



GOVERNMENT OF KERALA
Stores Purchase (A) Department
CIRCULAR

No. SPD-A2/61/2021-SPD.

Dated, Thiruvananthapuram, 25th November, 2021.

Sub:—Stores Purchase Department—Instructions regarding Procurement through Government e-Marketplace (GeM) for strict compliance—Reg.

- Ref:—**
1. G. O. (Ms.) No. 2/2018/SPD, dated 27-3-2018.
 2. G. O. (P) No. 2/2018/SPD dated 28-4-2018.
 3. G. O. (P) No. 3/2019/SPD dated 5-2-2019.
 4. G. O. (P) No. 7/2019/SPD dated 26-4-2019.
 5. G. O. (P) No. 9/2019/SPD dated 29-7-2019.
 6. G. O. (P) No. 12/2019/SPD dated 18-9-2019.
 7. G. O. (P) No. 13/2019/SPD dated 25-10-2019.
 8. G. O. (P) No. 1/2020/SPD dated 3-3-2020.
 9. G. O. (P) No. 1/2021/SPD dated 9-3-2021.
 10. DO Lr. No. 250/BKM/2021 dated 27-10-2021 from the Nodal Officer, GeM, Kerala.

As per the Government Order 1st cited, Government have approved GeM, (Government e-Marketplace operated by the Govt. of India) as a mode of procurement for the purchase of commonly used goods and services for public purpose by Government Departments/Autonomous Bodies/ Public Sector Undertakings/Local Self Government Institutions/ Universities. In the Government Order 2nd cited, a new chapter-Chapter 19 was incorporated in the Store Purchase Manual prescribing the guidelines for making procurement through GeM. There are 7 amendments made so far in the Stores Purchase Manual incorporating/deleting guidelines from/to it.

Further, as per Government Order cited as 9th above, full delegation has been assigned to Heads of the Department for procurement through GeM, by exempting purchases through GeM from the purview of Departmental Purchase Committees when the technical committee clears the specification, and also subject to the existing financial delegation issued by Finance Department from time to time.

In spite of all these instructions, many of the Government Departments/Autonomous Bodies/Public Sector Undertakings/Local Self Government Institutions/Universities are not complying with the directions contained in these Government Orders.

In the circumstances, it is reiterated that the conditions stipulated in the Government Orders referred above and the general guidelines stipulated in the GeM Portal shall strictly be adhered to. Any lapses or purposeful deviations from the above instructions shall be viewed seriously.

The following instructions are also issued for ensuring smooth and legitimate purchases through GeM portal.

- All the HoDs shall make sure that all the procurement tools available in GeM including Custom Bid & BOQ facilities are invariably checked before initiating another mode of procurement.

- The GeM Portal itself generates Contract Order while procurement is done through GeM and hence there is no need for insisting a separate order/agreement to the seller, which could save time and effort.
- Every Department shall appoint a Nodal Officer (technical-wise) to guide the individual users in their Department regarding registration as well as procurement.
- Online as well as in-house trainings shall be arranged periodically to all the Nodal Officers appointed by the Departments concerned on GeM Purchases through the Finance (CTFM) Department.

RAJESH KUMAR SINGH, IAS,
Additional Chief Secretary.

To

All Heads of Departments and Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/
Universities etc.

The Secretary, Kerala Legislature, Thiruvananthapuram (with C. L.).

The Registrar General, High Court, Ernakulam (with C. L.).

The Advocate General, Ernakulam (with C. L.).

The Registrar, Kerala Administrative Tribunal (with C. L.).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A & E), Kerala, Thiruvananthapuram.

Information & Public Relations Department.

The Nodal Officer, GeM, Kerala.

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