



ISO 9001:2015

Administration Wing, Head Office

Inter Office Memo

From: GM (Admn), Head Office	To: All Regional Heads ED (HSMI) ED (C&C) ED (IT) All Procurement Departments at Head Office
---	---

29th December, 2020

Sub: Consolidated guidelines to CPSEs on procurement from GeM portal and TReDs – regarding

With regard to the above kindly find attached Office Memorandum No. DPE-7(4)/2007-Fin, dated 16th December, 2020 received from Shri Amit Rastogi, Director Govt. of India, Ministry of Heavy Industries & Public Enterprises, Department of Public Enterprises Block No. 14, CGO Complex, Lodhi Road, New Delhi alongwith OM No. DPE-7(4)/2007-Fin dated 4th May, 2020, received from Ms. Kalyani Mishra, Director Govt. of India, Ministry of Heavy Industries & Public Enterprises, Department of Public Enterprises Block No. 14, CGO Complex, Lodhi Road, New Delhi containing 03 pages for information and ensure strictly compliance.

डा. डी रविशंकर

महाप्रबंधक (प्रशासन)

स्लंगन : उपरोक्तानुसार

No. DPE-7(4)/2007-Fin
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprise Bhawan
Block No. 14, CGO Complex
Lodhi Road, New Delhi- 110003
Date: 16th December, 2020

OFFICE MEMORANDUM

Sub: Consolidated guidelines to CPSEs on procurement from GeM portal and TReDS-regarding

The undersigned is directed to refer to this Department OM of even number dated 4th May, 2020 on the above subject and to reiterate that all Administrative Ministries/Departments are requested to ensure compliance of the guidelines mentioned in the aforesaid OM by the CPSEs functioning under their administrative control. Copy of the OM dated 4th May, 2020 is enclosed for reference.

2. This issues with the approval of competent authority.

(Signature)
(Amit Rastogi)
Director
Tel. 24362061

Encl.: As above

To

- i) The Secretaries to the Administrative Ministries/Departments of CPSEs
ii) Chief Executives of CPSEs



DCP OFFICE
Diary No. 3205
Date In 24/12/20
20

Dep
13/12
28/11/2020
ED CEC
ED (HR)
ED Admin
ED IT

SME (A) ved.
for reg of
COM is not
under signed
HP
28/12
GM (ADM)
GM (A)

No. DPE-7(4)/2007-Fin
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No. 14, CGO Complex
Lodhi Road, New Delhi – 110003

Date: 4th May, 2020

OFFICE MEMORANDUM

Subject: Consolidated guidelines to CPSEs on procurement from GeM portal and TReDS

DPE has been issuing instructions to all the CPSEs regarding onboarding TReDS portal to address the issue of regular availability of liquid funds to MSMEs, particularly in reference to their trade receivables. Besides, DPE has also been issuing guidelines to CPSEs since November, 2018 for mandatory onboarding on GeM portal and to enhance the procurement through the same.

2. The instructions issued on the aforementioned matters are hereby compiled together as consolidated guidelines to facilitate CPSEs to ensure compliance.

A. Trade Receivables Discounting System (TReDS):

- i) All CPSEs to register themselves and ensure mandatory onboarding of MSE vendors on TReDS portal.
- ii) All CPSEs to have a real time bill tracking system for MSEs like an Enterprise Resource Planning (ERP) system with facility for uploading of bills by vendors and releasing payments, and
- iii) In order to enable the MSEs to avail the benefit of TReDS portal, the CPSEs will ensure that after the delivery of goods or rendering of services, the decision on acceptance/rejection of the goods and the respective bills/invoices will be taken within 15 days of the delivery of the goods/rendering of services. It is pertinent to mention that it is in line with Section 2 (ii) of Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, wherein it is provided that in case no objection is made by the buyer regarding acceptance of goods and services within 15 days from the date of delivery of the goods or the rendering of services, it would be treated as "deemed acceptance".
- iv) All CPSEs must ensure that the payment of MSE vendor be made using online mode within the stipulated time period of the contract and not more than 45 days in any case, as provided in the Section 15 of the MSMED Act, 2006.

B. Government e-Marketplace (GeM) Portal:

- i) All CPSEs to register themselves and ensure mandatory onboarding of vendors on GeM portal.

- ii) Procurement of common use goods and services are mandatory from GeM for which product/service categories are available on GeM. In case goods and services are not available on GeM, CPSEs may help registered suppliers on boarding GeM as and when the item or service gets listed on GeM.
- iii) Also, CPSEs planning to float any bid for procurement through Central Public Procurement Portal (CPPP) are required to give an undertaking that category of goods and services being tendered/procured are not available on GeM and they have no objection in providing this information for making available such products/services on GeM.
- iv) To ensure effective implementation of these guidelines, a new provision of GeM Availability Report and Past Transaction Summary (GeMAR&PTS) is introduced on GeM portal. The provision is there to help and benefit Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along with necessary details relating to past transaction summary. Therefore, once operational, GeMAR&PTS will be a pre-requisite for floating a procurement bid outside GeM.
- v) CPSEs to bring the requirements of creation of new categories for products and services on GeM through either of the two mechanisms available in the GeM portal : (a) Request Management System and (b) Module for crowd sourcing of categories and sellers.
- vi) CPSEs to invite sellers to onboard GeM through the seller invitation module available in the GeM portal.
- vii) CPSEs to comply with the instructions issued by DPE in the matter from time to time and in particular vide DPE OM of even number dated 12th February, 2020 forwarding therewith Department of Expenditure's OMs dated 23rd January, 2020, regarding procedure for procurement of Goods/Services through GeM and due payments to Sellers/Service Providers in GeM- through PFMS or by non-PFMS Agencies/Entities. These OMs will come into force on July 1, 2020.
- viii) The stated procedure and timelines shall be strictly adhered to by the CPSEs to ensure all procurement through GeM portal and timely payments to vendors.

2. This issues with the approval of competent authority.

K. Mishra

(Kalyani Mishra)

Director

Tel: 24362061

To

The Secretaries to the Administrative Ministries/Departments of CPSEs.

Copy to:

CMDs of CPSEs for compliance, as above