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No. EDN-H(4) 3 (C)Budget 2018-19 **(GeM)**
Directorate of Higher Education
Himachal Pradesh, Shimla-1.

शिक्षा निदेशालय उच्चतर ....

14 OCT 2020

Dated Shimla-1   the   October, 2019

To

All the Heads of Institutions of
Govt. Colleges, DDHEs/SCERT/NCC Hqtr/ Libraries/GSSS/GHS
Himachal Pradesh.

Subject :-   **Guidelines regarding updation of GeM /email IDs and purchases.**
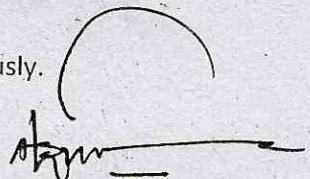
Memo

It has come to the notice of undersigned that many of the secondary users who have been registered on GeM Portal are not adhering to the instructions regarding transfer of GeM IDs/email IDs.   Registered officials on being transferred to other station are not leaving their IDs at previous station and not handing over the IDs to next official due to which a confusing situation has been created.   Besides, many of the officials are not following complete process for procurement of material from GeM portal i.e right from placing order, CRAC generation and completion of payment on the portal . ·

In this   connection a detailed guidelines are being issued and is attached as "Annexure". All the users PAO/ Buyer & Consignees are directed to adhere to these instructions strictly and official on his/her transfer shall update their IDs and handover the same to next official before relieving from the office.

All the Dy. Directors of Higher Education are directed to send the name of suitable officer alongwith a dealing assistant who have good knowledge of Computers and IT. The officer will be assigned the duty of Nodal officer to monitor the transfer/updating of IDs of the officials who are being transferred to other institution. Training will be provided to all the Nodal Officers in this regard.

Any deviation to these instructions will be viewed seriously.

(Dr.Amrjeet K. Sharma)
Director Higher Education
Himachal Pradesh

Gem Guidelines

1. ID creation and activation

1.1 Registration on "e-mail.gov.in" portal (To be processed at Directorate) :-

Firstly the officials i.e. Principal/DDO as PAO(Payment Authority) and Supdt./Sr. Asstt./Clerk/ other Teaching Staff depending upon the availability as BUYCON (Buyer + Consignee) need to be registered at the e-mail.gov.in portal for which under mentioned information will be required by the Directorate (Do not try to register by themselves) :-

a) Name of the official as per Addhar Card.
b) Mobile No. linked with Addhar Card.
c) Addhar Card No. of the official.

- These details need to be sent to this Directorate through **Team head (GeM)** of the concern Treasury.
- After few days the officials will receive a message form NIC confirming the creation of Mail ID along with ID and password of email.

Note:- As per new GeM guidelines the password of e-mail ID and GeM ID will be same.

This email ID should be used as the official e-mail of the Office/Institution by PAO (Principal) and Buycon (Supdt./Sr. Asstt./Clerk/ other Teaching Staff).

1.2 ID Creation and activation on GeM portal:-

- After the officials are registered on e-mail.gov.in, the users will receive an activation link in the inbox of their concern mail id sent by the Director of Higher Education inviting the user to register/activate their id on GeM portal.
- The officials need to open the link and click on **"verify me now"** which will take the user on GeM Portal's **"User Account Activation form"**.

