



**GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR :: GUWAHATI-6**

OFFICE MEMORANDUM

ECF.No. 522653/28

Dated Dispur 31-05-2025

Subject: Standard Operating Procedure (SOP) for GeM purchase

In supersession of earlier OM No. FEB.224/2021/7, dated Dispur the 8th June, 2022 and in adherence to the amendment in the General Financial Rule 2017 vide order No F.1/3/2024-PPD dated 10th July 2024, the Finance Department hereby directs all the procuring entities specified in **Sub-Section (2) of Section 3** of Assam Public Procurement Act, 2017, to adhere to the following guidelines for purchasing goods and services through the Government e-Marketplace (GeM) in Assam.

Government e-Marketplace (GeM) is an online public procurement platform developed by the Government of India. It has been approved as the National Public Procurement Portal and has been made binding on all the departments of the Government of India by the General Financial Rules, 2017. Government of Assam vide Notification No.FEB.224/2021/5. Dated 8th June 2022 has made **GeM mandatory for all procuring entities for the procurement of all goods and services that are available in GeM** with a few exceptions. The Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020 also describes GeM as one of the approved methods of procurement.

This OM hereby mandates following Standard Operating Procedures (SOP) for procurement on GeM:

1. Registration of a Procuring Entity in GeM

- a. For any procuring entity, to start procurement on the GeM portal, it is mandatory to have two types of User i.e., *primary* and *secondary*.
- b. In addition to the above two users, a procuring entity will also require *Verifying Officer*. The sole responsibility of the verifying officer is to check

the authenticity of the *Primary User*. The verifying officer will be an official one rank above the primary user.

2. Information required for registration of *primary user* and *secondary users*

- a. Aadhaar Number
- b. Mobile Number linked with Aadhaar Number
- c. Government e-mail id on nic.in / gov.in domain (It is preferable to have designation-based email id for primary user). For the organization not eligible for gov.in or nic.in domain email id, the “@gembuyer.in” can be availed through request form available in the GeM portal.

3. Role and Responsibilities of Users

a. Primary User

- i. Any officer in the rank of Deputy Secretary or above can be a Primary User for Administrative Departments. For other offices, the Head of the Office can be the Primary User
- ii. The access rights permissible to registered Secondary users would be decided by the Primary User of the Department.
- iii. Primary users shall review the timely updation of all payments done for contracts generated on the GeM portal by the PAO.

b. Secondary User

- i. Secondary Users may be given the roles of Buyer and (or) Consignee, Paying Authority (PAO) and Technical Evaluator (optional) for transaction on GeM portal,
- ii. Buyer is the official who is responsible for processing procurement in the GeM portal as per approved quantity and specification.
- iii. Consignee is the Secondary User responsible for providing Consignee Receipt and Certificate (CRAC) of after the delivery the goods or service procured. The buyer and consignee can be same person if the competent authority desires.
- iv. Paying Authority (PAO) is responsible for the payment process and its updating on GeM portal. After updating the payment, the whole circle of procurement will be completed in the GeM account.
- v. The role of a technical evaluator is to perform technical evaluation of any bid in GeM. There can be more than one technical evaluator. In the absence of technical evaluator, the buyer can also perform the technical evaluation of a bid in GeM.

4. Prerequisites for the usage of GeM Portal by Procuring Entities (also called GeM buyers) are

- a. Procuring entities should ensure that adequate budget is available before initiating the procurement process.
- b. The Buyers must ensure that they have the requisite approvals /

authorization including administrative approval (if needed) from the competent authority before entering into contract with Seller(s) on GeM for and on behalf of the procuring entity.

- c. Procuring Entities are expected to ensure fairness in respect of prices by using the business analytics tool available on the GeM portal, including the last low price available on GeM and the final purchase price by the department etc. Purchases are to be made after such analysis. Department may also use this tool for preparation of estimates of goods / services.
- d. All procuring entities will ensure that Financial Sanction is obtained from the appropriate authority before carrying out procurement under GeM as per section 7(2) of the AFRBM Act 2005. Financial Sanction order generated on FinAssam is to be mandatorily uploaded on the GeM Portal before award of contract.
- e. In order to bring in efficiency in procurement of miscellaneous goods through direct purchase or L1, the procuring entity need not create separate financial sanction against same head of account. They can make a quarterly plan for all items which are to be procured through direct purchase or L1 method, and issue single financial sanction as per delegation of financial rules 2022 based on the rates available in GeM catalogue, without saving item in the cart.

