

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

516, Lok Nayak Bhawan,
New Delhi Dated the 19th September, 2017

OFFICE MEMORANDUM

Subject: Notification of Standing Committee on Government e-Marketplace (SCoGeM) for guiding, coordinating and review of procurement on GeM.

The undersigned is directed to say that to have a vibrant and efficient procurement process, GeM has to cater to specific procurement requirements of each Ministry. Ensuring availability of required products with a wide vendor base and choice, constant monitoring of product quality parameters are few of key essentialities. The buyer Ministry/ Departments need to play a key role in outlining specific requirement and also in the monitoring of product availability and quality of overall procurement, including commitment to service levels relating to payments (within 10 days of acceptance).

2. In this given context, to further the above objectives, each Ministry /Department shall form a Standing Committee on GeM (SCoGeM) with the following composition:

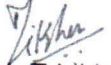
1. Financial Advisor - Chair
2. Joint Secretary (Admin) - Member
3. CCA of concerned Ministry- Member
4. Members (from procurement Division if any)
5. Major procurement agencies under Ministry

3. The Secretary of the Ministry/ Department shall nominate other members to the standing committee and may include any senior officer(s) responsible for procurement. In case of Ministries/ Department with autonomous institutions/ PSUs making substantial procurement, representative of such organizations may also be included in the Standing Committee on GeM.

4. The Terms of Reference for the SCoGeM shall be as follows:

- a. Identification of products required which are currently not on GeM, for listing in GeM
- b. Review procurements through GeM, including payments, and report to GeM SPV wherever action is required.
- c. Monitor and ensure timely payments to suppliers by procuring agencies from the Ministry
- d. Organise training programs for staff regularly and periodic interaction sessions with GeM officials to ensure efficient procurements on GeM.

- e. Monitor use of GeM by all agencies and offices attached to the Ministry/ Department and ensure cost efficient procurement.
5. The Standing Committee should meet once a fortnight, sort out issues including overdue payments and submit an action taken report and recommendations as required to the Secretary of the Department. The FA shall also report the progress to Secretary (Expenditure) every month through the monthly d.o.
6. This issues with the approval of Finance Secretary.



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