

**Government of Rajasthan  
Finance (SPFC) Department**

F. 2(2) FD/SPFC/2017

Date: 25.07.2017

**CIRCULAR**

**Sub.: Monitoring of Registration of Users and procurement through GeM Portal**

As you are already aware, the DGS&D, Government of India has hosted Government e-Marketplace (GeM) portal, a dynamic, self-sustaining and user friendly portal for procurement of common use goods and services by Government entities. In this continuation, a Notification has been issued by FD, SPFC on 01.05.2017, vide which procurement of goods and services through GeM Portal has been allowed and, at the same time, the said procurement has been exempted from the application of provisions of the RTPP Act and Rules, except for the Section 4(1), 11, 17 and 46 of the RTPP Act.

In this continuation, FD, SPFC has issued operational Guidelines on 01.05.2017, incorporating the instructions for the procuring entities for making procurement of goods and services through GeM Portal. The said Notification and the Guidelines are also available on FD's Website [www.finance.rajasthan.gov.in](http://www.finance.rajasthan.gov.in) as well as on State Public Procurement Portal [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in).

It would be pertinent to mention that, as on date, there are almost 58,000 products available for procurement, encompassing a whole range, like that of IT products, office related utility items, automobiles, goods needed in Works Departments etc. Being an e-marketplace, GeM Portal is a fully transparent platform for procurement with virtually negligible human interface. FD, SPFC, in coordination with DGS&D, has already organized a comprehensive training and capacity building (Training of Trainers-ToT) program in the month of June, 2017.

Government of India is pursuing the adoption and use of GeM Portal for the procurement of Goods and Services. **Accordingly, Head of the Departments (HoDs) under the State Government are directed to ensure the following:-**


1. The Procuring Entities under the HoD must be registered on GeM Portal before 15 August, 2017;



2. The information of the registration of Primary User and Secondary Users is to be made available to FD, SPFC through email to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) by or before 14 August, 2017 (Format GeM-1);
3. The information regarding the procurement made by the Procuring Entities through GeM Portal is also to be made available to FD, SPFC **on monthly basis** through email to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) on 10<sup>th</sup> of every month (Format GeM-2).

This is to be noted that registration of users on GeM Portal and procurement through GeM Portal is being monitored at the highest levels in Government of India. Hence, all HoDs shall ensure that the information required above reaches FD SPFC through email as specified above. **Duly filled Formats (both) with information till the date of issue of this Circular are to be sent by 31 July, 2017 to FD SPFC through email.** Any delay or non-availability of the required information shall be taken seriously by the Finance Department.

**Encl.: Format GeM - 1 & GeM - 2**

  
(Manju Rajpal)  
Secretary, Budget and  
Chairperson, SPFC

Copy for information and necessary action:

1. PS to ACS, Finance Department
2. PS to Secretary, Budget, Finance Department
3. Joint Secretary, Planning (Gr.-IV) Department, in continuation of UO Note, dated 12.07.2017
4. PS to ACS/Principal Secretary/Secretary (All)
5. Director (GeM), DGS&D, Jeevan Tara Building, 5, Sansad Marg, New Delhi
6. Head of the Departments (All) with a request to ensure the compliance
7. Financial Advisor / Chief Accounts Officer (All)
8. Additional Director, Computers, FD for displaying this on FD's Website
9. AAO, SPFC for displaying this on State Public Procurement Portal
10. All Nodal Officers of SPPP are directed to ensure that the required information is emailed to FD, SPFC as specified above
11. All Procuring Entities.

  
Joint Secretary,  
G&T

NAME OF DEPARTMENT:

**FORMAT GeM - 1**

NAME OF PRIMERY USER:

**DETAILS OF SECONDARY USERS**

S.No.	Name of Secondary User	Designation	Office Name & Address	Role (Buyer/Consignee/PAO)	Remarks
1	2	3	4	5	6

- Note: 1. The Format GeM – 1 shall be sent by the HoDs on or before 14.08.2017. Later to this, this Format shall be sent in case of change of users, like that in case of retirements, transfers of the officers concerned, creation of new users etc.
2. Buyer and Consignee can be one and the same officer, but PAO has to be a separate officer.

**FORMAT GeM – 2**

NAME OF THE OFFICE:

FOR THE MONTH OF : , 2017

**DETAILS OF PROCUREMENT THROUGH GeM**

S.No.	Office Name & Address	Type of Procurement (Goods or Services)	Details of Procurement	Method of Procurement	Amount of the Order placed	Uploaded on SPPP, with date of uploading	Total amount of procurement through GeM in FY 2017-18	Remarks
1	2	3	4	5	6	7	8	9

Note: 1. This Format is to be sent by 10<sup>th</sup> of every month to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in), including the details of previous calendar month.