

VISVA - BHARATI



CENTRAL PURCHASE SECTION

**Notice**

As per notification of the Development section vide memo no. DEV/14/2022-23/31 dated 22.07.2022 in connection with dissatisfaction over the procedures / modalities of GeM portal and urged to redress such difficulties a meeting will be held on 27.07.2022 at 11.30 am in the Conference room of the Central Administrative Building, Visva - Bharati. Members are requested kindly to make it convenient to attend the meeting.

**Agenda:-**

To redress such difficulties pertaining to procurement through GeM portal.

**Members:-**

1. All Principals of Bhavana
2. Finance Officer
3. Internal Audit Officer
4. Joint Registrar (Accounts)
5. In charge, Computer Centre
6. Librarian, Central Library

  
Assistant Registrar  
Central Purchase Section

Ref NO : CPS/1180 /2022-23  
Date : 25.07.2022

**Copy to :**

1. C.S. to Upacharya
2. P.A. to Registrar
3. Assistant Registrar, Meeting Section - please arrange to provide tea and snacks to the members of the meeting.
4. In- Charge Computer Centre - with a request to upload in the university website.



**DEVELOPMENT SECTION**

Memo no. Dev-14 /2022-2023/31

Dated: 22/07/2022

The Assistant Registrar  
Central Purchase Section  
Visva-Bharati


Please find the excerpts [Resolution no. 3 (ii)] of minutes of the meeting of Planning Board of the University dated 19/07/2022 as under, with a request to take appropriate action in this regard and intimate the same to the undersigned in order to include in the Action Taken Report (ATR) to be placed in the next meeting.



**Resolution no. 3 (ii)**

*The Planning Board considered and approved the proposed break-up of item-wise allocation (alongwith General Instructions specified therein) under the item head 'Small Equipment/Laboratories'; 'Other Infrastructure including furniture & fixture'; 'Books/Journals' and 'ICT enabled infrastructure for online learning & content development and procurement of e-resource (perpetual)' within the limit of approved allocations made by UGC under Capital Assets for the year 2022-2023 vide D.O. No. F.1-3/2021 (CU), dated 16/06/2022 as shown at **Annexure** to the agenda 3(ii).*

*The Board advised that all the stakeholders/beneficiaries should make serious efforts towards utilization of the allocated grant within the prescribed timeline to enable the University for forwarding the Utilisation Certificate to UGC in due time in order to receipt of grant against the approved allocation. The status of utilization may be reviewed after the prescribed timeline and the unutilized portion of the allocated grant, if any may be reallocated, deems appropriate by the University towards optimum utilization of the grants.*

*As far as procurement of items through GeM Portal is concerned, most of the members expressed dissatisfaction over the procedures/ modalities of GeM Portal and urged to redress such difficulties immediately. The Board advised that concerned office (i.e. Central Purchase Section, Visva-Bharati) may conduct a meeting with all stakeholders/beneficiaries in order to redress such difficulties pertaining to procurement through GeM Portal.*

  
22/7/2022  
Joint Registrar (Development)  
&  
Convener, Planning Board  
Visva-Bharati

No.F.6/18/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

512, Lok Nayak Bhawan,  
New Delhi Dated the 23<sup>rd</sup> January, 2020.

**OFFICE MEMORANDUM**

**Subject: Procurement of Goods / Services through Government e-Marketplace (GeM).**

Rule 149 of GFR states that procurement of common use goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services not available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.

2. As per the instructions contained in OM No.F.18/3/2017-PPD dated 25.07.2017 by Department of Expenditure, it has been clearly stipulated that while publishing any Bid for procurement through Central Public Procurement Portal (CPPP), procuring entities are required to give an undertaking that category of goods/ services being tendered/ procured is not available on GeM and they have no objection in providing this information for making available such products/ services in GeM.

3. In view of the above provisions of GFR, the procurement of common use goods and services by Ministries or Departments through GeM is mandatory for Goods or Services for which product/service categories are available on GeM.

4. In order to effectively implement the above provisions, a functionality for generating "GeM Availability Report & Past Transaction Summary" is being made available on GeM. This would greatly help and benefit the Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along-with necessary details relating to past transaction summary.

5. With effect from 01.07.2020, when the above functionality will be deployed on GeM, it will be mandatory for a buyer to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The Past Transaction Summary will be provided, wherever available. "GeMAR&PTS" shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published.

6. However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to non availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

7. This issues with the approval of Secretary (Expenditure).

*Kane Reddy*

(Kotluru Narayana Reddy)  
Deputy Secretary to the Govt. of India  
Tel: 24621305  
Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.