

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

शिक्षा निदेशालय उत्तर

Dated Shimla-1 the August, 2019

27 AUG 2019

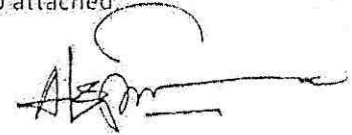
To

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

Subject:- Regarding opening of GeM Sub Account in State Bank of India.

Sir,

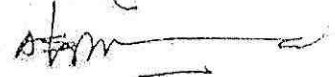
It has been observed by the undersigned that some of DDOs are visiting personally to this Directorate for authorisation to open Sub account of GeM in State Bank of India. In this connection it is intimated that as per guidelines for GeM issued by Directorate of Industries on dated 6.3.2018, Controller of Stores has opened a State General Pool Account (SGPA) with the State Bank of India under which each DDO have to open a sub account to make transactions on GeM Portal. Each DDO will place funds in advance in this account to make payments on receipt of Goods & service within 10 days. In this context I hereby, in general, authorise all the DDOs who are registered or being registered as secondary user on GeM portal under the undersigned (Primary user) to open a sub account of GeM in State Bank of India. The proforma for opening of account is also attached.



(Dr. Amrjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh  
E-mail: [dhe.sml-hp@gov.in](mailto:dhe.sml-hp@gov.in)  
Tel No. 0177-2656621

Copy is forwarded for information and necessary action to:-

1. The Director of Industries, Himachal Pradesh, Shimla-1.
2. Sh. Ramesh Kumar Negi, Chief Manager, State Bank of India, H.P. Secretariat Branch, Shimla east-171002 Branch Code- 50204 IFSC Code SBIN0050204, Email: [sbi.5204@sbi.co.in](mailto:sbi.5204@sbi.co.in), (Contact No. 0177-2624066) with the request to issue instructions to all the Branches in the State to accommodate DDOs under Higher Education Department who have been registered / will be registered to open sub account of GeM.



Director Higher Education  
Himachal Pradesh

Copy to IT cell with the request to upload on Depd.  
website.

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The Manager,  
State Bank of India,

Letter No  
Dated:...../...../2018

Subject : Regarding opening of Sub Account under  
State Government e-Marketplace (GEM) Pool Account (SGPA)

Sir,

This is in reference to letter received from director industry department letter no.  
Ind/SP/Misc/F/6-10/04/80-Vo-I V dated 06-03-2018.

In this context it has been stated that this office has been registered under GeM as a  
buyer /PAO/ and a sub account for Gem has to be open in your branch, information  
regarding account is as under:

(Please write in capital Letter only)

Name of Departme nt	Name and addres s of office	Name of the authorize d person to operate account	Designatio n of authorized person to operate account	DDO Cod e No.	TAN No. of DD O	Contac t Mobile and Phone No.	Official Email id of the office registere d with Gem

Specimen Signature of DDO

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So you are requested to open the Sub Account for this office.  
Yours Faithfully

(Signature with Seal)  
Name of HOD/DDO.....  
Designation .....



No. Ind./SP/Misc/F/6-10/4/80-Vol-V  
Government of Himachal Pradesh  
Directorate of Industries  
Dated: Shimla-171001

06 MAR 2018

From:

Director of Industries,  
Himachal Pradesh, Shimla-171001.

To

1. All the Heads of the Departments  
Government of Himachal Pradesh.
2. All the Managing Directors/ Secretaries of the Boards & Corporations,  
Himachal Pradesh.
3. All the Controller (F&A)/ DC (F&A)/ A C (F&A) & SO(F&A)'s  
Government of Himachal Pradesh.

Subject:

Regarding opening of sub-account in respect of Government e-Marketplace (GeM) & issuance of guidelines for operationalisation of GeM.

Madam/ Sir,

It is brought into your kind notice that the Government of Himachal Pradesh has signed the Memorandum of Understanding (MoU) on 26.12.2017 with the Government e-Marketplace (GeM), Ministry of Commerce & Industry, Government of India, Department of Commerce, Udyog Bhawan, New Delhi-110107 to facilitate on line procurement of common use Goods & services required by various State Government Departments/Organisations/PSUs etc.


The State Government has already issued Notification No. Fin(c) A(3) 5/2004 dated 19.07.2017 and approval for amendments in the Store Purchase Rule vide letter No. Ind-II(F)2-4/98-III-Loose dated 11.10.2017 for implementing the GeM facilities in the State of H.P.

