

No.G.17014/1/2017-FEC/57
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(EXPENDITURE CONTROL)

OFFICE MEMORANDUM

Aizawl, the 16th November, 2020.

Subj: Procurement of goods from Government e- Marketplace

All Departments had been informed to make public procurement of goods and services from Government e-Marketplace (GeM portal) as many as possible vide Office Memorandum of even number dated 29.07.2019. Accordingly, some departments have made procurement from GeM portal. Procurement through GeM portal minimizes paper works as preparation of bid documents, inviting of quotations, scrutiny of bids, preparation of agenda papers and convening of DPAB/ SPAB meetings are dispensed with. It also led to substantial savings of budget provision which can be utilized for other useful purposes without seeking additional fund.

In view of such advantages and as provided in General Financial Rules 2017, the following instructions on public procurement should be followed by all Departments and Autonomous Bodies receiving Grant in Aid from the State Government:-

1. **Vehicles** should be purchased only from GeM portal. However, administrative approval is still required.
2. **Electronic goods and accessories** such as computer set and its parts, printer, printer cartridge, laptop, mobile handset, tablet, projector etc should be purchased only from GeM portal.
3. **Goods which are not available from local sellers/dealers** should be purchased only from GeM portal. If they are proposed to be purchased through suppliers outside the State but not from GeM portal, justifications for not availing GeM portal should be included in DPAB/SPAB agenda papers.
4. Even in respect of other goods not included above, purchase should be made from GeM portal as many as possible for the purpose of economy in expenditure.

The term "Goods" shall have the same meaning as defined in Rule 143 of General Financial Rules, 2017 and the following guidelines should be followed :-

1. Departments should constitute GeM Procurement Committee in which Head of Department shall be Chairman and members are to be appointed from suitable officials of the Department. The Committee should decide on specifications of goods to be purchased and will be responsible to oversee online search, bidding process and placing order of goods from GeM portal.

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2. Before placing order in GeM portal, it should be first ascertained that sufficient fund is available for procurement of goods. Order should not be placed in anticipation of additional allocation of fund.
3. Proposal for expenditure sanction or bills submitted to Treasuries in respect of goods purchased from GeM should be supported by documents printed out of GeM portal. Such print outs including contract agreements should be certified by Head of Department.

These instructions shall supersede the previous Office Memorandum of even no dated 29.07.2019.

Sd/-
VANLAL CHHUANGA
Finance Commissioner


Memo No : No.G.17014/1/2017-FEC

Dated the 16th November, 2020

Copy to :

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Deputy Chief Minister / Speaker/ Minister /Dy. Speaker/Minister of State, Mizoram.
4. P.P.S to Chief Secretary, Government of Mizoram.
5. All Administrative Departments, Government of Mizoram.
6. All Heads of Departments, Government of Mizoram for information and necessary action.
7. Accountant General, Mizoram
8. All Jt. Director of Accounts/Dy. Director of Accounts/FAOs
9. All Treasury Officers. They are informed to ensure before passing bills that these instructions are followed.
10. All GeM Master Trainers. They are requested to render assistance when required by Departments.
11. All Officers under Finance Department
12. Guard File


(CHAWNGZIKPUII)

 Under Secy to the Govt. of Mizoram,
Finance Department (EC)