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अखिल भारतीय आयुर्विज्ञान संस्थान
(समन्वय प्रकोष्ठ)

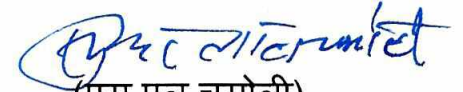
फा.सं.35-2/2018-समन्वय प्रकोष्ठ-स्था.-I

दिनांक: 21.12.2018

परिपत्र

विषय: सरकारी ई-मार्केटप्लेस (जीईएम) संबंधी।

कृपया उपर्युक्त विषयक स्वास्थ्य एवं परिवार कल्याण मंत्रालय के माध्यम से प्राप्त दिनांक 13.11.2018 के का.जा.सं. जेड-28015/34/2017-ई.पी.डब्ल्यू की प्रति, एतद्वारा, सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है।


(एस.एल.चमोली)
प्रशासनिक अधिकारी

वितरण:

1. सभी केन्द्र प्रमुखगण।
2. सभी विभागाध्यक्षगण।
3. सभी भण्डार अधिकारीगण।
4. सभी प्रशासन अधिकारीगण।

प्रतिलिपि:

- निदेशक महोदय के प्रधान निजी सचिव।
- उप-निदेशक (प्रशासन) महोदय के निजी सचिव।
- उप-सचिव महोदय के वैयक्तिक सहायक।
- कंप्यूटर सुविधा- कृपया इसे एम्स की वेबसाइट पर अपलोड कराने तथा ई-मेल द्वारा सभी संबंधित व्यक्तियों को भेजने की कृपा करें।

श्री एस.एन. शर्मा

स्वीकृत
22/12/18
(अवकाश)
श्री ज्ञानेश्वर
प्रा.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(Coordination Cell)**

No. F. 35-2/2018-Coord. Cell-ESTT-I

Dated: 21th December, 2018

CIRCULAR

Subject: Government e-Marketplace (GeM)-reg.

Please find enclosed herewith an OM No. Z-28015/34/2017-EPW dated 13.11.2018 received through Ministry of Health and Family Welfare on the above mentioned subject for further necessary action.

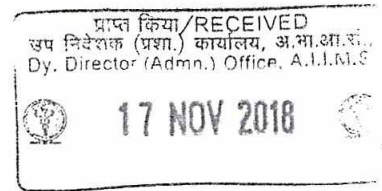
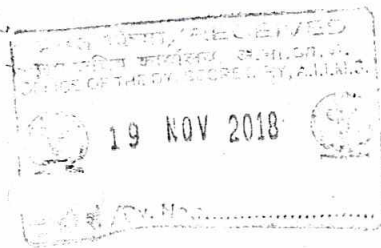

(S.L. CHAMOLI)
ADMINISTRATIVE OFFICER

Distribution:

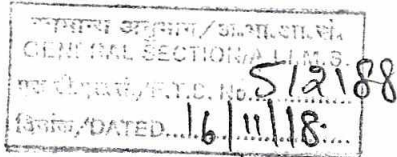
1. All Chief of Centres
2. All Head of Departments
3. All Store Officers
4. All Administrative Officers

Copy to:

- PPS to Director
- PS to DDA
- PA to Dy. Secretary
- Computer Facility – For uploading on AIIMS Website and to forward this circular to All Concerned through email.



File No. Z-28015/34/2017-EPW
Government of India
Ministry of Health & Family Welfare
(EPW Division)
Email: epwsec-mhfw@nic.in



Nirman Bhawan, New Delhi
Dated: 13.11.2018

17/11/18
19/11/18

OFFICE MEMORANDUM

Subject: Government e-Marketplace (GeM)-reg.

The undersigned is directed to refer to this office OM of even no. dated 07.12.2017 requesting all procuring entities under MoHFW to get themselves registered with GeM and carry out procurement for all goods and services available on GeM, through GeM. Minutes of 3rd SCoGeM meeting held on 28.09.2018 have been circulated to concern. All the procuring entities and autonomous bodies are again requested for using GeM Portal as far as possible. Autonomous Bodies and Procuring Agencies can make aware the sellers to get them registered on GeM Portal.

Department of Expenditure OM no. F-13/4/2017-PPD dated 14.08.2018 regarding instructions for Non-Public Financial Management System (PFMS) Agencies/Entities (NPAE) on GeM Portal-Opening and Operation of GeM Pool Accounts (GPAs) by NPAE for ensuring timely payment to GeM suppliers/vendors is enclosed for compliance.

Encl-As above.

