

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

OFFICE MEMORANDUM

Aizawl, the 19th February 2024.

Subj: **Procurement of goods from Government e- Marketplace.**

In continuation of the Office Memorandum of even no. dated 16.11.2020 regarding public procurement and as provided in General Financial Rules 2017, the following instructions 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 before purchase.
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. **Furnitures manufactured by companies** should be purchased only from GeM.
4. **Machinery and equipment including medical equipment** should be purchased only from GeM.
5. In respect of other goods not included above, purchase should be made from GeM portal as many as possible for the purpose of economy and efficiency in public procurement.
6. All procurement of mandatory items as above for which exemption to purchase **outside** GeM is given by competent authority should be made only with Open Tender method. As for extra ordinary situation, prior approval of the Chief Minister is to be obtained for restricted/limited tender.

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.

P.T.O.

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.

Sd/-VANLAL CHHUANGA
Principal Secretary
Finance Department

Memo No : No.G.17014/1/2017-FEC : Dated the 19th February, 2024
Copy to :

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/ Minister /Leader of Opposition/ 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 for information.
8. All Jt. Director of Accounts/Dy. Director of Accounts/FAOs
9. All Treasury Officers. They are informed to check bills with regard to these instructions.
10. Chief Informatic Officer, ICT/ CEO, MSeGS with a request to provide assistance in respect of purchase of computers when needed by Departments.
11. All GeM Master Trainers. They are requested to render assistance when required by Departments.
12. All Officers under Finance Department
13. Website Manager of Finance Department, for uploading in the website.
14. Guard File


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