

पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान  
North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडियांगडिङ्ग, शिलांग -793 018 (मेघालय) /Director's Block, Mawdiangdiang, Shillong -793 018 (Meghalaya)

Store & Procurement:

Tele Fax: (0364) 2538032

F. No.: NEIGR/S&P/A -03/2016 -17/Pt

Email: storeneigrihms@gmail.com

Website: neigrihms.gov.in

Dated: 02/04/2019

To,

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Subject: Orientation programme on Government e-Marketplace (GeM) at NEIGRIHMS, Shillong – reg.

Dear Sir /Madam,

1. Government e-Marketplace (GeM) is the National Public Procurement Portal; a one-stop-shop GeM to facilitate online procurement of common use Goods and Services required by various Government Departments/Organizations/PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. The purchases through GeM by Government users have been authorized and made mandatory by Ministry of Finance by adding a new Rule No. 149 in the General Financial Rules, 2017.
2. As considered by the Competent Authority, Government e –Marketplace (GeM) in collaboration with NEIGRIHMS will be organising a two day Orientation Programme for both Buyers (Institute /Organisation/Offices) and Sellers (Vendors /Suppliers). The programme will be held at the Lecture Theatre Hall, Director's Block, NEIGRIHMS, Mawdiangdiang, Shillong -793018 on the 29<sup>th</sup> April '2019 and 30<sup>th</sup> April '2019.
3. Shri D. Jha, Deputy Chief Executive Officer (Dy.CEO), Government e – Marketplace (GeM) and Shri Niraj Nikunj, GeM Business Facilitator (North East) will be conducting the programme.
4. It is conveyed to nominate officials from Purchase/Stores, Finance, Accounts and Administrative Division for the above programme (not more than 3 from each Institute /Organisation/ Office). TA /DA shall be borne by their respective Institute /Organisation/Office.
5. The nomination along with Name, Designation, Institute /Organisation/Office, Contact Number and E -mail ID, Lunch required /not required (Veg. /Non -Veg.) may be forwarded by E -mail to [sastoreneigrihms@gmail.com](mailto:sastoreneigrihms@gmail.com) or may contact Mr. Manab Borkakoty (09774105058 /08638488458), Mr. Bankerlang Malngiang (08794726309) and Mr. Jerry Sutnga (09862566876), latest within 1700 hours of 24<sup>th</sup> April '2019 for confirmation. In case it is desired, Lunch will be served in the Institute Guest House at a nominal cost.
6. The Institute/Organisation/Office participating may also invite their respective vendors /suppliers from the region to attend the programme on the indicated date and time for the hand -on orientation programme.
7. Please visit NEIGRIHMS website: [www.neigrihms.gov.in](http://www.neigrihms.gov.in) for any updates

Programme Schedule:

Day 1 - 29<sup>th</sup> April, 2019 for Buyers

10:30 am - 11 am: Start of Session with key notes from Director /Deputy Director (Admn.) and Dy.CEO.  
11 am - 1:30 pm: Training Session on GeM  
1:30 pm - 2:30 pm: Lunch Break  
2:30 pm - 4 pm: Registration Session  
4 pm - 5 pm: Questionnaire Session

Day 2 - 30<sup>th</sup> April, 2019 for Sellers

10:30 am - 11 am: Start of Session with key notes from Director /Deputy Director (Admn.) and Dy.CEO.  
11 am - 1:30 Pm: Training Session on GeM  
1:30 pm - 2:30 pm: Lunch Break  
2:30 pm - 4 pm: Registration and Hand Holding Session  
4 pm - 5 pm: Questionnaire Session

Thanking you,

Yours Faithfully,

(Shri. D.T. Umdor)

Deputy Director (Administration),

NEIGRIHMS, Shillong

D. T. Umdor

Deputy Director (Admn.)

North Eastern Indira Gandhi Regional Insti

of Health and Medical Sciences (NEIGRIH

Shillong-793018, Meghalaya, India

Enclosed Registration Form.....



## **REGISTRATION FORM**

(Orientation programme on Government e-Marketplace (GeM) at NEIGRIHMS, Shillong)

Name of Organisation with Address:

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Buyer / Seller *(Please Tick)*

Official 1:

1.	Name:	
	Designation:	
	Contact Number with E-mail Id:	
	Lunch Required: Yes /No <i>(Please Tick)</i>	
	Veg. /Non -Veg.:	
	Signature:	

Official 2:

1.	Name:	
	Designation:	
	Contact Number with E-mail Id:	
	Lunch Required: Yes /No	
	Veg. /Non -Veg.:	
	Signature:	

Official 3:

1.	Name:	
	Designation:	
	Contact Number with E-mail Id:	
	Lunch Required: Yes /No	
	Veg. /Non -Veg.:	
	Signature:	