To, *Dr. Hay* *AD(A)*

12/11/18

13.11.2018
(C. S Bahuguna)
Section Officer (EPW)
Tel:- 23063653

1. PPS to DGHS, Nirman Bhawan, New Delhi
2. PPS to SS&FA, AS&MD, AS(H), AS&DG, MoHFW, Nirman Bhawan, New Delhi.
3. JS(SP)/ JS(LA)/ JS(SK)/ JS(MA)/ JS(VS)/JS(AS)/ JS(SS)/ JS(VG)/ JS(NACO)/ JS(PP)/ JS(GM)/JS(VS)/EA (PN)
4. The Director, AIIMS, New Delhi/ Patna/ Bhubaneshwar/ Raipur/ Bhopal/ Jodhpur/ Rishikesh.
5. The Director, National Institute of TB and Respiratory Diseases, New Delhi

12.47
22-11-18
Spoken
20/11/2018
AD(A)
20/11/18
Su Parveen

6. The Director, Vallabhbhai Patel Chest Institute, North Campus, University of Delhi
7. The Medical Superintendents, Safdarjung/Dr.RML/SSKH/KSC Hospital, New Delhi
8. The DG & CEO, Central Medical Services Society, New Delhi
9. The CMD, HSCC (INDIA) Ltd., Corporate Office: E-6(A), Sector-1, Noida (U.P.)-201301.
10. The Chairman & Managing Director, HLL Lifecare Ltd., Thiruvananthapuram, Kerala - 695012.
11. The DDG (Stores), Medical Stores Organization, Sector-1, R.K. Puram, New Delhi - 110066
12. The Director (CGHS), Dte. General: (CGHS), Nirman Bhawan, New Delhi
13. Director, JIPMER/ PGIMER/ NEIGHRIMS/ RIMS/ NIHFW/ FSSAI / NIMHANS, MGIMSKHS
14. The Director, Chittaranjan National Cancer Institute, Kolkata.
15. The Director, CIP, Ranchi.
16. The Director, AIIPH, Mysore.
17. The Director, LGB Regional Institute of Mental Health, Tezpur.
18. The GM (Proc.), RITES Ltd. Plot No. 144, Sector-44, Gurgaon, Haryana-122003.

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1026837
17/08/18

No.F.13/4/2017-PPD(Pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

RECEIVED
MINISTRY OF HEALTH & F.W.

516, Lok Nayak Bhawan, New Delhi.
Dated 14th August, 2018.

OFFICE MEMORANDUM

Subject: Government e-Marketplace (GeM) – on Boarding of Non - Public Financial Management System (PFMS) Agencies/ Entities (NPAE) on GeM Portal – Opening and Operating of GeM Pool Accounts (GPAs) by NPAE for ensuring timely payment to GeM suppliers/ vendors

The undersigned is directed to say that the issue of simplification of timely payment procedure to GeM suppliers/ vendors by Non-PFMS Agencies/ Entities (NPAE) through opening & operating of GeM Pool Accounts by NPAE has been under consideration of Government of India and it has now been decided that all those non-PFMS organisations/ Agencies/ entities who come on board on GeM, shall open & operate a special purpose account namely GeM Pool Account for the purpose of ensuring prompt payment to suppliers/ vendors of GeM who supply Goods/ Services to the NPAE through GeM.

2. Accordingly, it is directed that organisations not operating through PFMS shall be covered under these instructions. It shall apply to CPSEs which choose to procure through GeM, all Autonomous Bodies and Societies who are hereby directed to open, operationalize and operate a GeM Pool Account (GPA) for all procurement done through bidding and Reverse Auction (RA). GeM Pool Account shall be mandatory for all procurement above Rs.10 lakhs and optional at the discretion of the entity for value up to Rs.10 lakhs. The GeM Pool Account shall be opened, operated and controlled exclusively and completely by the buyer entity/ agency subject to certain restrictions on withdrawals of funds as enumerated in the Annex to this OM. The Account shall carry interest applicable to savings/ current account. Such account shall be opened in any scheduled bank having already integrated the pool account with GeM.

3. While procuring goods & services through GeM, the NPAEs should credit 100% of the projected value of the goods/ services in their GeM Pool Account before placing supply order/ award of contract and it will not be withdrawn for any other purpose other than the one for which the amount is credited into GeM Pool Account.

On successful supply & acceptance of Goods & Services, the NPAE shall issue an advise without delay to the bank to release actual amount payable to vendors/ suppliers as per terms of contract from the GeM Pool Account.

A detailed Standard operating procedure (SOP) on opening and operating of GeM Pool Account is attached in Annex.

On file
17/8
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This may be sent to EPW Dir
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SS & FA
21/8/18
R-1026837
21/8/18
has on

US/EPD
5/9/18
21/8/2018

5. The Steering Committee on GeM of each Ministry should monitor the implementation of these instructions regarding operationalisation of Gem Pool Account.

