



**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhavan, 3rd Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata 700091**

No. 22-W/2018-19

Dated, 27<sup>th</sup> August, 2018

**ORDER**

Finance Department, Government of West Bengal has accorded in-principle approval for procurement of Goods and Services onboard Government e-Marketplace (GeM) vide their No. 3876-F(Y) dated 14.06.2018.

Further guidelines for creation of Organizational Hierarchy for selections of Primary/Secondary users in GeM vide their No. 4949-F(Y) dated 03.08.2018.

Now, the Finance Department vide their Memo No. 5430-F(Y) dated 23.08.2018 has made procurement of vehicles, Computer & Peripherals, printers, scanners, photocopier machine etc. compulsorily through GeM with immediate effect.

It has been decided in this Department to assign roles of primary user to the Superintending-Engineers of Irrigation & Waterways Directorate and the Department. Nodal Officer, Joint Secretary (Tech) would be the verifying officer for all primary users.

It is desirable to have one primary user in each district that will create roles for secondary users.

The Executive Engineers under the particular Superintending Engineer will act as the DDO, and the corresponding Assistant Engineer (HQ) will be the buyer-cum-consignee.

It is mandatory to obtain the following for registration onboard GeM:-

- (1) Aadhar Card No. of the designated user
- (2) Aadhar linked Mobile No. of the designated user
- (3) NIC e-mail ID of the designated user

It is requested to all Superintending Engineers to send the names, designations, date of retirements, mobile nos. NIC e-mail IDs of proposed primary & secondary users for their re-activation.

Similarly for creation of new NIC e-mail ID, particularly for Assistant Engineers' the above details may be sent to e-mail address [dvsc6816@gmail.com](mailto:dvsc6816@gmail.com).

Regarding creation of new NIC e-mail ID or revalidation of deactivated NIC mail ID, the Executive Engineer, DVC Study Cell, I&W Directorate may be contacted.

Regular training sessions are being held at Jalasampad Bhawan on the procedure of registration and application of GeM to procure goods and services.

*sdj*  
**(A. Ghosh)**  
Deputy Secretary to the  
Government of West Bengal

Memo No. 351/1(3)-IB  
IW/O/IB-Misc-26/2018-19

Dated, 27<sup>th</sup> August, 2018

Copy forwarded for information and further necessary action to:

1. The Executive Engineer  
DVC Study Cell  
Irrigation & Waterways Directorate
2. ✓ Shri Sujay Saha  
OSD & Ex-officio Deputy Secretary-III  
Irrigation & Waterways Department

He is requested to upload this Order in the Departmental website.

3. Shri Manash Chakraborty  
Joint Secretary (Technical) & Nodal Officer of GeM  
Irrigation & Waterways Department

*sdj*  
**(A. Ghosh)** 27-8-2018  
Deputy Secretary to the  
Government of West Bengal

**Government of West Bengal  
Finance Department  
Audit Branch**

Memo. No. 5430-F(Y)

Dated 23<sup>rd</sup> August, 2018

**MEMORANDUM**

**Sub: Revised Provisions for procurement through Government-e-Marketplace**

The State Government has introduced voluntary procurement of goods and services through Government-e-Marketplace (GeM) vide Finance Department's Memo. No.3876-F(Y), dated 14.06.2018. Necessary provisions on procurement and payment procedure through GeM have been laid down in para 4 & 5 of the Memo. ibid. Further, necessary guidelines in regard to creation of Organizational Hierarchies and assignment of roles of Primary and Secondary Users in GeM in respect of the State Government Offices, State PSUs, Local Bodies, Statutory and Autonomous Organization, Aided Institution, Parastatals, etc. under the control of the State Government have been issued vide FD's Memo. No.4949-F(Y) dated 03.08.2018.