- The user will fill the details i.e. Addhar Card No. and Mobile No. Linked with addhar and click on "Verify Addhar" as shown in the picture below:-
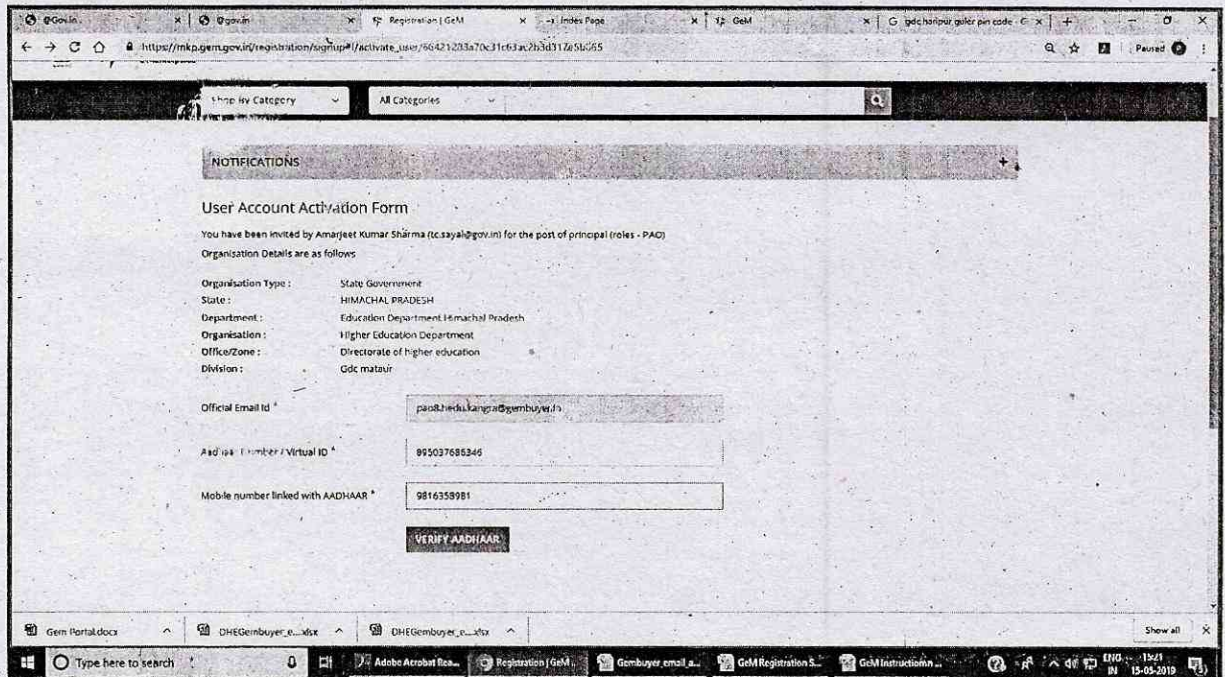

An OTP will be sent on registered mobile number, enter the same on the portal. A next window will be opened showing the details of officer/official and GeM ID created. The password will be same as of e-mail ID of the user. Confirm the same by logging in to your GeM ID and go to "**MY Account**" and update the Landline No. of your institution. Your account will be created on GeM portal.

*** *The GeM ID is a confidential user account and the user should make sure that only authorised officials may operate the ID. Use of ID by any third party or unauthorised person is against the GeM Guidelines as well as HPFR and strict action will be taken against the user for violating the GeM Guidelines.*

1.3 Password recovery.

The e-mail & GeM IDs and password should be maintained and remembered carefully by the user but in case the password is misplaced a new password may be generated on the GeM portal. For the purpose Click on "**Forgot you NIC Email password**" on GeM portal . A separate window will appear on the screen as shown in the picture below:-
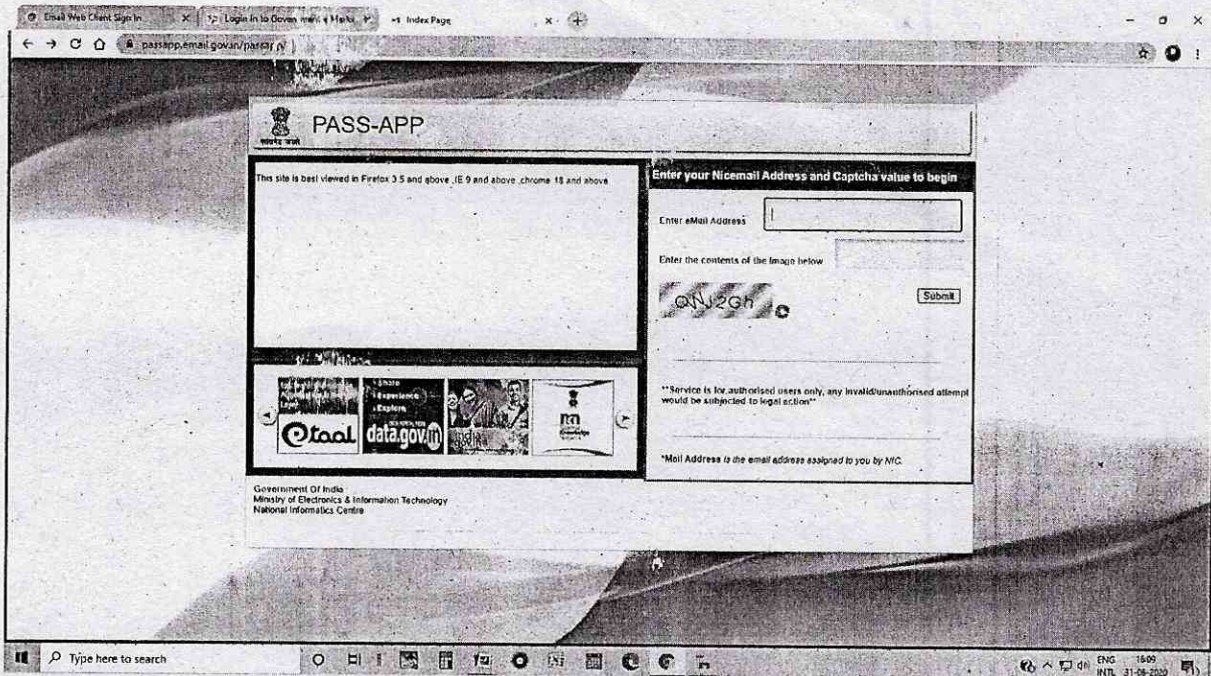
Enter e-mail id, Captcha and submit, then the user will receive an OTP form NIC. Enter the OTP and submit. After that enter new password as per GeM guidelines (i.e. one upper case, one lower case, numeric value and minimum of 8 digit eg. *Gdc@2019*) and confirm the same.