In order to ensure effective implementation of GeM, the Government of H.P. has opened State Pool Account No.37550778047 dated 20.02.2018 with the State Bank of India, Branch, Chotta Shimla-171002 after signing the Memorandum of Understanding (UAM). The Sub-accounts/link accounts under the State GeM Pooling account are also to be opened by the concerned H.P. State Heads of the Departments/Corporations/Boards etc. with the State Bank of India for providing of banking facilities to the customers, which includes e-collection services, escrow services and payment services etc. The SBI Branch, East Shimla (Secretariat) has been authorized to open the GeM State Pooling Account alongwith the accounts of all DDO's under various Departments/Corporations/Boards etc. of H.P. The list/format of documents sent by the State Bank of India for opening of Sub-Account/link accounts under the State GeM Pooling account is enclosed herewith for information & further necessary action.

You are, therefore, requested to open the Sub-Accounts/link accounts under the State GeM Pooling account with the State Bank of India and take necessary action for providing of payment facilities accordingly. The guidelines related to GeM are also being annexed herewith for your kind perusal and adherence to the same.

Encls. As above.

Yours faithfully,

  
Director of Industries  
Himachal Pradesh

Encls. As above.

Copy to:

Dated:

06.02.2018

1. The Additional Chief Secretary (Finance) to the Govt. of Himachal Pradesh for kind information & with the request to give the directions to the Controller (F&A)/ Assistant Controller (F&A) & Section Officer (F&A)'s of H.P. for taking of necessary action for opening of sub-/link account immediately.
2. The Principal Secretary (Industries) to the Government of H.P. for kind information please.
3. Sh. Rajesh Tanwar, AGM, GAD NW-III, SBI LHO, Chandigarh. Email: agm gad.lhocha@sbi.co.in w.r.t. his e-mail dated 13.02.2018 for kind information.
4. Sh. Surjeet Kaushal, Regional Manager, State Bank of India, Region-II, Zonal Office, 40, SDA, Complex, Kasunpli, Shimla-171009(H.P.) Email: agm2.zoslm@sbi.co.in for information & further necessary action.
5. Sh. D.S.Negi, Chief Manager, State Bank of India, Secretariat Branch, Shimla East-171002(H.P.) Branch Code-50204, IFSC Code-SBIN0050204, Email:sbi.5204@sbi.co.in for kind information & further necessary action.

Director of Industries  
Himachal Pradesh



## **Operational guidelines for Government-e-Marketplace (GeM).**

As all are aware that the Govt. of Himachal Pradesh has decided to make procurements of goods & services through GeM (Govt. e Marketplace) portal of the Govt. of India and for carrying out purchases through GeM portal, the necessary amendments have also been made in the HP Financial Rules 2009 and Store Purchase Rules, 2013. For procurement of Goods and Services efficaciously through GeM portal following guidelines are hereby issued which should be kept in consideration while making purchases through the portal:-

### **1. Registration as Primary User & Secondary User on GeM:**

In all the Govt. Departments, it is prudent that the Primary User Account may be created at Head of Department level, who will further create the Secondary User ID's in respect of buying authorities i.e buying officer under his control. However in large departments, Primary Users may be created at Divisional/ District level, who will further create Secondary Users in respect of buying authorities under them & manage at their level. This may be decided at concerned department level. It is emphasized that while entering into GeM all provisions and General Terms & Conditions relating to GeM ( as available on GeM portal), except otherwise provided in HP Financial Rules 2009 and HP Store Purchase Rules 2013, shall automatically applicable on procuring entities. For the purpose of registration as Primary User/ Secondary Users and buying material/ services through Direct Purchase/BID/ Reverse Auction process, the help of training material like demonstration videos available on GeM portal at Training link may be taken.

All Boards/ Corporations/ Autonomous Bodies/ Local Bodies/ PSUs etc. of the Govt. of Himachal Pradesh may also register under GeM for procurement of Goods & Services.

### **2. (A) Primary User registration: (Requirements)**

- (i) Primary user should be an Officer of the rank of Additional/Joint/ Deputy Director or above or equivalent or Head of the Officers of Divisional/ District Level office of Government Departments/ Boards/ Corporations/ PSUs / Autonomous Bodies / Local Bodies / Constitution Bodies / Statuary Bodies etc.
- (ii) Primary user will also be required to fill following information:

1. Department/ Organization details like Type of organization/ Department/ Name and complete address of organization.
  2. Information about mode of payment to be used by organization
  3. After inputting the SGPA account number, against a state, by the GeM Admin, a web service will validate the entered account number from the respective bank.
  4. Information Designation and employee id (if any). Following Details of verifying officer/Authority (\*):
    1. Name
    2. Designation
    3. Aadhaar Linked mobile number (mandatory)
    4. Official email ID (nic/gov email Id or organization domain email ID)
- verifying officer/Authority:** Verifying officer/authority may be an officer from administrative wing of the department/ organization, either superior, equivalent or subordinate to the primary user.

**Note: private Email Id like Gmail, yahoo etc cannot be used for primary user registration.**

**(B) Secondary User Registration(Requirements):**

Primary user after registering himself as primary user can add secondary users. There are three roles/ category of secondary users on GeM portal.

