No.G.17014/1/2017-FEC
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Aizawl, the 29th July, 2019.

Subj: **Procurement of goods from Government e-Marketplace (GeM portal) of Govt. of India**

In continuation of this Department's Office Memorandum of even number dated 10.10.2018, and as provided in Rule 149 of General Financial Rules 2017 as amended in 2019, all Departments are hereby informed to make procurement of goods from Government e-Marketplace (GeM portal) as many as possible for transparency, economy and efficiency in public procurement.

In particular, those goods which are procured from sellers/dealers outside Mizoram State should be procured only through GeM portal. Otherwise, reasons for not procuring such goods through GeM portal should be properly justified without which expenditure sanction proposals and bills will not be entertained in Finance Department and Treasuries.

The term "Goods" shall have the same meaning as defined in Rule 143 of General Financial Rules, 2017.

General Guidelines to be followed are given next page.

Sd/-VANLAL CHHUANGA
Finance Commissioner

Memo No : No.G.17014/1/2017-FEC
Dated Aizawl the 29th July, 2019

Copy to :

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/ Ministers /Dy. Speaker/Ministers 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. All Jt. Director of Accounts/Dy. Director of Accounts/FAOs
8. All Treasury Officers in Mizoram.
9. All Officers under Finance Department
10. Guard File

29/07/19
(LALHMINGMAWIA SAILO)
Addl. Secy. to the Govt. of Mizoram,
Finance Department (EC)

GENERAL GUIDELINES FOR PROCUREMENT FROM GOVERNMENT E-MARKETPLACE

(Annex to Office Memorandum No.G.17014/1/2017-FEC Dt.29.07.2019)

1. All 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 administer and oversee online activities for procurement.

2. After GeM Procurement Committee decide on items to be purchased, approval of Administrative Department should be obtained. However, DPAB or SPAB recommendations will not be required as the GeM system will automatically select the lowest price.

3. If vehicle is to be purchased, approval of GAD should be first obtained as in the existing system. However, DVPB recommendation will not be required.

4. Before placing order in GeM portal, it should be first ascertained that sufficient fund is available for making payment for items ordered. Order should not be placed in anticipation of additional allocation of fund.

5. Proposal for expenditure sanction should be supported by print outs of all activities made in GeM portal for placing of order. Such print outs including contract agreements should be certified by Head of Department.

6. Finance Department may give priority to expenditure sanction proposal and bills relating to purchase through GeM portal as they are time bound payments.

7. Details about practical activities such as registration in GeM portals, selection of items to be ordered, uploading of expenditure sanction order copies, payments etc can be viewed and downloaded from GeM portal and some other websites.

8. For purchase from outside the State, transportation cost is to be considered, if necessary, and finalized the rate of item(s) before actual purchase is done.

9. In the initial stage, Departments which have made purchases successfully through GeM portal viz. IF&SL, SWD and SAD are requested to render assistance when required by other Departments. ICT Department is also requested to render assistance in obtaining government email ids required for registration as buyers.

10. If queries arise regarding policy matters, it should be referred to Finance Department (EC) for clarification or decision.