



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: [www.wbsedcl.in](http://www.wbsedcl.in)

Office Order: 2131

Date: 28.03.2022

**Subject: Purchase Policy & Procedure of the Company for procurement of commonly used office articles/items through Government-e-Marketplace(GeM) portal (<http://gem.gov.in>).**

The Company has already taken initiative to introduce mandatory procurement of commonly used office items /articles like **computers & peripherals, printers, scanners, photocopier machines, etc. besides vehicle** through GeM portal only in line with the notification of Govt. of West Bengal. Registration process in GeM and Training Programme on procurement procedure have already been taken up through Office Order No: 2013 dtd. 06.08.2021 of CMD, WBSEDCL and Office Order No. 2016 dtd. 10.08.2021 of Director (HR), WBSEDCL respectively. It was felt necessary to formulate a new "Purchase Policy & Procedure" for procurement of above mentioned items /article through GeM portal as some of the Terms & Conditions and provisions of GeM are different from the existing SDOP & Purchase Policy & Procedure of WBSEDCL.

The Board of Directors in its 103<sup>rd</sup> meeting held on 11.02.2022 approved the essential changes of existing SDOP & Purchase Policy & Procedure to be adopted in WBSEDCL for procurement of articles through GeM portal and accordingly a new Purchase Policy & Procedure of the company is formulated for procurement of goods as mentioned above through GeM Portal only which is enclosed. **This policy & procedure will be effective on and from 01.04.2022.**

This new Policy and procedure will be applicable exclusively for procurement of commonly used office items/articles as mentioned above mandatorily from GeM portal only. Procurement of goods & services other than above items can be done through conventional system of tendering or e-tendering as per present policy and guideline in force.

In case any modification/ alteration of any clause of this policy & procedure is felt necessary, the matter may be referred to Chairman and Managing Director of the Company who is competent to take decision for administrative convenience with information to Board.

Enclo: The Policy and Procedure

  
28.03.2022.  
(Sujay Sarkar)  
Director (HR)



# **West Bengal State Electricity Distribution Company Limited**

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## **Purchase Policy & Procedure of WBSEDCL for procurement of commonly used office items/articles through Government - e – Market place (GeM).**

1. **Preface :** This documents containing broad guidelines for online Procurement of commonly used office items/articles through Govt. e- Marketplace (GeM) Portal in WBSEDCL is framed with an objective of speedy process of procurement and to get advantages of the comparatively lower cost of such articles etc. Bid creation, evaluation, placement of order etc are almost paperless and completely system-driven thereby reducing procurement cycle time and less human intervention etc. **However, any modification to these guidelines may be adopted by WBSEDCL in line with GeM terms and conditions etc. with the approval of CMD, WBSEDCL.**
2. **Portal of GeM :** [www.gem.gov.in](http://www.gem.gov.in)
3. **Scope & Coverage:-** The procurement through GeM portal will cover the following:
  - A. At present procurement of commonly used office article like **computers & peripherals, printers, scanners, photocopier machines, etc.** besides vehicle **are to be made through GeM Portal only** in WBSEDCL.
  - B. Bid creation, evaluation, placement of order of above articles and other manner of purchases are completely system driven and to be done through GeM Portal only. Prior approval of concerned authority as per schedule delegation of power & financial concurrence etc. as per existing procedure are to be obtained and sanction order (as per format : Annexure-I) issued by HoD is to be kept ready prior to go for procurement through this portal.
  - C. Procurement activities other than above articles would fall under **conventional system of tendering or e-tendering** as per present policy & guideline in force.
  - D. Any aspect not covered in this document shall be guided by existing policies of WBSEDCL and amendment made there to.
4. **GeM Team and Nodal Officer of H.Q. (Vidyut Bhaban) :-** This team would be entrusted with the following functions :
  - i. To train/guide the Secondary users on GeM procurement and registration process as per requirement.
  - ii. To take up the matters (as would be received from the Secondary Users) which need to be addressed with GeM authority /State Nodal officer of GeM .
  - iii. To put up issues which needs adoption/ modification in line with new procedures/ guidelines issued by GeM in the GeM portal to the Primary User & authority of WBSEDCL.
  - iv. Any other matters related to GeM.