If the e-mail ID or GeM ID is misplaced by the user it will be generated by this Directorate only after written request of the user through DDO concern.

2. Relinquishing /Handing over of ID. (Most Important Part)

When an official is retired or transferred to another station both e-mail and GeM ID needs to be relinquished/handed over to some other official of the office/institution temporarily until a new official of the same designation take over the charge i.e. Principal for PAO and Supdt./Sr. Asstt./Clerk/ other Teaching Staff for buyer/consignee. Once the new official take charge both the IDs will be handed over to that official.

2.1. Updation of Name & Mobile No. on "email.gov.in" portal.

To update the new official's Name & Mobile No. on **"email.gov.in"** portal following documents are needed:-

a) Name of the official.
b) Mobile No. of the official.

Firstly the exiting official who wants to handover the e-mail ID needs to click on the **"Menu"** bar at **"email.gov.in"** portal and go to **"Update Mobile Number"** option as shown in the picture below:-
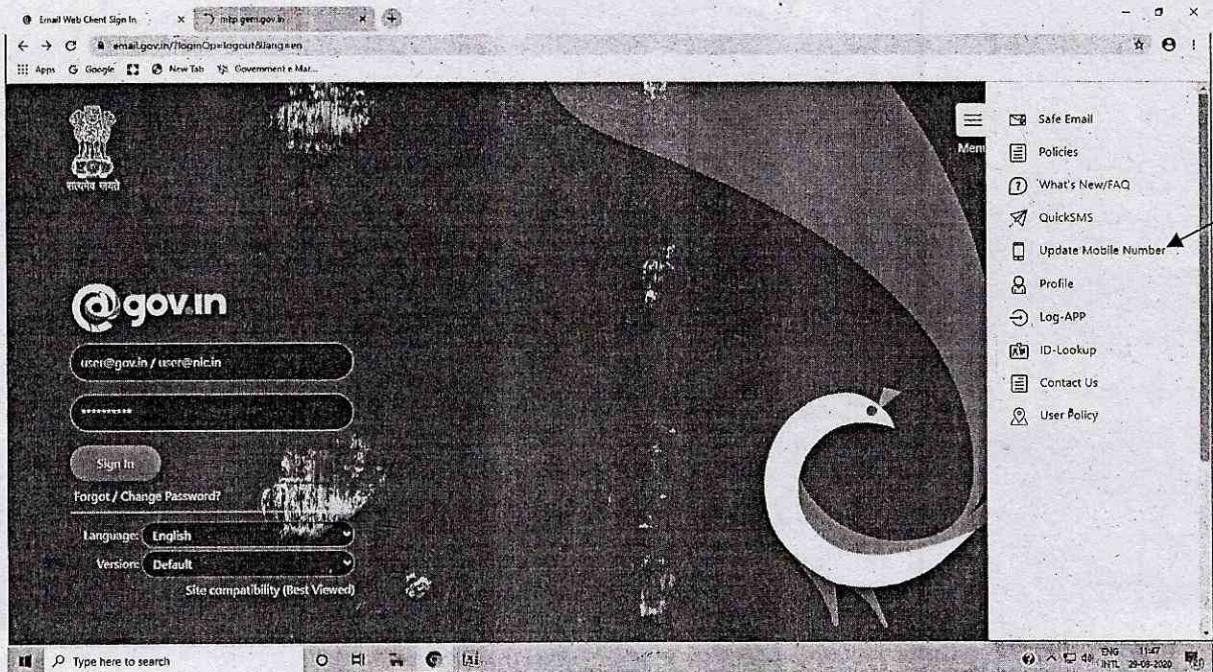

