

From

The Director Higher Education,
Chandigarh Administration,
U.T, Chandigarh

2099
23/01/19

CCRA-50
All GeM Buyers &
Consignee

To,

1. The Deputy Director(Admin), O/o Director Higher Education
2. The Principals of the all the Govt Colleges.
3. The District Education Officer, U.T, Chandigarh.
4. The Director, SCERT, Sector 32, Chandigarh
5. The Director, RIE, Sector 32, Chandigarh
6. The Librarian, T S State Library, Sector 17, Chandigarh
7. The Librarian, Divisional Library, Sector 34, Chandigarh
8. The Deputy Director, Adult Education, Sec 22-C, Chandigarh
9. The Director, Vocational Education, Sector 9, Chandigarh.

HOD
Principals
23

Memo No:DPI-UT-Cashier-2019/ 370

Dated, Chandigarh, the 21/01/19

Sub: Procedure followed by GeM Portal under hiring of services through bid.

Please refer to the subject cited above.

It is requested to adopt the procedure regarding hiring of services through bid as per letter dated 24.12.2018, received from the Finance Department, U.T., Chandigarh(Copy Enclosed).

[Signature]
Deputy Controller (F&A),
For Director Higher Education,
U.T., Chandigarh

No.19/C2/2018/PEO(GeM)/1343
पडीगढ पशासन/CHANDIGARH ADMINISTRATION
वित्त विभाग/FINANCE DEPARTMENT
(Planning & Evaluation Organization)

Chandigarh Dated, the 24/12/18

To

All Head of Departments,
Boards/Corporations/Authorities etc.
Chandigarh Administration.

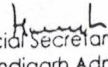
Subject:- Procedure followed by GeM Portal under hiring of services through bid.

I am directed to refer to the subject cited above.

The GeM has started the services under its Gem portal. The departments are facing certain difficulties and are under confusion on certain points. Certain queries have been received from various departments regarding the filtration process and giving final shape to the bidding on GeM. After the study, the following process available on GeM needs to be appraised to all the departments to conclude the selection of outsource agencies on the GeM.

1. The rights of buying in any organization have been given to the buyer (Secondary user on GeM) by the respective HoD. To execute any order, the buyer needs to login at <https://gem.gov.in/> with its respective user ID and password.
2. There are two categories available on GeM, categorized as products and services. Click on the service.
3. Select the service.
4. After clicking on services, a screen will get open. On the left side of screen, Click on Bid. It is the inbuilt selection.
5. Select location for availing the service. The location of availing of the services is same as the consignee's location. The name of consignee and its location is authorized by HoD of respective department at the time of creating secondary user.
6. Select Category of service.
7. Select the Experience required for the services required along with the qualifications required and number of working days in a week.
8. Further to narrow down the selection of the bidders, filters like years of experience with Govt, its Annual turnover, MSE can be selected.
9. Select checkout option to proceed with the bid.
10. The option has been given to the buyer during bid, to put *Special Terms and Conditions* as per their requirements.
11. During Financial Evaluation stage, in case all bidders quoting same price are shown at same level. Buyers may have their own criteria to select L1 or run a system selection L1 using Run L1 option.

You are hereby requested to follow the procurement of services through GeM on the above-mentioned guidelines and mandatorily execute procurement of goods and services through GeM portal only, which is mandated as per Rule 149 of GFR. In case of any non-available categories on GeM portal, the same may be got included through mail at paritosh.singhal@gem.gov.in (Shri. Paritosh Singhal, Additional CEO-GeM). In case, any clarification is still required, the same can be sought from (Dr. Sheenu Gupta, +919988258925) Planning cell, Room No. 330, 3rd Floor, U.T. Secretariat, Deluxe building, Sector-9, Chandigarh.


Special Secretary Finance,
Chandigarh Administration

DELUX BUILDING U.T., SECRETARIAT, SECTION 9 CHANDIGARH

Email: po.planning@chd.nic.in 0172-2740346; 2740021

