

Municipal Commissioner's Circular Number 21 of 2019-20 dated 24.05.2019

Sub: Procurement of materials/articles/instruments/services etc compulsorily through GeM w.e.f. 01.06.2019

It is hereby directed that henceforth procurement of all types of articles/ equipments etc. should compulsorily be made through GeM, w.e.f. 1st June 2019. All Controlling Officers are directed to take necessary action in this regard.

If any article/ equipment etc. corresponding to required specification is not found in the GeM portal, the matter should be brought to the notice of the undersigned by the Controlling Officer concerned so that the matter could be taken up with appropriate Authority.

In case the item is not available in GeM and Department has to procure it immediately, specific approval of Hon'ble Mayor may be obtained through proper channel indicating the justification.

If procurement is to be made through GeM and payment to be made through IFMS, the same should be clearly indicated while obtaining AA&FS and department may take further follow up action with the Government of West Bengal to ensure that necessary fund is remitted to the LF Account before issuance of Work Order.

The department concerned, making procurement through GeM, should obtain from the bidder/bidders to whom Work Order is issued necessary documents like PAN, GSTIN, Bank details like - IFSC Code, Account No, Bank Name, Branch Name etc. and all other relevant documents for generation of Party code in KMC.

The departments making procurement through GeM should obtain prior approval, both administrative and financial, and while sending bills to IFU the same should be attached along with hard copies CRAC and the seller details. The bills must be sent to IFU within **(2) two** days of issuance of CRAC.

IFU should process the bills and send to FACC on the date **following the date of receipt** of the bill in the IFU.

The department making procurement through GeM are directed to ensure that bills relating to GeM procurement should be clearly marked as such by the department and should in no way be mixed up with the regular bills while forwarding to the IFUs.


Municipal Commissioner

Distribution

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs (All)
4. All Br. Chairpersons.
5. Spl. Municipal Commissioner (Revenue)
6. Spl. Municipal Commissioner (G, D &S)
7. Mpl. Secretary.
8. C.M.F&A
9. C.M.A
10. All Controlling Officers.
11. CS&P
12. Spl. CMF&A-II
13. All H.O.Ds


Municipal Commissioner