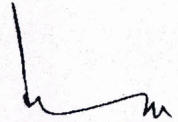
2. Now, in partial modification of Para 4 of FD's Memo. No. 3876-F(Y) dated 14.06.2018, the following provisions are hereby prescribed in order to facilitate the procurement of goods and services through GeM:

- i) Para 4(a) of Memo ibid stands modified as follows:  
Purchase/Procurement value upto ₹50,000/- may be made directly through GeM, meeting the requisite quality, specification and delivery period. However, in case of procurement other than through GeM, the ceiling for direct purchase will remain ₹ 10,000/- as stipulated in FD's Memo. No. 5400-F(Y) dated 25.06.2012.
- ii) "Above ₹10,000/- and upto ₹1 lakh through GeM" in para 4(b) of Memo ibid. is hereby replaced as "Above ₹ 50,000/- and upto ₹ 1 lakh through GeM".
- iii) If the number of qualified vendors/sellers is less than three for L1 Purchase/Bidding in GeM, then the Administrative Department shall take a decision based on the following situations:  
**Case 1:** If the no. of qualified bidders is 2, the Procuring Authority should mandatorily use online Reverse Auction available on GeM.  
**Case 2:** If the no. of qualified vendor/seller is 1, the relevant provisions of Finance Department Memo No. 925-F(Y) dated 14.02.2017 is to be followed.
- iv) For purchase of Branded Articles and Proprietary Items through GeM, concurrence of Finance Department shall mandatorily be obtained as per FD's Memo. No.1956-F(Y), dated 04.04.2014 before placing the order on GeM.
- v) The format of the Sanction Order of the appropriate authority to be uploaded in GeM Portal before placing the Order is provided at Annexure-A of this Memorandum.

3. The procurement of vehicles, computers & peripherals, printers, scanners, photocopier machines, etc. may be made **only through GeM**. For other articles, procurement through GeM is voluntary.

4. **In all cases, before placing an order in GeM, the Procuring Authority shall satisfy itself about the reasonability of the rates of the items to be procured and ensure that the items usually procured together have not been split into multiple orders to avoid ceilings defined in Financial Rules.**

5. Necessary amendments in the WBFR shall be made in due course.

  
(H.K. Dwivedi)

Additional Chief Secretary to the  
Government of West Bengal

**ANNEXURE-A to Memo No.5430-F(Y) Dated, 23<sup>rd</sup> August, 2018.**

(Name and address of the Office)

**SANCTION ORDER for procurement through GeM**

**Memo No. ....**

**Date:**

<b>Products/Services to be procured</b>	
<b>Quantity</b>	
<b>Amount Sanctioned by the competent authority as per DFPR for this Order (in Rs.)</b>	
<b>Name of the appropriate Sanctioning Authority as per DFPR</b>	
<b>Head of Account/Scheme ID (if applicable)</b>	
<b>Whether fund has been blocked / kept aside for timely payment</b>	<b>(Yes/No)</b>
<b>U.O. No. &amp; Date (if available)</b>	
<b>Remarks</b>	

*This is to certify that sanction of appropriate authority as per DFPR and other extant rules in force has been obtained for procuring items as mentioned above and the fund in relevant Head of Account/Deposit Account/Bank Account has been kept aside for making timely payment to the Seller.*

**SIGNATURE OF HEAD OF OFFICE : .....**

**DESIGNATION WITH SEAL :**

**Memo No. .... /1(3)**

**Date:**

Copy forwarded to:

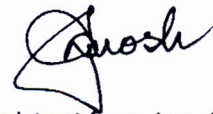
- i) Buyer
- ii) Drawing & Disbursing Officer/Paying Authority
- iii) Consignee(s)

**SIGNATURE OF HEAD OF OFFICE : .....**

**DESIGNATION WITH SEAL :**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_.
7. Director, \_\_\_\_\_  
\_\_\_\_\_.
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_.
10. Sub-Divisional Officer, \_\_\_\_\_.
11. Block Development Officer, \_\_\_\_\_.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the  
Government of West Bengal

