

No.FX-26/22/2022-e-FD
Government of Manipur
Secretariat: Finance Department
(Finance Expenditure)

OFFICE MEMORANDUM

Imphal, the 3rd June, 2022

Subject: Instructions for procurement of Goods and Services through Government e - Market (GeM) online portal.

Rule 149 of the GFR 2017 states that the Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The State Government has also issued instructions for procurement of Goods & Services of value above Rs 25,000 mandatorily through GeM portal vide FD OM No. 29/1/2017-FX dated 27/08/2017 and subsequent OM No. FX-26/22/2022-e-FD dated 08/04/2022.

2. Since its inception, GeM has come a long way and has evolved with the addition of various features in order to achieve end-to-end reliable procurement transactions which are done completely online. Presently, a wide range of diverse items are available on the GeM portal with suppliers/sellers with more than 7400 products in about 150 categories and there are also more than 200 services live on GeM.


3. Considering the urgent need to bring about standardization in the procurement process and ensure adherence to timely delivery and payment, in partial modification of the earlier orders issued in this regard, the following instructions are hereby issued for strict compliance by all the Departments/ Organizations/ PSUs under the Government of Manipur with effect from 1st July, 2022:

- (i) All Purchases of Goods and Services shall be mandatorily done through GeM Portal.
- (ii) For all procurement made on GeM, the procurement norms prescribed under Rule 149 of General Financial Rules, 2017 will be applicable which is as follows:
 - (a) Up to ₹25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
 - (b) Above ₹25,000 and up to ₹5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available in GeM can be used by the Buyers even for procurement less than ₹5,00,000.

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- (c) Above ₹5,00,000 through the supplier having the lowest price meeting the requisite quality, specification and delivery period after mandatorily opening bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of 30 lakh will continue).
- (iv) GeM is mandatory for all procuring entities for procurement of Goods and services that are available in GeM, except in cases specified below:
- (a) All the "emergency procurement" and "urgent works". The competent authority in the Procuring entity shall certify that the demand is urgent and the procurement outside of GeM is justified in view of the urgency. The Procuring Entity shall also put on record the nature of the Urgency and the reasons why the procurement could not be anticipated.
- (b) For Goods and Services which are not available on GeM. The Buyer of the procuring entity shall furnish a certificate in this regard that the Goods or the Services is not available in GeM portal. This shall be supported by a Screen Shot copy from the GeM Portal in respect of the non-availability of the product while moving for expenditure sanction in Finance Department.
- (c) Any items to be notified by the Procuring Entity with due concurrence of the Finance Department.
4. The existing procurement norms/ procedures of Government of Manipur will continue for goods and services which are not available on GeM.
5. Buyer departments are required to update the payment details which are already released to the vendor in the portal post payment release in order to avoid showing as outstanding of the State.
6. This is issued with the approval of the Competent Authority.

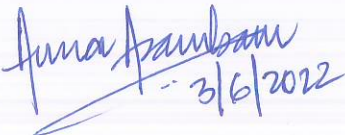

(Dr. Rajesh Kumar)
Chief Secretary
Government of Manipur

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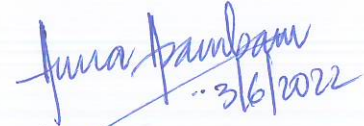
Imphal, the 3rd June, 2022

Copy to :

1. Secretary to Governor, Raj Bhavan, Imphal
2. Secretary to Chief Minister, Manipur
3. All PPS to Ministers, Manipur
4. Registrar General, High Court of Manipur, Imphal
5. All Additional Chief Secretaries, Government of Manipur
6. All Principal Secretaries/Commissioners/Secretaries, Government of Manipur


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7. The Resident Commissioner, Government of Manipur, Manipur Bhavan, 2- Sardar Patel Marg, New Delhi.
8. Account General, Manipur
9. Secretary, Manipur Legislative Assembly, Manipur
10. Secretary, Manipur Public Service Commission, Imphal
11. All Deputy Commissioners, Manipur
12. All Heads of Department, Manipur
13. Director, Information and Public Relations, Manipur
14. Deputy Resident Commissioner, Government of Manipur, Manipur Bhavan, 26, Rowland Road, Kolkata.
15. Deputy Resident Commissioner, Government of Manipur, Manipur Bhavan, Guwahati.
16. All Treasury Officers.
17. All Sections/ Officers of Finance Department
18. Guard File.

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(Anna Arambam)
Joint Secretary (Finance)
Government of Manipur