



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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Important Circular No. 05

No. GeM-GUW/05/Circular/Vol-II

Dated: 22.01.2021

To

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| 1. HQrs 101 Area
PIN- 908101 | 2. HQrs 51 Sub Area
PIN-908651 | 3. HQrs. 41 Sub
Area
PIN-908641 | 4. HQrs 4 Corps
PIN-908504 |
| 5. HQrs 3 Corps
PIN- 908503 | 6. HQrs 2 Mtn Div
PIN-908402 | 7. HQrs 5 Mtn Div
PIN-908405 | 8. HQrs 21 Mtn
Div
PIN-908421 |
| 9. HQrs. 56 Inf Div
PIN-909456 | 10. HQrs. 57 Mtn Div
PIN-908457 | 11. HQrs.71 Inf Div
PIN-908471 | 12. The CO
FP (EC Kolkata),
C/o 99APO,
PIN-508942 |
| 13. CIJW School
PIN-900446 | 14.NCC Group HQR
Laithumehrah
Shillong-793003 | | |

Sub: Demand aggregation for achieving higher value of money in Public Procurement.

One unit has placed 20 supply orders for 20 different items of stationary under inherent power to 2 firms only on a single day. It has come to notice that procurement agencies are misinterpreting the procurement procedures and procuring 1 item at one occasion (RFP/TE) multiple times in a year thus clearly promoting splitting of sanction. **It is to be noted remembered that splitting of sanction results in denial of 'Economy of scale' factor to Buyer, thereby causing loss to government exchequer.**


With launching of GEM 4.0 aggregation of demand, custom bid/bunching of bid facility is now available on GEM.

(Refer copy of DO letter of Shri Tallen Kumar, IAS, CEO, GeM NO. 191/CEO-GEM/2020 dated 15-10-2020 & 225/CEO-GEM/2020 dated 18-11-2020 addressed to all secretaries of Govt. of India).

Hence following is advised to all procuring agencies to avoid future audit & vigilance points in public procurement.

- 1) Club all such procurement cases of particular sub schedule of DFPDS where inputs for calculating requirement are known at a point of time, probable sources of supply are same as per past bidding pattern for such items.
- 2) Try to procure at least 12 MMF (average monthly consumption based on last 12/24/36 month) or one year requirement in one occasion. For perishable item or due to storage issue problem etc... Item wise, consignee wise staggered delivery schedule can also be adopted.

- 3) GEM has now facility to procure multiple goods, services with different consignee at staggered delivery period on one occasion (RFP/TE). It also has feature to upload the specification, schedule of requirement, scope of work, special terms and conditions etc...
- 4) Many procurement agencies are procuring goods with brand name. It is advised to have specifications in compliance with Para 2.2 of Manual for Procurement of Goods-2017. If it is not possible to formulate specification in compliance with above Para then try to procure goods with brand name of at least 5-6 different reputed brands to have value for money procurement.
- 5) Local Purchase (LP) is undertaken to meet the normal requirements of units/establishments for stores which are not within the purview of central/nominated provisioning agency. In case of ULPO is urgent then NAC/DUE-OUT cancellation from the central/nominated provisioning agency should be obtained to avoid over provisioning/procurement.
- 6) It has also been observed that items required to meet the normal requirements of units/establishments i.e. items procured via various grants, IT hardware/software etc are most misinterpreted as maximum cases of splitting of sanction is observed in such cases. To avoid these following is advised please:
 - a) Standardise the nomenclature & specification and do item codification of such items to avoid duplicity of procurement.
 - b) Club procurement of such cases under particular sub schedule of DFPDS where requirement known at appoint of time and probable sources of supply is same.
 - c) Under joint logistics concept of services any unit (i.e. 222 ABOD, DOU etc) can be made responsible for aggregation of demand (provisioning and procurement). With availability of GEM 4.0 it will become very easy to implement such concept.
- 7) There should not be any occasion to procure goods & services outside GeM, if goods & services available on GeM doesn't meet your requirement then kindly generate GEMAR & PTS and procure goods & services via following method.
 - a) Up to Rs. 25000 from any vendor, who meets requirement.
 - b) For procurement from Rs.25000 to Rs. 5 Lakh, use purchase requisition facility of GEM, with 48 hrs to bid.
 - c) Above Rs.5 Lakh use custom bid feature of GEM by sharing your specification, additional terms & conditions, photograph of the goods on GeM.
- 8) It is advised to all to sensitize the procuring agencies about ibid circular for ensuring value for money procurement.


(S.K.Yadav), IDAS
Dy. CDA (GeM-Cell)