After that enter the e-mail (e.g.buycon1.hed.hp@gembuyer.in) and password of user and click on **"Next"** option on the portal. The existing user will receive an OTP on the register Mobile No., enter the OTP and click on the **"Next"** option on the portal as below:-

Enter password and click on next

A new window will appear showing the e-mail ID and Mobile on of existing user and go to **"CLICK HERE To MODIFY IT"** option to update the Mobile No. as shown in the picture below.
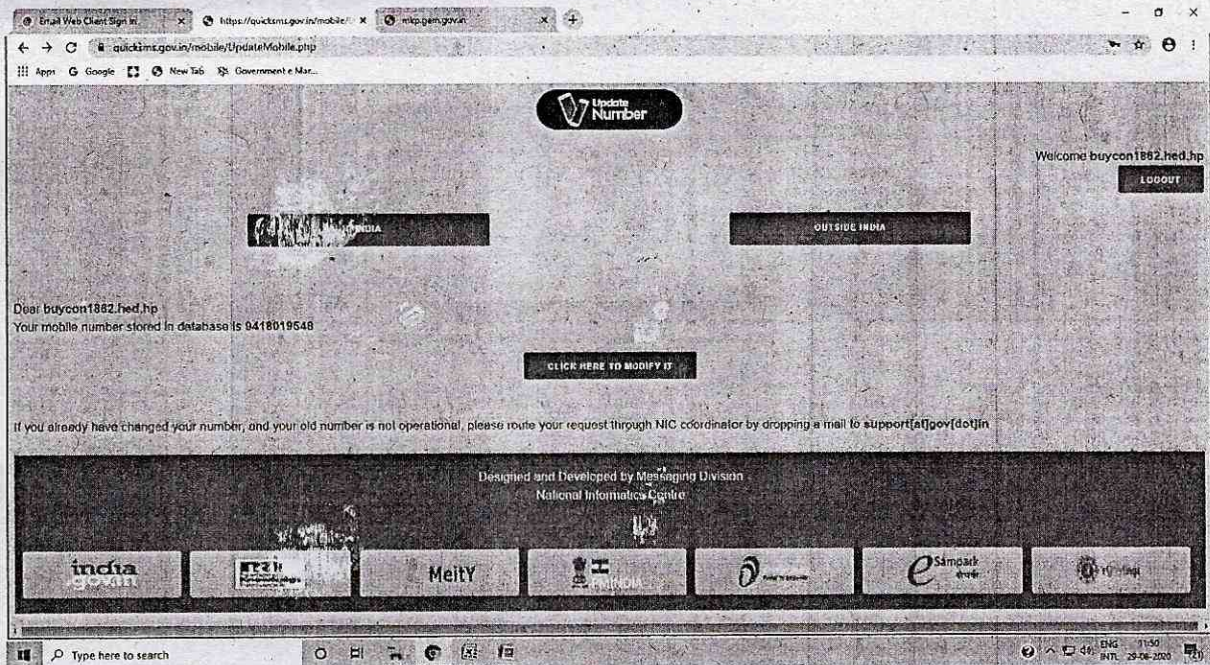