**Government of West Bengal  
Finance Department  
Audit Branch  
Nabanna, Howrah**

No. 4949-F(Y)

Dated 3<sup>rd</sup> August, 2018

**MEMORANDUM**

**Sub: Guidelines for creation of Organisational Hierarchy and Selection of Primary/Secondary Users in GeM**

The State Government has introduced voluntary procurement of goods and services through Government e-Marketplace (GeM) vide Finance Department Memo No. 3876-F(Y) dated 14.06.2018. Further, GeM has introduced the feature of Dashboard Analytics Reports for monitoring various procurement parameters in GeM by different State Government Departments. For precise data collation in Analytics Reports, the mapping of Organizational Hierarchies in Departments and registration of intending buyers appropriately as Primary and Secondary Users in the respective Organizations is a key prerequisite.

2. For this purpose, in continuation of FD Memo No. 3876-F(Y) dated 14.06.2018, the following guidelines are hereby prescribed in order to maintain uniformity in the creation of Organizational Hierarchies and assignment of roles of Primary and Secondary Users in GeM in respect of the State Government Offices, State PSUs, Local Bodies, Statutory and Autonomous Organization, Aided Institutions, Parastatals, etc. under the administrative control of Government of West Bengal.

**3. Creation of Organizational Hierarchy in GeM:**

- i. First, on the Buyer Registration Page, the 'Organization Type' is to be selected from the dropdown list on GeM as follows:
  - a. State Government (in case the Organization is a State Government Office of any State Government Department)
  - b. State Autonomous (in case of Organizations like Calcutta High Court, PSC, WBSEC, KMDA, SJDA, Universities, Aided Colleges, Aided Schools, etc.)
  - c. State PSU (in case of Organizations like WBHIDCO, CSTC, WBTIDCL, WBMSCL, Wbfdcl, etc.)
  - d. State Local Body (in case of Organizations like Zilla Parishads, Municipalities and Municipal Corporations, etc.)
- ii. Second, after selecting the 'State', the name of the controlling 'Department' of the Government of West Bengal is to be selected from the dropdown list.
- iii. Third, the Buyer who is registering, needs to choose his/her 'Organization' from the dropdown list. In case the name of the applicant Organization is not available in the dropdown list, the hyperlink "[Request For New Organization](#)" may be clicked. Thereafter, on the fresh Registration Page, after completing the steps (i) and (ii) above, option 'Others' in the 'Organization' dropdown list may be selected and the name of the Organization may be entered in the empty field that appears for this purpose. After completing comments and providing the applicant's NIC Email ID, the online

request for creating a new 'Organization' in GeM may be submitted. The applicant shall be intimated over email once the new 'Organization' has been created in GeM.