- a. Buyer: Buyer will place the order and will generate the contract.
- b. Consignee: Consignee can be the buyer or other offices who will receive goods and will generate the e-signed Consignee Receipt & Acceptance Certificate (CRAC) and Provisional Receipt Certificate (PRC).
- c. Paying Authority: Paying Authority/ DDO will make the payment for the buyer in line with the T&C and SOP requirements.

**Requirements:**

- a. Name, official email Id and designation
- b. Aadhaar Linked mobile number(mandatory).

- Note:**
- a. Buyer and consignee role can be assigned to the same officer but Paying Authority/ DDO role cannot be assigned to buyer or consignee.
  - b. Primary user cannot add him-self as secondary user in any role.



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3. **Role and Responsibilities of Buyer on GeM:**

**Buyer Registration on GeM is divided in two categories:**

**A. Primary User:**

- (i) Primary User shall be responsible for registering the Department/ Organization on GeM, for creating User accounts for Secondary Users, assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him / her.
- (ii) Primary User shall also be vicariously responsible for ensuring compliance of HR Financial Rules and / or Rules Governing Public Procurement in respect of their department/organization, all GeM terms and conditions and other Procurement Policies / Guidelines notified by the government from time to time, by all the secondary users including timely payments and for dispute resolutions as per GeM terms and conditions.
- (iii) Primary user cannot perform any procurement related transactions on GeM portal.

**B. Secondary Users:**

- (i) Secondary Users are officials responsible for procurement transactions on GeM including Placement of Contracts, Receipt of Stores, and Payments to the Sellers etc.
- (ii) The access rights permissible to registered Secondary users would be decided by the Primary User of the Department. Secondary Users may be given the roles of Buyer, Consignee, Paying Authority/ Drawing and Disbursement Office (DDO) etc.
- (iii) For transaction on GeM portal, Buyer is the official who is responsible for processing procurement transaction upto Order Placement stage.
- (iv) Consignee is the Secondary User in Buyer Organization responsible for certifying receipt and acceptance of the goods procured.

4. **Transfer of funds to State General Bank Account before placing purchase orders;**

The Controller of Stores has opened a State General Pool Account (SGPA) with the State Bank of India; the particulars of which are given below. The funds in respect of purchase orders to be given on GeM should invariably be deposited in the said pool account before placing purchase order on GeM portal. The buying departments while registration as Primary User on GeM

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portal, may provide Bank particulars in respect of State General Pool Account (SGPA) opened with the State Bank of India.

**SGPA particulars:**

**Name of Account :** HP State Govt. GEM Pool Account  
**Account No. :** 37550778047  
**IFSC :** SBIN0050204  
**e-mail :** [sbi.50204@sbi.co.in](mailto:sbi.50204@sbi.co.in)  
**Mob. No. :** 98160-51117, 0177-2624066 & 2621879

**Note:**

Each DDO will have to operate a sub-account under this main Pool Account to make transactions on GeM Portal. DDO will place funds in advance in this account and will make payment on receipt of Goods & Services within 10 days. All the DDOs will send the requisite documents/information to the SBI, Shimla(East) on the prescribed proforma for opening the sub-account/link account under the State GeM Pooling Account.

**5. Buyer's responsibilities on GeM portal are as under:**

- i. The Buyers are responsible to ensure that the procurement done by them are in compliance of HP Financial Rules / or Rules Governing Public Procurement in respect of their department/ organization, all GeM terms and conditions and other procurement Policies / Guidelines notified by the government from time to time, including timely payments as per GeM terms and conditions.
- ii. The Buyers (in all capacities i.e. as Buyer, Consignee, DDO, Paying Authority etc) are responsible to ensure that the procurement done by them are in compliance with GeM Terms and Conditions / Guidelines and all contract related transactions are completed within time lines prescribed in GeM Contract.
- iii. The Buyers must ensure that they have the requisite authorization to enter into contract with Seller(s) on GeM for and on behalf of the organization, failing which such individual(s) shall be individually liable for its actions and also for any liability arising out of such actions.