The existing user will again receive an OTP. Enter the OTP and click on **"Check OTP"** option on the portal. The portal then will ask for Mobile No. of the new user enter the No. and click on the **"Enter"** option. The new user will receive an OTP on his Mobile No. form NIC. Enter the OTP and click on the "Check OTP" option on the portal as shown in the picture below:-
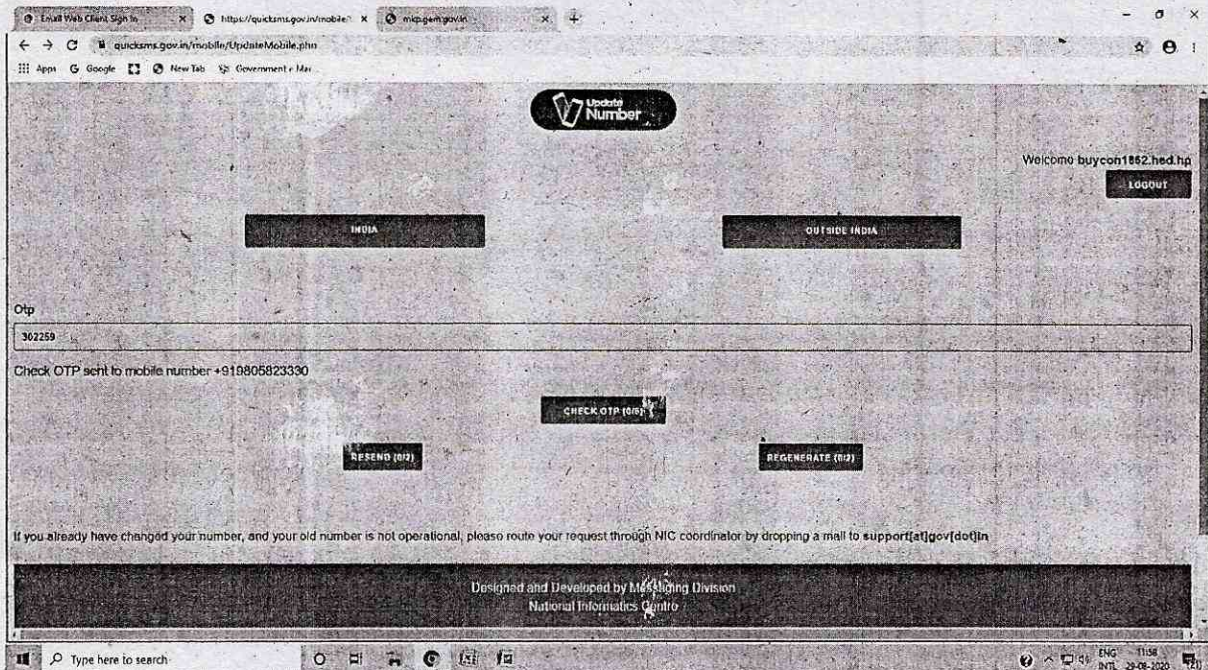
To update Name of the new official again go to the **"Menu"** bar at **"email.gov.in"** portal and go to **"Profile"** option as shown in the picture below:-
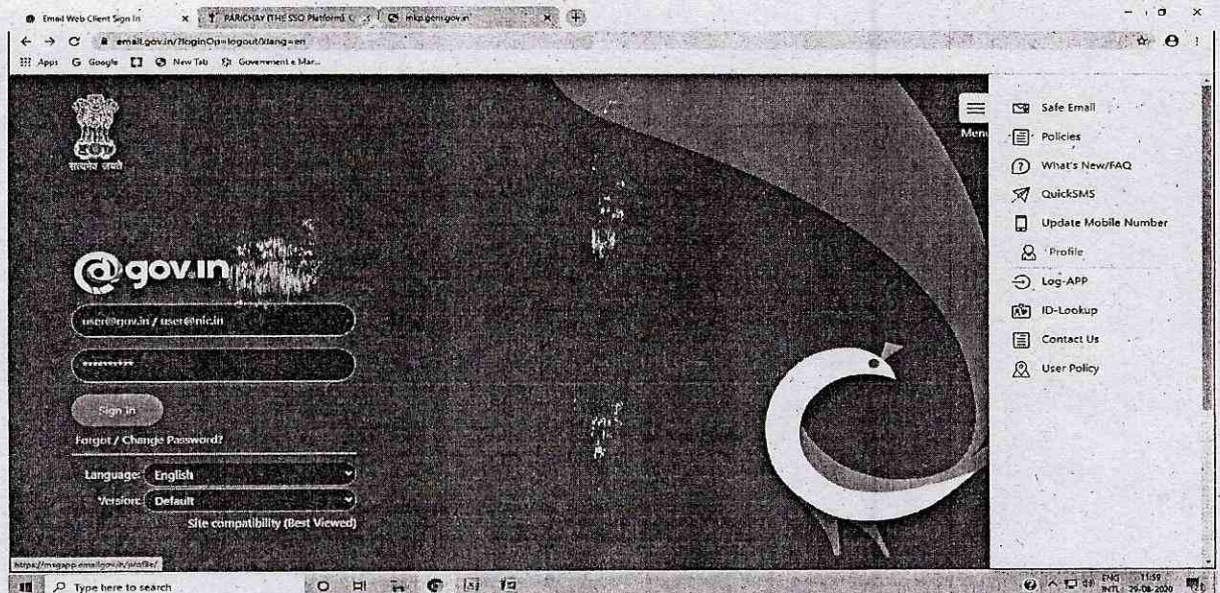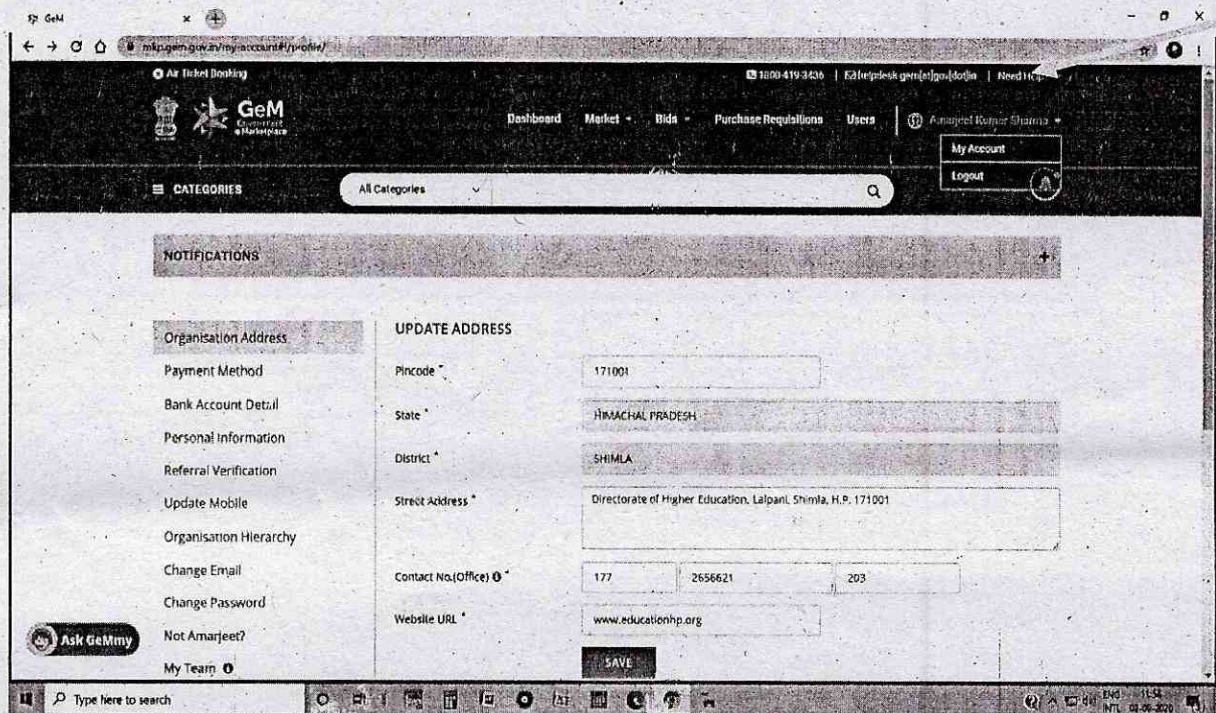

