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क्र० सं० सीआइएल/सी२डी/Purchase Manual Amdt./GeM/2017/1438

दिनांक: 17.02.2017

OFFICE ORDER

The Clause -2.3 (a) of Purchase Manual of CIL is hereby amended to include the following:-

- (i) CIL and its subsidiary companies may place online orders through Government e Marketplace (GeM) Portal (<https://gem.gov.in>) against requirement duly concurred and approved by the competent authority.
- (ii) CIL and its subsidiary companies will be required to obtain User ID /Password from the Portal, following the procedures laid down on its website.

Standard operating procedure for procuring material from Government e Market (GeM)

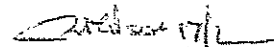
1. Procurement from Government e Market (GeM) is optional, however proper justification be given for not procuring from the GeM portal, if the material is covered under it.
2. (a) For purchases up to Rs.50,000.00
 - (i) The technical deptt./user shall identify the item/items available on the GeM portal meeting the indented specifications.
 - (ii) Purchaser(s)/Buyer(s) are authorized to source required items through any of the available suppliers on the GeM meeting requisite quality, specifications and delivery period, however price reasonability is to be established.
 - (iii) There is no restriction for acquiring goods/services of one's choice i.e. from a particular vendor out of different vendors for the same article, however there should be a valid reason to be recorded before passing over other lower/same priced offer, if any. If there is a particular preference about a vendor's product, the purchase may be decided for coverage accordingly provided he is convinced that such action shall result into the most beneficial deals in terms of organization's requirement / cost to the consignee.
 - (iv) The repetitive order should not be covered on the same vendor every time, if there are other vendors who qualifies at par with the earlier vendor.

(b) For purchases above Rs.50,000.00

- i) The technical deptt./user shall identify the item/items available on the GeM portal meeting the indented specifications.
 - ii) There should be at least three vendors offering the item(s) of the required specifications. Purchaser(s)/Buyer(s) are authorized to source required items through the supplier having the lowest price amongst the available suppliers on the GeM meeting requisite quality, specifications and delivery period.
 - iii) The GeM portal provides tools for online bidding and online reverse auction which is to be utilized by the Purchaser(s)/Buyer(s).
 - iv) Online bidding is to be undertaken for item(s) valuing above Rs.50,000.00 and up to Rs.1.00 Crore. For item(s) valued above Rs.1.00 Crore, online reverse auction is to be undertaken.
 - v) However, before placement of order, price reasonability is to be established.
3. Payment procedure shall be as per the Department of Expenditure OM No. F.25/4/2016.PPD dtd.20.09.2016 issued for GeM by Ministry / Department / Other Govt. bodies including PSUs etc , which inter alia stipulates payment within 20 days from receipt of materials (10 days for generation of Consignee's Receipt and acceptance certificate, CRAC, and 10 days for making payment online to seller).
 4. While selection of vendor through bidding on GeM portal, commercial clauses like confirmation of delivery, applicability of Liquidated damage, guarantee / warranty, performance bank guarantee, force majeure clause etc. may be considered. However, clauses like EMD may have to be exempted for bidding through GeM portal.
 5. The proposal for procurement shall bring out all the factual position in detail for deliberation by the designated tender committee, constituted as per Purchase Manual. The tender committee shall submit their recommendation with due justification of rates to the competent authority for approval as per delegation of power.
 6. Effort should be made to cover the requirements on vendors available on GeM, however, in case those available in GeM do not meet the requirement in respect of specifications, delivery and quality consideration, CIL / Subsidiary Companies can go ahead with the usual mode of procurement after recording adequate justification for the same.
 7. The order on the successful bidder will be placed online through GeM portal which will be digitally / e-signed by the buyer. These documents will be available online to the concerned consignee as well as paying authority.
 8. The buyer / consignee receives the goods and issue an online Provisional Receipt Certificate (PRC) within 48 hours, on 'said to contain' basis on the GeM portal with his / her digital signature mentioning the date of receipt. From this date of receipt, mentioned in the PRC, a

- period of 10 (ten) days shall be given to consignee / buyer for acceptance / rejection vis-à-vis return of materials to the supplier as per GeM's policy.
9. After verification including assessment of quality and quantity / satisfactory installation of machinery and equipment wherever necessary, the consignee will issue online digitally/ e-signed Consignee's Receipt and Acceptance Certificate (CRAC) within 10 days from date of receipt indicated in PRC. However, if the consignee does not issue CRAC on 11th day from the date of receipt indicated in PRC, GeM system / portal would auto generate unsigned CRAC backed with digitally / e-signed PRC for the corresponding quantity which shall be taken as deemed acceptance for payments in lieu of CRAC.
 10. After generation of CRAC, the buyer shall prepare payment advice on GeM portal through PFMS requiring DDO functionality or other than PFMS not requiring DDO functionality, as available in GeM portal.
 11. The matter pertaining to failure on the part of vendors to adhere to delivery period commitment, supply of inferior goods etc. should be brought to the knowledge of DGS&D for corrective action. Such records shall also be maintained by CIL / Subsidiary Companies. If the material supplied is not as per specification of the ordered product, the same should also be brought to the knowledge of D G S & D.
 12. The details of instruction for operation of the GeM portal are available in the portal itself.

This issues with the approval of the Chairman, CIL.



(R. K. Misra)

General Manager (MM)-HOD

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