4. **Assignment of role of Primary User and Secondary Users and creating Divisions under Organizations in GeM:**
- i. Each 'Organization' will have only one 'Primary User'. The functions of a Primary User have been mentioned in brief in FD Memo No. 3876-F(Y) dated 14.06.2018. All offices registered as separate Organizations in GeM will have a Primary User each. Organizations should not be created below District level.
  - ii. For State Government Offices, the Primary User should be a Group-A Officer of the State Government:
    - a. In case of the Departments/Directorates/Commissionerates, the Primary User should at least be in the rank of Deputy Secretary/Deputy Director/Deputy Commissioner respectively.
    - b. In case of Regional and District level State Government Offices, the Primary User should at least be a District Level Group-A Officer.
    - c. In case of State PSUs, Local Bodies, Autonomous and Statutory Organizations, Grant-in-Aid Institutions, the role of Primary User may be a Group-A Officer on deputation in the organization, say CEO/EO, or a Group-A Officer of the appropriate State/Regional/District level Office of the Administrative Department which controls that Organization.
  - i. For procurement of goods and services, 'Divisions' need be created in an 'Organization' in GeM by its Primary User, and in each Division, he/she further needs to create 'Secondary Users' with different assigned roles - Buyer, Consignee, and DDO (Paying Authority). Therefore, in order to make procurements each Organization needs to have at least one 'Division' and a minimum no. of 'Secondary Users' including at least one DDO/Paying Authority and Buyer each.
  - ii. The role of DDO (Paying Authority) in GeM can only be performed by an officer who is otherwise also authorized to function as the DDO/Paying Authority of that Office/Organization by the Finance Department. Due attention may be paid that this role is not assigned to anyone else.
  - iii. The DDO cannot act as a Buyer or Consignee in GeM. However, a Buyer can be a Consignee and vice versa. Also, the Primary User can only be a Consignee and not a Buyer or DDO.
  - iv. All State Government Primary and Secondary Users in GeM should have NIC Email IDs, and preferably the NIC Email IDs should be designation based.
  - v. Due attention should be paid in defining/creating and naming 'Divisions' in GeM and it should be ensured that there are enough employees in a 'Division' including at least one DDO/Payment Authority. For example, the Division responsible for procurements in the Department Headquarters Office in XYZ Department could be named "Secretariat Office, XYZ Department".
  - vi. The Offices which will not be having any Primary User will be a Division under the next higher office which is having a Primary User. For example, each BDO & ex-Officio EO of Panchayat

Samity will be a Division under the 'Organization' of the concerned District Magistrate, BMOH Office will be a Division under the 'Organization' of the concerned CMOH, etc.

- vii. PSUs, Aided Institutions, Local Bodies, etc. will not be having any Primary Users. They will be Divisions under the concerned District/Directorate/Department 'Organization'.

**5. Verifying Authority of Primary User:**

- i. During Primary User Registration, the particulars of the registering Primary User need to be approved by a Verifying Authority. Such Verifying Authority chosen by the Primary User during GeM Registration should necessarily have a functional NIC Email ID and should be the same rank or senior than the Primary User in to the same Organization/Department. The Verifying Authority needs to approve/reject the intending Primary User's application within 48 hours, else it is deemed approved.
- ii. The Administrative Departments may assign the responsibility of Verifying Authority to specific officers under its control through Administrative Orders, if required, as per their convenience.

**6. Select Guidelines for Secondary Users:**

- i. The Buyer shall place a Procurement Order only after obtaining necessary approval of the competent authority as per DFPR, 1977 unless he himself enjoys the required authority for making such a procurement as per the extant Rules of the State Government. Such financial approval needs to be uploaded onto GeM as well.
- ii. Before issuing order for procurement in GeM, the buyer shall check that there is sufficient fund available with the concerned DDO under the applicable Head of Account to ensure payment to seller within 10 days from the date of generation of CRAC (Consignee's Receipt & Acceptance Certificate).
- iii. The Consignee shall within 10 days of compliance of the conditions of the Procurement Order by the Seller/Vendor generate the CRAC. Before generating the CRAC the Consignee shall ensure that the Goods received are in satisfactory condition and are as per the required specifications. After generation of CRAC there is no provision of returning the Goods/seeking refund.
- iv. In case the Buyer desires to include installation of the Goods at a preferred location, the specific location's filter should be applied during searching potential Sellers of the item(s) and specified while inviting bids, giving Procurement Order, etc.
7. In case any new Product Categories are required to be created in GeM or further major clarifications are required which cannot be addressed by the Nodal Officers of respective Departments, they may be addressed to Joint Secretary, Group-T, Finance Department.



(H.K. Dwivedi)

Additional Chief Secretary  
to the Government of West Bengal

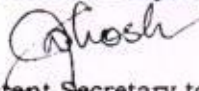


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2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary,  
\_\_\_\_\_ Department, Govt of West Bengal.

