



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated Under the Companies Act, 1956 (No.1/1956))

Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004.

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Abstract

Implementation of GeM in KSEBL – Detailed proposal – Sanctioned – Orders issued.

Corporate Office (SCM)

BO (FTD) No.694 /2019 (SCM/TA/General), Thiruvananthapuram Dated 07/09/2019.

- Read: 1. BO (FTD) No. 2927/2017 (TA31/Vehicle/2017-18) Thiruvananthapuram dated 22.11.2017
2. GO (P) No.2/2018/SPD dated 28.04.2018.
3. B.O(FTD)No.2034/2018(SCM/TA/General/2018-9)Dated TvpM 22.12.2018
4. GO(P)No 7/2019/SPD dated 26.04.2019.
5. Note NO.SC/TA/General/2018-19/3709 dated 14.08.2019(Agenda item No.80/8/19)

The Board vide order read as 3rd paper above resolved to adopt the Government Orders regarding implementation of procurement through Government e-Marketplace (GeM) in KSEBL with necessary revision of delegation of powers for procurement through GeM as specified in Store Purchase Manual. The Board also directed to submit a detailed proposal for operationalization of purchase through GeM since there would be change in delegation of powers. The functioning of GeM together with proposal for implementation of GeM in KSEBL was placed before the FTD vide note read 5 above as under :-

1. GeM User Hierarchy.

The GeM grants the **primary registration** to the Government users at the level of Deputy Secretary/equivalent officer in a Government department. The GeM has the facility for the aforesaid primary user to create subordinate **Secondary Users** in the system with specific roles and responsibilities of the Buyers, Consignees and Payment Authority. Apart from the same there should be a **verifying authority** who cannot be the primary user.

a. Role of primary user

- Register the organisation on GeM portal
- Creation & modification of all secondary users like buyer, consignee, etc.
- Supervision of all transactions performed by Secondary Users under him / her.
- Transfer of account to new primary user.
Primary User shall also be vicariously responsible for ensuring compliance of General Financial Rules and / or Rules Governing Public Procurement in respect of their organization, all GeM terms and conditions and other Procurement Policies /Guidelines notified by the government from time to time, by all the secondary users including timely payments and for dispute resolutions as per GeM terms and conditions. **Primary user cannot perform any Procurement related transactions on GeM portal.**

b. Prerequisites for Primary User registration:

- Aadhaar Number / Virtual ID of the User

- Active Mobile number to which your Aadhaar is linked – for OTP purpose (the mobile number should be to which Aadhaar is linked and not vice-versa) (click on the below mentioned URL & check the current status of the linking :<https://resident.uidai.gov.in/verify-email-mobile>).
- gov.in/nic.in or gembuyer.in email id
- Verifying authority details - Name, Mobile number & gov.in/nic.in or gembuyer.in email id

c. Prerequisites for Secondary User registration:

- Aadhaar Number / Virtual ID of the User
- Active Mobile number to which your Aadhaar is linked – for OTP purpose
- **Mandatory email-id in gov.in/nic.in or gembuyer.in domains**

2. Activities of GeM Users:

The major activities by GeM users are as given below:

- a. Buyer activities
 - Selecting a product
 - Selecting mode of procurement (Direct/L1 purchase/e-bidding/reverse auction)
 - Uploading scanned financial approval/limit by competent authority
 - Generating contract order.
- b. Consignee activities
 - Receive and inspection of goods
 - Right to reject order within 10 days
 - CRAC (Consignee's Receipt cum Acceptance Certificate) generation
- c. Payment Authority
 - Responsible for timely payment
 - Responsibility for 100% payment to be released within ten (10) days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills unless otherwise specified in STC/ATC. (Special/Additional Terms and Conditions).

3. Proposal for creation of User Accounts for KSEBL:

The guideline for procurement of vehicles from GeM was sanctioned by Board vide order read as first paper above. In the order, Chief Engineers of concerned SBUs were entrusted as primary user for purchasing vehicles through GeM portal.

Government Orders read as 2nd and 4th papers above have approved GeM as a procurement mode and presently it is insisted that purchase of goods and services above ₹ 25000/- shall be mandatory through GeM for all Government Departments. Specific reasons are to be mentioned if purchase is not through GeM. It is also suggested in the Government order that PSUs should come up with their own policy as to what shall be brought through GeM and otherwise.

It is proposed that the Chief Engineers shall be assigned as primary users for purchase of items from GeM portal for the offices under them.

It is the responsibility of the primary users to create/modify the secondary users like purchaser, consignee and payment officers. It is also proposed that the secondary users may be assigned as below:

Deputy Chief Engineer or Executive Engineer in the office of the Chief Engineer/Deputy Chief Engineer and Executive Engineer being ARU Heads of Circles and Divisions

- **Purchaser & Verifying officer**

DA/FO/AFO

- **Payment officer**

EE/AEE/AE/SS

- **Consignee as required**

4. Proposed delegation for purchase through GeM (Based on Office Memorandum of Ministry of Finance of Government of India dated 02.04.2019.)