5. Thresholds for usage of different procurement modes on GeM:

- a. **Direct Purchase:** Purchases up to INR 50,000/- can be made from any supplier available on the GeM portal, which satisfy the required quality, specifications and supply period. In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.
- b. **L1 Compare:** Goods and services valued above INR 50,000/- and up to INR 10,00,000/- may be purchased from such supplier available on GeM offering the goods or services of the lowest value, with the condition that at least three such price comparison be done between manufacturers who satisfy the required quality, specifications and supply period. The tools of Online Bidding and Online Reverse Auction available on GeM may also be used by the Buyer's Department, if so decided by the Competent Authority.
- c. **Bid / RA:** Purchases valued above INR 10, 00,000/- are to be compulsorily made using online bidding or reverse auction tool from the seller(s) who offers the lowest price, satisfying the required quality, specifications and supply period.
- d. **Proprietary Article Certificate (PAC) Buying:** The GeM platform allows procuring entities to procure on a proprietary basis by using the PAC filter provided on the GeM platform, which allows the selection of a specific model/make from a particular seller that is available on the platform, subject

to availability of approval from the competent authority.

6. Delivery and Payment related

It is important for timely updation of payments for all the procurement made in the GeM, as per following:

- a. For the procurement through bid where CRAC is not auto generated, buyer can provide Provisional Receipt Certificate (PRC) within 48 hrs. on "said to contain basis".
- b. After the issue of PRC and obtaining payment approval, CRAC can be generated.
- c. In the event of expiry of the order delivery date, buyer can extend the delivery date from the Buyer / consignee account in GeM and then issue PRC followed by CRAC.
- d. For the auto generated CRAC, mostly in the cases of Direct Purchase, buyer to ensure that CRAC is generated within 10 days from the date of uploading of delivery proof by the supplier in the GeM portal and payment is made within the prescribed timeline of 10 days from the day of issue of CRAC and details of such payment is updated in GeM.
- e. Invoices submitted by the seller or service provider should be processed, only if they are processed on the GeM portal.

7. Other Matter

- a. Procuring Entities are not allowed to place any order outside GeM at GeM prices. The prices on GeM are only applicable if the procurement is made through the GeM portal. Further, Procuring Entities 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.
- b. Splitting up of requirements to bypass procurement on GeM is to be strictly avoided.
- c. Online learning materials related to procurement on GeM portal is available in the following link: https://gem.gov.in/training/training_module
- d. For any assistance related to registration, procurement process, training or any other related matter, State GeM unit , O/o. the AS-CFMS, 9th Floor, New Kar Bhawan building , Ganeshguri, Guwahati 781005 or aspiregemassam@gmail.com may be contacted

Commissioner & Secretary to the Govt.

of Assam, Finance Department,
& Project Director, AS-CFMS

ECF.No 522653/28-A

Dated Dispur 31-05-2025

Copy for kind information and necessary action to:

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati - 29 for kind information.
2. The SO to Chief Secretary, for kind information of Chief Secretary, Assam.
3. PS to Hon'ble Minister, Finance, Assam for kind information of HFM.
4. PS to all Addl. Chief Secretary/Principal Secretary/Commissioner & Secretary to the Govt. of Assam for kind information of Addl. Chief Secretary/Principal Secretary/Commissioner & Secretary.
5. All Heads of Department
6. All Deputy Commissioners
7. All Sr. F.A /FA/ F.A.O./ T.O.
8. The concerned representative of SPPP and Finance Department websites for necessary uploading on their respective portals.

(e-signed)

Commissioner & Secretary to the Govt.
of Assam, Finance Department,
& Project Director, AS-CFMS