6. Ministries/ Departments of Government of India are accordingly requested to issue necessary instructions to all Non-PFMS Agencies/ Entities under their control.

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


(K Narayana Reddy)

Under Secretary to the Govt. of India

Tel: 24621305

Email: kn.reddy@gov.in

To

1. Secretaries & Financial Advisors of All Central Government Ministries/ Departments
2. Copy for Web-hosting

The Standard operating procedure (SOP) for ensuring timely payments to the GeM suppliers/ vendors through GeM Pool Account

GeM Pool Account is a special purpose bank account (interest bearing savings/ current Account) opened, operated and controlled exclusively by each NPAE for the purpose of crediting 100% projected value of the contracts/ supply orders in to the account and for subsequently making timely payments to the vendors/ suppliers on successful supply and acceptance of goods & services ordered on GeM against supply orders placed by the NPAE on GeM.

Non-PFMS Agency/ Entity (NPAE) is a Government of India (GoI) organization, CPSE, Autonomous Body or any other entity not using PFMS for its payments of transactions and having their own payment system for making payments against supply orders placed by the NPAE on GeM.

The following are the core elements of GPA that should be incorporated during the opening and operations / procurement stages:

1. The NPAE will open the GPA (as a savings or current account) which will be utilized by buyer through the online integration of Bank with the platform owned and maintained by GeM SPV, as per Service Level Agreement (SLA), and solely for procurement of goods and services on GeM.
2. The terms and conditions of procurement on GeM will be part of the operations agreement between the bank and the NPAE.
3. The role of the bank will be limited to ensuring operations of the account on the instruction of the NPAE through the authorized NPAE nodal officer for GeM/ buyer.
4. Real time details of all operations of the account will be shared by the bank, in a mutually accepted format (to be amended from time to time) with the NPAE, only through the GeM Platform.
5. Once a sub-account/ transaction specific account is credited with an amount, the NPAE cannot withdraw this amount, apart from transfer to the designated supplier, till such a time that the transaction is live.
6. Any withdrawal/ transfer by the NPAE from this account, except for payment to the supplier, would be permitted in the following conditions
 - a. Order cancellation
 - b. Order rejection
 - c. Refund

All the above situations would first be required to be enabled/ flagged on the GeM Platform for the NPAE to be able to act accordingly.

7. On authorization of a payment to the supplier by the NPAE Nodal officer for GeM/ buyer, the bank should transfer the prescribed amount to the supplier mapped in the transaction.
8. In case of an Service level agreement (SLA) breach on the part of the NPAE in terms of payments to the supplier, GeM will intimate the buyer and bank of the same. Post such intimation, and non-action on the part of the NPAE with respect to payment transfer, bank will release 100% of the amount (or as notified in the terms and conditions of procurement on GeM) to the supplier mapped in the transaction. Such a provision is required to be incorporated in GPA and should be considered as a standing instruction from the NPAE to the bank. The residual amount cannot be withdrawn/ transferred by the NPAE, in such cases. The process to be followed in case of SLA breach under various scenarios is provided below:
 - a. In case, even after 10 days of issue of Consignee receipt and acceptance certificate (CRAC), the buyer has not initiated the payment process through the GeM platform, a payment trigger will be automatically generated for payment equivalent to 80% of the consignment value deduced by the system as per CRAC. Simultaneously intimation will be sent to the HoD, buyer and NPAE Nodal officer for GeM, regarding the release of payment, at their risk and cost in line with the Terms and condition (T&C) and SLA of procurement on GeM. The residual payment of 20% is to be processed by the buyer within 35 days after adjusting for any statutory deduction and damages, failing which after 35 days, the same will be released to the supplier automatically through an alert to the bank by the GeM Platform, after statutory deductions and any system know deductions.
 - b. If the consignee does not issue Provisional receipt certificate (PRC) within 48 hours of actual receipt of consignment, the supplier can upload the consignee receipt for the transaction on the GeM Portal. For such cases the system will generate alert to the consignee to issue PRC & CRAC within stipulated time line set in T&C and SLA of procurement on GeM.
 - c. In case the consignee does not respond to the system generated alerts and action requirements, after the GeM specified time period, alerts and auto escalation will be initiated as per escalation matrix specified below:
 - i. Level 1 - Upto 3 days – Consignee
 - ii. Level 2 - 4 and 5th day – Consignee and Buyer
 - iii. Level 3 - 6 to 10th day – Consignee, Buyer, Payment/ Paying Authority and NPAE Nodal Officer for GeM
 - d. Post generation of CRAC, the buyer has 10 days to authorize the payment to the supplier through the GeM Platform, failing which, the