Sl No	Condition	Officer	Financial limit	Remarks
1	Direct purchase from any of the suppliers.	Chief Engineer	At a time ₹ 25,000/-	GeM offers direct purchase without quotation upto ₹ 25,000/- of all items available.
		Deputy CE	At a time ₹ 20,000/-	
		Executive Engineer	At a time ₹ 15,000/-	
2	L1 purchase/Bidding	Chief Engineer	₹ 5 Lakh	For purchase between ₹ 25,000/- to 5 Lakhs, GeM offers limited quotation vide purchase and also if required, online bidding can be resorted.
		Deputy CE	₹ 2 Lakh	
		Executive Engineer	₹ 1 Lakh	
3	Bidding/Reverse Auction	Chief Engineer	Above ₹ 5 lakh, as per current delegation.	
		Deputy CE		
		Executive Engineer		

Since dual role of primary user and secondary user is not permitted by same person in GeM, Deputy Chief Engineer/Executive Engineer at the office of the Chief Engineer may be authorized to arrange purchase through GeM with the approval of Chief Engineer for the delegation sanctioned to the Chief Engineer. All other delegations of purchase (for tools and plants etc.) shall remain as such for the time being.

5. Other supporting functions in GeM and proposals thereof

- On GeM, for purchases upto ₹ 25,000/-, "Purchaser (s)/Buyer(s)" are authorised to source required items through any of the available suppliers on the GeM meeting requisite quality, specifications and delivery period.
- For purchases above ₹ 25,000/- and below ₹ 500,000/ (Five Lakhs) "Purchaser (s)/Buyer(s)" are authorised to source required items through the supplier having lowest price amongst the available suppliers on the GeM meeting requisite quality, specifications and delivery period. Aforesaid, powers have been vested in the Government user departments so that they can meet their requirement of common user goods and services with the flexibility and speed of e-market place and relieve them from repeated mundane activity of bid management. It is important that these powers are used judiciously so that there is effective and efficient utilisation of precious government resources.

- c. Buyers can also avail tools like online bidding or reverse auction for the above purchases if decided otherwise by a competent authority.
- d. The GeM have the facility for the primary users to create subordinate **Secondary Users** in the system with specific role and responsibilities of Buyers, DDOs, Consignees and PAOs.

The secondary users in the system shall be person of responsibilities as approved by primary user. These authorised secondary users shall have the rights and privileges as assigned to them by the primary user. The secondary users cannot create further users in the system. The proposed secondary users of the system in KSEBL are as follows and can be assigned as the case may be.

Deputy Chief Engineer/Executive Engineer in the office of the Chief Engineer/Deputy Chief Engineer/Executive Engineer	- Purchaser & Verifying officer
DA/FO/AFO EE/AEE/AE/SS	- Payment officer - Consignee as required

- e. The detailed guidelines for registration are detailed in GeM portal and shall be read and understood by all designated. For training requirements GeM representative can be contacted via GeM portal or alternately **Sri Manesh Mohan Ph.9645642210, GeM Authorised trainer for Kerala**
- f. The Market Prices of various Goods and Services as offered by sellers on GeM are offer prices. For getting best competitive rates, GeM recommends use of the bidding tool available on the portal.
- g. It is also suggested that e-mail_id/username creation* of primary users and secondary users shall be in a common format for the entire organisation.

For Example

Primary user Chief Engineer-SCM email id may be scmce.kseb@kerala.gov.in

Primary user Chief Engineer-Dist(N) email id may be distnce.kseb@keralagov.in

Secondary users

DyCE EI,Circle,Alappuzha under Distr. North CE,email id may be distndceelcalpy.kseb@kerala.gov.in

Dy CE, O/o CE (SCM) - scmdce.kseb@kerala.gov.in

EE,Trans Circle,Alappuzha under Trans. CE South email id may be transsceeetrcalpy.kseb@kerala.gov.in

* For creating email IDs officers can contact either Kerala State IT Mission or NIC office or by sending a mail request to GeM. Users shall not create in their name /personal Email ID / Designation because while transferring an account from one person to another, the User ID will never be changed.

The whole matter was brought into the attention of the Director (CP, G-E, SCM & Safety) and it was directed to place the matter before the Full Time Directors.

Having considered the matter in detail, the Full Time Directors in its meeting held on 30.08.2019

1. Resolved to accord sanction to assign the Chief Engineers as primary users for purchase of items from GeM portal for the offices under them. Also authorize primary user to fix secondary user/payment authority/consignee as proposed below.

Deputy Chief Engineer or Executive Engineer in the office of the Chief Engineer/Deputy Chief Engineer and Executive Engineer being ARU Heads of Circles and Divisions DA/FO/AFO

EE/AEE/AE/SS

- Purchaser & Verifying officer

- Payment officer

- Consignee as required

2. Further resolved to approve delegation of power to purchase through GeM as proposed below.

Sl No	Condition	Officer	Financial limit
1	Direct purchase from any of the suppliers.	Chief Engineer	At a time ₹ 25,000/-
		Deputy Chief Engineer	At a time ₹ 20,000/-
		Executive Engineer	At a time ₹ 15,000/-
2	L1 purchase/Bidding	Chief Engineer	₹ 5 Lakh
		Deputy Chief Engineer	₹ 2 Lakh
		Executive Engineer	₹ 1 Lakh
3	Bidding/Reverse Auction	Chief Engineer	Above ₹5 lakh, as per current delegation.
		Deputy Chief Engineer	
		Executive Engineer	

Orders are issued accordingly

By order of the Full Time Directors

Sd/-

Lekha G.

Company Secretary in Charge

To

The Chief Engineer (SCM)

Copy to the following for compliance

- All Chief Engineers/Deputy Chief Engineers
- The Legal Adviser and Disciplinary Enquiry Officer.
- TA to Chairman & Managing Director/Director (Distribution & IT)/Director (CP, G-E, SCM & Safety)/ Director (Transmission & SO), Director (HRM & Generation – Civil).
- The Fair Copy Superintendent, Board secretariat.
The Library, KSEBL/ Stock File

Forwarded/ By Order



Assistant Executive Engineer.