



रक्षा लेखा नियंत्रक, उद्यन विहार, नारंगी, गुवाहाटी-781171

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MOST IMPORTANT CIRCULAR

Subject: **Procurement through Government e-Market Place (GeM): Issue of SOP for Payment.**

References have been received from various Units and Formations for Clarifications regarding GeM including PAO details (Payment Authority) so that, the same can be incorporated in the system of GeM Portal, as PAO detail is a requirement for procurement through GeM Portal.

The issue was also discussed at length in the recently concluded Synergy Conference with the Army and the CGDA HQ at New Delhi. It has been pointed out that steps are being taken to integrate the TULIP with the GeM Portal in consultation with the DGS&D, IHQ (Army) & the CGDA Office.

The issue has also been examined at this end and the following is clarified:

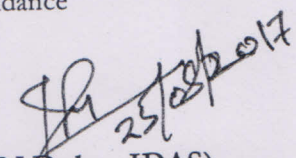
Till such time the GeM Portal gets integrated with TULIP, the enclosed SOP attached with the circular for the items procured through GeM by Units/Formations is issued for guidance to deal with procurement through GeM and bills raised as a consequence. However, this is an interim step and will cease to be operative when the GeM Portal is linked to the TULIP System.

Though this is already laid down in the SOP, it is pointed out that **timelines in GeM are sacrosanct and cannot be violated under any circumstances.** The units on their part have to adhere to their timeline strictly and ensure that the bills reached CDA Guwahati complete in all respect as per the SOP and within the deadline without fail. **Any delay on the part of unit in sending the bills may result in exceeding the time limits for payment for which this office will not be responsible.** Please also ensure that funds are available before any procurement action is done.

The Unit and Formations are also requested to carefully go through the SOP to ensure that it is followed correctly so that there is no deviation from the laid down GeM Procedures.

This circular will automatically cease to be operative when the GeM Portal is linked with the TULIP and instructions are issued by the HQr office. They are also requested to go through the O.M No.F.26/4/2016.PPD, dated: 20.09.2016 of the Ministry of Finance (Dept. of Expenditure) and subsequent clarifications available on the GeM website (www.gem.gov.in) for further guidance

This is issued with the approval of CDA


(J N Doley, IDAS)
Asstt. Controller

Distribution:

1. All the Units/Formation (Audit Jurisdiction of CDA Guwahati)
2. The Col (FP), Eastern Command, Fort William, Hastings Kolkata, Pin- 700021
3. All Section and Sub offices of CDA Guwahati.
4. The O I/C , EDP Cell, for uploading on the website
5. O.O File
6. Spare

STANDARD OPERATING PROCEDURE

GFR-2017 has introduced a paradigm shift in the Government procurement procedures. Apart from relaxing the financial limits for purchase without quotation (Rule 154), by Purchase committee (Rule 155) and by Tenders (Rule 162) a new provision, rule 149, has been introduced which provides for Government –E- Marketplace (GeM) is an end to end, dynamic e- market place hosted by DGS&D (to converted to a SPV room) where common user goods and services can be procured by various government organizations.

There are three functionaries involved in the procurement process via GeM

- I. **Buyer**- Searches for the product, gets admin approval, certifies fund availability, uploads the financial sanction, places the order.
- II. **Consignee** - (may be the same individual as the buyer) receives the goods, generates PRC and CRAC, initiates returns if required.
- III. **DDO / PAO** – makes payment. DDO via PFMS, PAO via other offline means (NEFT, Cheque etc) and uploads details of payment on GeM for closure of the procurement process, (Details of the relevant PAO is enclosed as Annexure I & II to this SOP)

The overall responsibility of ensuring compliance to rules of procurement via GeM, however, lies with the Primary User of the Unit/ Formation. He must ensure that only authorized users (buyer, consignee, PAO/DDO) use the portal to place orders in accordance with Rule 149 GFR 2017 after due sanction from CFA.

Following are the laid down timeline for activities on the GeM portal. **These timelines are sacrosanct and cannot be violated.**

A- Timelines

Process	Action by	Deadline
Placing order	Buyer	---
Supply	Seller	As per Contract (default is 15 days)
Provisional Receipt Certificate (PRC)	Consignee	Immediately upon receipt of goods
Consignee Receipt and Acceptance Certificate (CRAC)	Consignee	Within 10 days of PRC On the 11 th day the system auto generates a CRAC it not acted upon by the consignee
Payment	PAO	Within 10 days of Invoice This has to be adhered to strictly
Upload payment details	PAO/ Buyer	As soon as possible

B- Comparison of documents in normal and GeM procurement.

Document	Normal procurement	Procurement via GeM	Remarks
Sanction of CFA	Ink signed copy required	Ink signed copy required	Also require: IFA concurrence, if not within inherent powers
Fund availability	Ink signed original copy from fund issuing authority required	Ink signed original copy from fund issuing authority required	The Primary User (HoD) of the unit would be at fault if an order is placed without adequate fund availability.
Supply order	Original supply order	CONTRACT ORDER generated by GeM, with eSign of the buyer.	The Buyer who has placed the order must sign the printout in Ink as will before sending the CDA office.
Invoice	Contractor's bill in original	INVOICE as generated on GeM with eSign of the seller.	Must be countersigned by the Buyer while forwarding the bill to the CDA
Contingent Bill	In IAFA-68 format	In IAFA-68 format	No change
CRV		Consignee Receipt and Acceptance Certificate (CRAC) generated on GeM	Send 2 copies of CRAC as one will be forwarded to the LAO after payment. The Consignee who has received the goods and generated the CRAC must sign the CRAC in Ink before sending the bill to PCDA office.
NEFT mandated and PAN details		The band details of the seller are available on CONTRACT and INVOICE. These are to be entered in Tulip.	No separate NEFT mandate form is to be sought from the Unit/ Vendor. A copy of PAN card of the seller is to be provided if the PAN details are not available on GeM (contract or invoice)

Note:

- I. Specimen Signature of CO, Buyer, Consignee must be available with the CDA. If these officers change, then the updated Specimen signatures must be provided by the unit immediately.
- II. Strict adherence to timelines as mentioned in Table – I is of utmost importance. Hence, bills must be forwarded to CDA within 5 days of Invoice, if possible earlier so that the CDA has at least 5 days to audit and pass the bill for payment.

