F.No. 24-4/2016-(IFD)pt,
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
MDM Division

Shastri Bhawan, New Delhi
Dated the October, 2019

Office Memorandum

Subject:- Action points on procurement of products available on GeM-reg.

The undersigned is directed to forward herewith a copy of letter dated 13 August, 2019 received from Secretary M/o Commerce on the subject mentioned above.

2: All Bureau Heads of D/o higher Education and D/o School Education & Literacy is requested to issue necessary direction to the institutes/autonomous organisations coming under their administrative purview for strict compliance.

(Sujit Kumar)
Under Secretary to the Government of India
Tel: 011-23073109

All Bureaus of D/o Higher Education,
D/o School Education & Literacy
D.O. No. 51/ACEO/GeM/2019

Dear Shri Subrahmanyam,

As you are aware, Government e- Marketplace (GeM), the national procurement platform of India, has completely transformed the way public procurement is conducted in India, by making it transparent, efficient and inclusive. Till date GeM has concluded over 20 Lakh transactions worth over INR 33,000 Crore. More than 37,000 public offices are transacting on the GeM platform and more than 5 Lakh sellers and service providers are offering over 10 Lakh products and services. About 45% transactions by value have been awarded to MSMEs, startups and women entrepreneurs. GeM has on an average provided 20-25% savings on the total cost of procurement.

A goal of INR 1 Lakh Crore transaction on GeM has been set for the FY 19-20. The Hon'ble Minister of Commerce and Industry has desired that all departments identify the goods and services to be made available on GeM to enable them to be offered on the platform. It should be ensured that all procurement of products available on GeM is done through GeM only. As always, this can be achieved only with your full support and guidance.

In this context the following actions are requested from your end:

1. Preparation of an action plan for realizing a target of INR 2000 Crore on GeM in 2019-20 by your Ministry / Department including CPSUs and its communication to GeM on or before 16.08.2019.

2. Issuing instructions to the Chairman of the Standing Committee on GeM (SCoGeM) in your Ministry/Department to regularly hold meetings, monitor the procurement through GeM, prepare specifications of items not available on GeM (as per proforma provided in Annexure-1) and communicate to GeM.

3. Align a team of officers to help GeM finalize TPs for specific categories of procurements that may be unique to your Ministry / Department and convey to GeM.

4. Nominate a Joint Secretary level officer as the single point of contact (SPOC) for procurement on GeM. The officer would be required to closely monitor and report the progress related to GeM procurement by the agencies under your Ministry/Department (including CPSUs), on a fortnightly basis to CEO, GeM.

Looking forward to accelerated adoption of GeM by all organizations in your Ministry for all products and services used by them.

With warm regards,

Yours sincerely,

[ Anup Wadhawan ]

Shri R. Subrahmanyam
Secretary
Department of Higher Education
Ministry of Human Resource Development