After that replace the name of existing user with new official submit the details. After following these steps the name and Mobile No. of the new official will be updated on the e-mail ID.

2.2. Updation of Name & Mobile No. on "GeM" portal.

To update Name & Mobile No. on **"GeM"** portal following documents of officials are needed.

  a) Name of the official as per Addhar Card.
  b) Mobile No. linked with Addhar Card.
  c) Addhar Card No. of the official.

Firstly the user needs to login their ID on **"GeM"** portal. Then go to **"My Account"** option present on the dropdown menu at the name of the user and go to the **"Not(Username)?"** e.g. **"Not Amarjeet?"** option as shown in the picture below:-

Enter the Addhar Card No. and Mobile No. Linked with Addhar of the new official and click on **"VERIFY AADHAAR"** option. After following these steps the Name, Mobile No. and Addhar Card No. of the new official will be updated on the **"GeM"** portal.

DDO of the office/ institution will make sure that officials linked with e-mail and GeM ID upon their retirement/ transfer may only be relieved after handing over of the IDs.

(A GeM sub pool account is required to be opened by all the DDOs in nearest branch of State Bank of India under State Govt. Pool Account 37550778047, IFSC: SBIN0050204, email id: sbi.50204@sbi.co.in . Read instructions already issued vide this Directorate letter No. EDN-H(4)3 (C) Budget 2018-19 dated 27.8.2019 available on Department website)

3. Purchase of articles on "GeM" portal.

All kind of purchases are to be made from the ID of BUYCON, as per GeM guidelines the articles can be purchased by three modes:-

a) Direct Purchase – If the amount of article is less then Rs.25,000/- the articles can be purchased directly on the GeM portal as per specifications set by purchase committee.

b) Comparative statement - If the amount of article exceeds Rs. 25,000/- upto 5,00,000/- the purchase can only be made after comparison of articles of three different firms/manufacturers on the GeM portal as per specifications set by the purchase committee. Comparison should be justified. Comparison of very high priced material should not be made with very low price material.

c) E-Bid – If the amount of article exceeds Rs. 5,00,000/- the purchase can only be made through E-Bid as per specification set by the purchase committee.