**He is requested to circulate this Memo. to all parastatals under the administrative control of his department.**

5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department  
\_\_\_\_\_
7. Commissioner, \_\_\_\_\_ Division.
8. Director \_\_\_\_\_  
\_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700001.
10. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata - 700 064.
16. Treasury Officer, \_\_\_\_\_
17. Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Assistant Secretary to the  
Government of West Bengal

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 3876-F(Y)

Dated 14<sup>th</sup> June, 2018

**MEMORANDUM**

**Sub: Procurement of Goods and Services through Government e-Marketplace  
(GeM)**

Consequent upon abolition of DGS&D System, Government e-Marketplace (GeM) has been introduced by the Central Government which largely conforms to the transparent e-Procurement System.

2. Now, the Governor is pleased to accord in-principle approval to procure goods and services onboard GeM for voluntary purchase by Administrative Departments/ Government Offices/Public Sector Undertakings/Statutory Bodies/Local Bodies, etc. under the administrative control of the State Government.

3. In order to procure goods and services through GeM, Buyer Registration is required by the respective organization on the GeM Portal (<https://gem.gov.in>). The guidelines for Buyer Registration are available on the Portal and may be followed for creation of Primary and Secondary User IDs.

a) **Primary User:** Primary User shall be responsible for registering the organization on GeM, for creating Secondary Users, assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him/her. Any individual entity who has been assigned the duty of Primary User can never function as Secondary User unless he/ she relinquish his/ her charge as Primary user.

b) **Secondary Users:** Secondary Users are officials responsible for doing certain procurement transactions on GeM including Placement of Contracts, Receipt of Stores and Payment to the Sellers, etc. The secondary User with assigned role of making payment (D.D.O) to the sellers shall be separate entity from the entity who has been assigned the role of buyer or consignee.

4. **Procurement by Government/ Semi-Government/ Government Aided Offices through GeM depending upon estimated value is allowable in the following manner:**

- a) Up to Rs. 10,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period provided the procuring authority is satisfied about the reasonability of the rate.
- b) Above Rs. 10,000/- and up to Rs. 1 lakh through the GeM, Seller having lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the competent authority.
- c) Above Rs. 1 lakh through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.


d) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

**5. The interim payment procedure for procurement through GeM till integration of GeM with IFMS is as follows:**

- a) The DDO will submit bill to concerned Treasury within 2 days of generation of Consignee's Receipt and Acceptance Certificate (CRAC) with copy of the printout(s) of the invoice for the GeM purchase along with bank details of the concerned supplier(s).
- b) The bill will be processed in the concerned Treasury on priority basis and after passing of the bill the proceeds would be credited to the bank account of the supplier.
- c) The DDO will obtain the UTR (Unique Transaction Reference) against the payment made from the DDO Interface of IFMS and update the same in the GeM Portal to complete the process.

6. The total time limit for payment to the vendor being 10 days from the generation of CRAC. Procuring offices should scrupulously follow the timeline for submission of bills in the Treasury and Treasury Officers should make payments within 2 days of receipts of bills from the DDO provided all other provisions like allotment, DFPR, etc. have been properly followed by the concerned Procuring Authority. The Director of Treasuries and Accounts, West Bengal will issue separate instruction to the Treasuries accordingly.

7. Necessary amendments in the West Bengal Financial Rules shall be made in due course.

  
(H.K. Dwivedi)  
Additional Chief Secretary to the  
Government of West Bengal

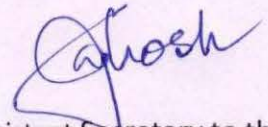
No. 3876/1(500)-F(Y)

Dated 14<sup>th</sup> June, 2018

Copy forwarded for information and necessary action to:

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2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.

4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
Department. **He is requested to circulate the same to all Autonomous and statutory bodies / Local Bodies/PSUs/parastatals, etc under his administrative control.**
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary,  
Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_
8. Director, \_\_\_\_\_  
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9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor,  
Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_.
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15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB,  
Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to  
upload copy of this order in the website of Finance Department.



Assistant Secretary to the  
Government of West Bengal