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- iv. While making procurement on GeM, the Buyers shall judiciously search and shortlist items using filters such as quantity, technical parameters, delivery period, warranty period, consignee location(s), Seller's eligibility etc. as per their approved requirements.
  - v. The Buyers shall satisfy themselves that the price of the selected offer is reasonable. Buyer is at liberty to utilize all the data / information and Business Analytics made available in GeM including e-bidding and reverse auction.
  - vi. The Buyers, before placing the order on GeM, should have the required mandatory approval with prior sanction and approval of the competent authorities and shall be in compliance with and as per procedures outlined in HP Financial Rules and other procurement guidelines issued by the Government from time to time.
  - vii. On award of the Contract(s), it would be construed that the Buyer has obtained all necessary Administrative & Financial sanctions of the competent authority and adequate funds are available indicating the relevant Head of accounts in the awarded Contract(s).
  - viii. The Buyers should not exercise any corrupt influence on any aspect of contract and commit to take all measures necessary to prevent corruption maintaining complete transparency and fairness in all activities related to GeM.
  - ix. Buyers are not allowed to place any order at GeM prices outside GeM. The prices on GeM are only applicable if the procurement is made through GeM portal. Using GeM prices for procurement outside GeM portal is strictly prohibited. Further, Buyers are not allowed to place any off-line contract to the Seller directly based on the outcome of e-Bidding / RA conducted on GeM. All such contracts shall be treated as null and void and GeM reserves the right to delete all data related to such transactions from GeM database besides taking suitable actions against such Buyers including suspension from GeM and / or reduction of Buyer rating etc.
  - x. On dispatch/ delivery of Goods and/ or Services, the Seller/ Supplier shall prepare an electronic invoice, digitally/e-signed, on GeM portal and shall submit the same online to the Buyer. GeM portal will send an SMS/Email alert to the Buyer on submission of Invoice. This Invoice will contain mode of dispatch of goods, dispatched/ delivered quantity with date and all inclusive

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price claimed based on digitally/ e-signed Contract/ Supply Order/Purchase Order data. In case Services are procured, the required data as per Contract/ Supply Order/ Purchase Order may be incorporated in the Invoice.

- xi. The Buyer/Consignee receives the Goods/ Services and issues an online Provisional Receipt Certificate (PRC) within 48 hours on said to contain basis on the GeM portal with his/ her digital signature, mentioning the date of Receipt (From the date of receipt mentioned in PRC, the period of ten(10) days for consignee's/ buyers's right of rejection and return policy would be applicable).
- xii. After verification including assessment of quantity and quality and satisfactory installation of machinery and equipment wherever necessary, the Consignee will issue on-line digitally/e-signed Consignee's receipt & Acceptance Certificate (CRAC) within 10 days of the date of receipt indicated in PRC. The CRAC would clearly indicate the order quantity, rejected quantity (if any, with reasons for rejection including shortages/ damaged/ unaccepted quality), quantity accepted and cleared for payment. However, if the consignee does not issue CRAC within 10 days, on 11<sup>th</sup> day from the date of receipt indicated in PRC, Gem System/Portal would auto generate unsigned CRAC which, backed with digitally/ e-signed PRC for the corresponding quantity shall be taken as deemed acceptance for payments in lieu of the requirement of digitally/ e-signed CRAC. This will be made available on GeM to the Buyer/ Seller and also the concerned DDO (if applicable) and PAO/ Paying Authority. The GeM portal would generate a unique serial number for CRAC relating to concerned DDO(if applicable) & PAO/Paying Authority, so that the payments are made serialim.

**6. Enabling provisions for purchases through GeM under HP Financial Rules-2009 and Store Purchase Rules-2013.**

The Govt. of Himachal Pradesh, Department of Finance (Regulations) vide Notification No. Fin(C)A(3)5/2004, dated 19.7.2017 has made necessary amendments in Rule-94, 94-A& 112 of HP Financial Rules, 2009 regarding procurement through GeM. For making procurements through GeM, necessary changes have been incorporated under the Store Purchase Rules-2013 vide Store Purchase Organisation's Addendum No. 4-Ind/SP/Misc/F/6-10/4/80-Vol-



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IV, dated 24.10.2017. However, the prescribed provisions and monetary limits may be kept in view while purchasing goods & services through GeM.

**7. Other conditions for making procurements through GeM:**

- (i) While entering into GeM all provisions Rules etc. relating to GeM shall automatically applicable on procuring entities. The General Terms & Condition of GeM are available on GeM portal and may be read carefully and kept in view before making procurements.
- (ii) GeM is a dynamic portal and is undergoing upgradations/ changes from time to time. New products and Sellers are registering on day to day basis. It is therefore advisable that all changes notified on GeM portal may be kept in view at the time of making procurements.

**8. Purchase Preference to be given under GeM while procurement:** While making purchases through BiD & RA process on GeM portal, purchase preference shall be given to MSME/local manufacturers and at least 20% of the total orders shall be placed with them on lowest bid rates, wherever applicable provided such products meet the required quality standards.

Provided that the minimum purchases from MSME/ local manufacturers as provided above shall not be applicable in respect of items which in the opinion of the Head of Department is an item of sophisticated nature and high technology and precision standards.

Provided further, where it is not possible to procure at least 20% from the MSME/ Local manufacturers, the Head of Department for reasons to be recorded in writing may purchase from lowest bidder.