(Above instructions be updated as per instructions issued from time to time on gem portal)

DO's & DON'Ts on GeM Protal

Do's

a) Use only the essential filters for selecting the product.

b) For ensuring the best price, use generic specifications. Unique specifications shall be used only when it is most essential for the office. Over specification lead to restriction of completion.

c) Use Bid/Reverse Action, whenever possible to unlock the best price, even if the transaction value is less than the threshold value (Rs. 25,000 for Direct Purchase and Rs. 5,00,000 for L1 comparison.

d) Compare like products when making L1 comparison.

e) Use GeM functionalities like 'Compare' (Third Party Site Crawling) and 'Trends' (Price trend in GeM and last six purchase price in GeM.

f) On receipt of goods inspect the goods thoroughly for matching specifications and for physical damages.

g) Make Pre-dispatch inspection as part of the bid condition, if needed.

h) Report the Incident every time, in case of any violation of GeM terms and conditions is noticed (functionality available in buyer dash board, http://gem.gov.in/incidentmanagement)

i) Use the functionality 'request' in case the required products are not there in the portal (available in buyer dashboard)

j) Report, if you find a product listed on GeM at a higher price compared to other online platforms.

k) Report unsatisfactory service/products delivery at GeM.

Don'ts

a) Never share user ID and Password with any unauthorised person.

b) Never split the order to bypass financial limits.

c) Never use unnecessary filters, as the same will limit competition, and price may go up.

d) Don't disqualify bids without proper reasons.

e) Don't keep the finalization of bids pending after the bid period without proper reasons.

f) Don't cancel the finalized bids, except in extreme circumstances.

g) Never place procurement orders without ensuring availability of funds.

h) Don't accept the goods which are not matching with specification or damaged.

i) Never make the payments till delivered products have been checked and found to be as per specifications quoted in the bid/purchase order.

Note:- For more information on procurement guidelines check GeM Hand book on https://www.google.com/search?q=gem+handbook&rlz=1C1CHZL_enIN754IN754&oq=GeM+Han&aqs=chrome.0.0j69i57j0l5j69i60.5038j0j4&sourceid=chrome&ie=UTF-8 and HPFR-2009. Instruction of formation of purchase committee is mentioned in **Letter No. EDN-HE (4)C(5)1/2019 Dt. 21-11-2019** available on the website of this Directorate.

After completing the process as per clause No. 3 add the product to cart . Take print out of the item to be purchased with price if direct purchase under 25000/, print of comparison sheet if purchase is between 25000 and 500000 and print of Draft Bid if purchase is through e BiD. Submit the same alongwith purchase performa to this Directorate for approval/ sanction of budget . (Need not to be submitted to this office if the purchase is through College/ School funds)

3.1. Contract Order.

After receiving approval/sanction place order and generate Contract Order.

Financial approval is required to generate contract order on GeM portal which is sanctioned at the time of budget approval (By Worthy Director if budget is approved at Directorate Level or by concern DDO if budget is already available at the office/institution level). To generate contract order the user(BUYCON) needs to enter the name of the officer who has given the financial &

administrative approval to the purchase (Worthy Director if budget is approved at Directorate Level or by concern DDO if budget is already available at the office/institution level) and needs to select the **PAO (Select appropriate PAO by typing the name)**. Then the user needs to upload a scanned (PDF) copy of financial approval on the GeM portal and then click to **"Generate Order"**.