C- Instruction for the Units:

1. Ensure Fund Availability – do not REPEAT not place a supply order without funds.
2. GeM does not mean that CFA sanction is not needed. Due sanction of CFA (with/without IFA concurrence) as per DPM/ DFPDS is a **must** before placing any order on GeM. A copy of the sanction is required to be uploaded on GeM portal while placing orders.
3. Utilize the tools (Bidding/ reverse auction) as per instruction available on GeM to get competitive prices.
4. Prices on GeM are dynamic and are to be used for procurement via GeM only. These prices cannot be used as reference to buy from outside GeM.
5. Once the invoice is generated by the seller, ensure that the bill with all necessary documents is forwarded to the CDA office in 5 days, with a clear marking on top of the bill as **“GeM PROCUREMENT- PRIORITY”**. The ‘R’ section of CDA Guwahati will ensure the movement of such bills to the section on priority the same day without fail. Any delay may invite disciplinary action.
6. Once the bill is passed by the CDA following details will be made available on the CDA Guwahati website (www.cdaguwahati.gov.in) on a daily basis.

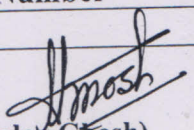
GeM ID	Amount passed	Date	UTR Number

The Buyer must update the above details on the GeM portal in order to complete the procurement cycle. The unit may look up their GeM ID to identify the bills. Further details will not be given here to maintain the secrecy of the units and formation- but being in sequence should be easy to identify.

D- Instructions for Store / Miscellaneous section at O/o CDA:

1. Bills of procurement made via GeM will not be returned without prior approval of Group Officer concerned.
2. Check CFA sanction (IFA concurrence if required)
3. Check Fund Availability
4. Check countersignature on CONTRACT, CRAC, INVOICE
5. Pass the bill on priority (out of turn for GeM, but FIFO mode for multiple GeM bills) to ensure that payment is made within 10 days of invoice. Any delay in this regard will not be acceptable and may invite disciplinary action.
6. Separate DP sheet must be generated for GeM bills and they must be sent to D- Section separately so that their UTR number may be fetched from SBI CMP portal.
7. D- Section would provide the UTR number on the pre-endorsed GeM vouchers before returning them to the concerned audit section.
8. GeM transaction ID, UTR number, Amount passed, Date- these four fields must be compiled separately and uploaded on the website by the audit section concerned i.e. Store Contract or M Section, on a daily basis. So that the Buyer from Units can check and upload these payment details on GeM to complete the procurement cycle. Format below

GeM ID	Amount passed	Date	UTR Number


(Moloy Ghosh)
Sr. Accounts Officer

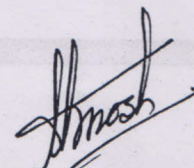
STANDARD OPERATING PROCEDURE

The name of the senior most Sr. AOs of the section dealing with third party bills given for PAO purposes along with relevant details required in GeM. The role of the officer will be purely for coordination.

<u>M Section</u>		
Name of the Officer	Mobile No.	E-mail ID
Shri SC Adhikari, Sr. AO	9706044980	satishadhikari.dad@hub.nic.in
Shri Chayan Das, Sr.AO	9401403544	chayandas.dad@hub.nic.in
<u>Store Section</u>		
Shri BB Dam, Sr.AO	9706956180	bidhanbiharidam.dad@hub.nic.in
Shri Moloy Ghosh, Sr, AO	9435049200	moloyghosh.dad@hub.nic.in

Before registering the officers in the role of PAO, the primary users in the unit may call up the officer in the mobile number provided so as to alert him in this regard. This is requested in view of the large number of units in the NE and also for e-verification on the part of the officer.

Any changes in the details of the officer would be informed immediately to the Command, Corps and Area HQ.



(Moloy Ghosh)
Sr. Accounts Officer

Annexure- II


Distribution of bills in respect of various grants in CDA Guwahati

Section	Grant	Schedule of power
<u>Stores (SC)</u>		
	Transportation	Schedule 1 (ASP)*
	ASC Stores	Schedule 3 (ASP)
	AOC Stores	Schedule 5 (ASP)
	Veterinary Medical Stores	Schedule 6 (ASP)
	Engineering Stores	Schedule 7 (ASP)
	Information Technology	Schedule 10 (ASP)
	Army Commander's Special Financial Power	Schedule 22 (ASP)
	Medical Stores	Schedule 2 (MSP)*
<u>Miscellaneous (M)</u>		
	Security System	Schedule 13 (ASP)
	Miscellaneous & Contingent Expenditure	Schedule 16 (ASP)
	Sports Adventures	Schedule 17 (ASP)
	Telecommunication	Schedule 18 (ASP)
	Outsourcing	Schedule 20 (ASP)
	Training	Schedule 21 (ASP)
	Security	Schedule 7 (ISP)*

*ASP- Army Schedule of Power

*MSP- Medical Schedule of Power

*ISP Integrated Schedule of Power



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