivedi)

Additional Chief Secretary to the  
Government of West Bengal

**ANNEXURE-A to Memo No.5430-F(Y) Dated, 23<sup>rd</sup> August, 2018.**

(Name and address of the Office)

**SANCTION ORDER for procurement through GeM**

**Memo No. ....**

**Date:**

|   |                 |
|---|-----------------|
| <b>Products/Services to be procured</b>   |                 |
| <b>Quantity</b>   |                 |
| <b>Amount Sanctioned by the competent authority as per DFPR for this Order (in Rs.)</b> |                 |
| <b>Name of the appropriate Sanctioning Authority as per DFPR</b>                        |                 |
| <b>Head of Account/Scheme ID (if applicable)</b>  |                 |
| <b>Whether fund has been blocked / kept aside for timely payment</b>                    | <b>(Yes/No)</b> |
| <b>U.O. No. &amp; Date (if available)</b>   |                 |
| <b>Remarks</b>  |                 |

*This is to certify that sanction of appropriate authority as per DFPR and other extant rules in force has been obtained for procuring items as mentioned above and the fund in relevant Head of Account/Deposit Account/Bank Account has been kept aside for making timely payment to the Seller.*

**SIGNATURE OF HEAD OF OFFICE : .....**

**DESIGNATION WITH SEAL :**

**Memo No. .... /1(3)**

**Date:**

Copy forwarded to:

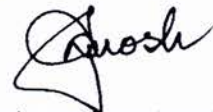
- i) Buyer
- ii) Drawing & Disbursing Officer/Paying Authority
- iii) Consignee(s)

**SIGNATURE OF HEAD OF OFFICE : .....**

**DESIGNATION WITH SEAL :**

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
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_.
7. Director, \_\_\_\_\_  
\_\_\_\_\_.
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_.
10. Sub-Divisional Officer, \_\_\_\_\_.
11. Block Development Officer, \_\_\_\_\_.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. 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