

The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Dated: 02.08.2019

Municipal Commissioner's Circular No. 51 of 2019-20

All concerned are hereby informed that the Finance Department, Government of West Bengal has revised the manner of procurement through Government e-Marketplace (GeM) vide Memo No. 4262 – F(Y), dated 26th July, 2019.

All concerned are hereby directed to follow the guidelines of Memo No. 4262 – F(Y), dated 26/07/2019 (copy enclosed).

This circular is issued with the approval of the Hon'ble Mayor vide dated 30/07/2019.

This order will take immediate effect.

MUNICIPAL COMMISSIONER

Encl:

- 1) Memo No. 4262 – F(Y), dated 26/07/2019
- 2) Memo No. 6989 – F(Y), dated 19/11/2018
- 3) Memo No. 5430 – F(Y), dated 23/08/2018
- 4) Memo No. 3876 – F(Y), dated 14/06/2018
- 5) Memo No. 925 – F(Y), dated 14/02/2017
- 6) Memo No. 1956 – F(Y), dated 04/04/2014

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 Borough Chairpersons
- 5) P.A. to Municipal Commissioner
- 6) Spl. Mpl. Commissioner (Rev.)
- 7) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 8) Mpl. Secretary
- 9) CMF&A
- 10) All Director Generals
- 11) All Controlling Officers / HODs

26/7/19
Municipal Commissioner
The Kolkata Municipal Corporation

Government of West Bengal
Finance Department
Audit Branch

No. 4262 -F(Y)

Date: 26th July, 2019

MEMORANDUM

Sub: Revised manner of procurement through Government e-Marketplace (GeM)

The manner of procurement of goods and services by Government / Semi Government / Government Aided Offices through GeM was laid down by this Department in Para 4 of Memorandum No. 3876-F(Y) dated 14.06.2018.

The said Para was partially modified under this Department Memorandum No. 5430-F(Y) dated 23.08.2018.

Department of Expenditure, Ministry of Finance, Government of India has recently made some changes to the General Financial Rules 2017 relating to procurement of goods and services through GeM.

In order to keep parity with the modified provisions of GFR 2017 as well as the existing provisions of West Bengal Financial Rules relating to procurement through GeM, Para 4 of this Department Memorandum No. 3876-F(Y) dated 14.06.2018, since modified under Memorandum No. 5430-F(Y) dated 23.08.2018, may be replaced with the following:

"4. Procurement by Government/ Semi-Government/ Government Aided Offices through GeM depending upon estimated value is allowable in the following manner:

- a) Up to Rs. 25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period provided the procuring authority is satisfied about the reasonability of the rate.
- b) Above Rs. 25,000/- and up to Rs. 1 lakh through the GeM, Seller having lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the competent authority.
- c) Above Rs. 1 lakh through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using on line bidding or reverse auction tool provided on GeM.
- d) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- e) If the number of qualified vendors/sellers is less than three for L1 Purchase/Bidding in GeM, then the Administrative Department shall take a decision based on the following situations:

Case 1: If the no. of qualified bidders is 2, the Procuring Authority should mandatorily use online Reverse Auction available on GeM.

