



# केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/52/2020-MIS

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## CIRCULAR

### Sub.: Using GeM platform for procurement in Corporation...reg.

1. Government e Marketplace (GeM) facilitates online procurement of Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed up public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users, achieve the best value for their money. Accordingly, Corporation is Act bound to leverage GeM for procurement of various products and services.
2. Department of Public Enterprises issued Office Memorandum, No. DPE-7(4)/2007-Fin, dated 04<sup>th</sup> May, 2020, on GeM, the outline of the same are reproduce asunder: -
  - a) All CPSEs to register themselves for mandatory onboarding of vendors on GeM portal.
  - b) Procurement of commonly used goods and services are mandatory from GeM for which product/service categories are available on GeM. In case, goods and services are not available on GeM, CPSEs may help registered suppliers on boarding GeM as and when the item or service gets listed on GeM.
  - c) Also, CPSEs planning to float any bid for procurement through Central Public Procurement Portal (CPPP) are required to submit an undertaking stating, **category of goods and services being tendered/procured are not available on GeM and they have no objection in providing this information for making available such products/services on GeM.**
  - d) To ensure effective implementation of these guidelines a new provision of GeM Availability Report and Past Transaction Summary (GeMAR& PTS) is introduced on GeM portal. The provision is there to help and benefit Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along with necessary details relating to past transaction Summary. Therefore, once operational, **GeMAR& PTS will be a pre-requisite for floating a procurement bid outside GeM.**
  - e) CPSEs to bring their requirements of creation of new categories for products and services on GeM through either of the two mechanisms available in the GeM portal :(a) Request Management System and (b) Module for crowd sourcing of categories and sellers.
  - f) CPSEs to invite sellers to onboard GeM through the seller invitation module available in the GeM Portal.

- g) CPSEs to comply with the instructions issued by DPE in the matter from time to time and in particular vide DPE, OM of even number dated 12th February, 2020 forwarding therewith Department of Expenditure's OM dated: 23<sup>rd</sup> January' 2020, regarding procedure for procurement of Goods/ Services through GeM and **due payments to Sellers/Service providers in. GeM-** through (Public Financial Management System (PFMS) or by non-PFMS Agencies/Entities. **This shall come to force on 1<sup>st</sup> July' 2020.**
- h) The stated procedure and timelines shall be strictly adhered by CPSEs to ensure **all procurement through GeM portal and timely payments to vendors.**
3. Concerned HoDs at CO and ROs to timely sanction the due payment to GeM vendor and update the GeM portal instantly, to avoid adverse observations of Ministry and Prime Minister Office.
4. RMs should ensure at least 02 (two) users in RO with Purchase and Consignee rights and 02 (two) users as Payment Authority in GeM portal. RMs may identify the field centers viz Warehouses/ ICDs/ CFSs etc., to whom the Consignee role may be given.
5. It may please be noted that all officials who are to be incorporated in GeM must havexxx@cewacor.nic.in email Ids.
6. HoDs and RMs may also inform deactivation/transfer of existing GeMusers due to Superannuated/ Transferredetc.
7. The request for creation of new users in GeM or deactivation/transfer may be forwarded to MIS Division  
([ggmsystem@cewacor.nic.in](mailto:ggmsystem@cewacor.nic.in),[gmpur@cewacor.nic.in](mailto:gmpur@cewacor.nic.in),[amrish.gautam@cewacor.nic.in](mailto:amrish.gautam@cewacor.nic.in),[lakshay.sharma@cewacor.nic.in](mailto:lakshay.sharma@cewacor.nic.in)) .

**Group General Manager (System)**

**Distribution to:**

1. All HoDs at CO and Regional Managers, with a request to bring the content of this circular to all concern officials working under them.
2. DGM (Purchase), CO, CWC, to ensure the compliance as stated at point (a) to (h) above.
3. Dr. H.B. Das, DGM (Finance), for ensuring the mapping of GeM pool account at CO and all ROs.

**Copy to for information please:**

1. M.D, CO, CWC
2. DIR (F)/ DIR (P)/ CVO CO, CWC, for information please.