3.2. <u>Bill Generation & Payment.</u>

When the Buyer/consignee receives the articles he must issues an online Provisional Receipt Certificate (**PRC**), within 48 hours. **GeM** portal will send a SMS/email alert to the Buyer / Consignee, on submission of Invoice by the seller. After verification including assessment of quality and quantity, the Consignee must issue online e-signed Consignee's Receipt & Acceptance Certificate (**CRAC**) within 10 days of date of issue of **PRC**. After generation of PRC &CRAC, the Buyer shall prepare 'Payment advice' on GeM Portal, indicating any contractual deductions such as penalties for violation of Service Level Agreement (as applicable)/Liquidated Damages(If Any) for delayed supplies etc. Follow the steps:-

<u>Steps for Bill Generation(By BUYCON):-</u>

a) Firstly the user (Buyer) needs to go to **"Process Bills"** option on the **"Bills"** menu bar dropdown available at the **"Dashboard"** .

b) Then enter Contract Order No. (e.g. GEMC-511687720750786) on the **Search Bar** then click on the **"VIEW BILL"** option as shown in the picture below:-

c) Then examine the bill properly i.e. check on the quantity, seller Name and A.C. No.Enter deduction (if any) and click on **"Save"** & **"Process Bill"** option available at the last page of the window .
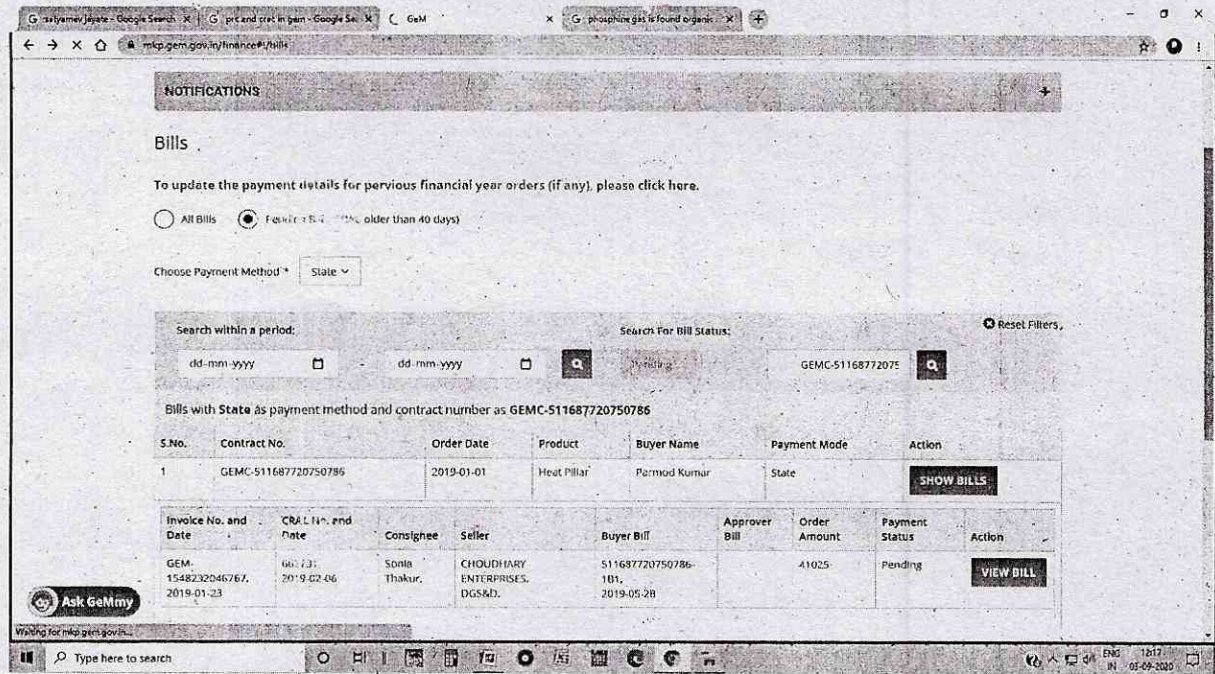
The bill then will be generated/processed and will be shifted on the ID of PAO.

Steps for Bill Payment (By PAO):-

a) Firstly the user (PAO) needs to go to **"Process Bills"** option on the **"Bills"** menu bar dropdown available at the **"Dashboard"**.

b) Then enter Contract Order No. (e.g. GEMC-511687720750786) on the **Search Bar** then click on the "Process Bill" option.

c) Then the PAO needs to intimate the 'State Bank of India' Branch to release of payment form the GeM pool account of concern Office/ Institution to A.C. No. of the seller. As per proforma added below:-

Sr. No.	Name of Account Holder	Account No.	IFSC Code	Amount
01				
02				
	Total Rs.			

d) Once the payment process is completed form the Bank, the user (PAO) then needs to add the transaction ID/ UTR No. to the bill save the details. The bill will then show the **"Paid"** status thus confirming that the payment process is completed.

For more information on procurement, bill generation & payment process visit http://www.iitk.ac.in/centralstores/data/HandOn_ProcurementCycle-GeM.pdf or contact GeM helpline toll free No. 1800 419 3436