## Procedure of Procurement through GeM Portal in WBSEDCL

### 5. The Process :

- i. **Primary User of WBSEDCL in GeM** will register WBSEDCL as Buyer organisation in GeM Portal and will act as administrator. Director-HR is the Primary User of WBSEDCL in GeM as authorised by CMD through **Office Order no. 2013 dtd. 06.08.2021.**
- ii.
  - a. **Secondary Users of WBSEDCL** in GeM are all the Departments/Units/Office having their own accounts/or Establishment Corporate accounts as the case may be as authorised by CMD through **Office Order No. 2013 dtd. 06.08.2021.**
  - b. **Secondary Users i.e., Buyer (HoD), Consignee and Paying authority (DDO)** of each Unit/Office/Department will have to be registered in GeM Portal before starting any procurement process. Creation and de-activation of account of each Secondary User will be done by GeM Team created **through Office Order No. 2016 dtd. 10.08.2021 of Director-HR.** Activation of account will have to be done by each Secondary User as explained and guided in the Training module of GeM. Officer of Establishment Corporate Accounts will act as PAO (Paying Authority) in GeM for the units/offices/Departments having no own accounts at Vidyut Bhavan.
  - c.
    - i. **Existing E-Tender committee** ( *comprising of Sr. most officials from Engineering discipline, HR&A discipline & F&A discipline and any other member if considered necessary*) of each procuring unit will be functioning as **GeM committee of that unit.**
    - ii. GeM committee of each unit is to be constituted with the approval of concerned Director as done for e-tender committee.
  - d. Existing procedure of obtaining approval of procurement of articles/items (with concurrence of local Finance etc.) **from the authority entrusted to accord approval as per clauses under schedule of Delegation of Power is essential requirement** and issuance of "**Sanction order**" as per format (**attached in Annexure-I**) **is to be kept ready** prior to commencement of any procurement process in GeM portal.
  - e. Cancellation of e-Bid/RA in GeM if found essential, can be made with due approval of the authority as laid down in the schedule of Delegation of Power citing proper justification in record.
  - f. E-bid publishing, corrigendum publishing including date extension , evaluation (Techno-commercial) Financial bid opening, conducting reverse auction, use of other modes of procurement and awarding orders to L-1 bidder/selected bidder as the case may be (after Financial concurrence and approval of competent authority) – everything would be performed only in GeM portal. Only "**Sanctioned order**" (**Annexure-I**) will have to be uploaded in the GeM portal and published Bids, awarded orders etc. are to be downloaded and printed for office records and subsequent generation of PO in WBSEDCL's ERP system by referring the award/order number generated in GeM portal. This PO will be required for payment of Invoice/processed Bill after delivery / installation of articles i.e., after **generation of Consignee Receipt cum Acceptance Certificate (CRAC)** in GeM portal.

## 6. The Duties and Responsibilities of Secondary Users in GeM:

The following roles have been identified for each Unit/Office/Departments having own accounting unit or Establishment Corporate Accounts at HQ to act as **Secondary Users in GeM portal for procurement of articles.**

i. **Buyer's role in GeM:**

HoD of the unit/office will be the Buyer in GeM portal. User ID created by GeM HQ team and email id & password generated by GeM portal for the Buyer and sent to Buyer's mobile are to be used for login in GeM portal. He/She is responsible for all modes of procurement process. GeM committee of respective unit/office will assist in the whole process of procurement to HoD.

ii. **Consignee's role in GeM:**

Officials as entrusted by HoD (one of which must be store-in-charge of office having store) will be the Consignee. They will acknowledge the receipt of article in the portal in two phases to generate **PRC (Provisional Receipt Certificate)** and **CRAC** in GeM portal by logging in GeM portal using their user ID and email id & password to be obtained as mentioned in (i) above.

iii. **Paying Authority's role:**

DDO of respective Unit/ Establishment Corporate Accounts (at HQ) will act as Paying Authority. After payment of Bill amount through offline mode (NEFT/RTGS), UTR No. is to be entered in the designated place in the GeM portal after logging-in by using his/her user ID and email id & password to be obtained as stated in (i) above.

iv. GeM committee members of each unit/office will assist HoD to perform buyer's role starting from filtering, selection and putting different criteria, Technical specification, consignee location, delivery schedule, EMD & PBG (as applicable) etc., publishing e-bid, subsequent evaluation etc. in the GeM portal to complete the procurement process.

## 7. Actual procurement process and different procurement modes in GeM portal:

A. GeM is an end to end (Buyer to Seller) completely online procurement portal. GeM has detailed Terms and Conditions and provisions as mentioned below:

- (i) **General Terms & Conditions of Goods & Service procurement etc. (GTC , GeM 3.0: Version 1.19) ,**
- (ii) **Product / Service specific Special terms & condition (STC) ,**
- (iii) **Miscellaneous Terms & Conditions (MTC) and**
- (iv) **Additional Terms & Condition (ATC ).**

These are available as library (in-built) in the GeM portal which can be used for procurement of product through different modes, including creating comprehensive bid document as per requirement by way of objective selections from different filters and drop down menus etc.

**"Request Management System"** of GeM Portal can be utilized for:

- (i) incorporation of any clause/criteria on product category or specification of product which will not be available in GeM Portal and
- (ii) publishing Bid corrigendum.



- B. Roles and responsibilities of Primary user and Secondary users in all capacities i.e. Buyer (HoD), Consignee and DDO (Paying Authority) and procurement procedure as laid down in GeM General Terms & Condition (GeM 3.0: Version 1.19) along with STC, MTC and ATC available in GeM portal are to be followed strictly to ensure compliance of all terms & conditions & provisions of GeM, while procuring products from its portal *unless otherwise stated in this policy and procedure*. Amendment or new version GTC, MTC, STC and ATC if found in GeM portal would also be followed if the same is notified through new Office Orders. GeM HQ Team /Nodal Officer of WBSEDCL should examine time to time such changes/amendment and put up the same to the Primary user for taking next course of action in such matters and would be intimated to all concerned if required. **Any issue if required clarification may be brought to the notice of GeM HQ Team/Nodal officer by the Secondary Users through their respective HoD.****

However, as approved in 103<sup>rd</sup> Board Meeting and in line with the GTC of GeM , manner of procurement to be made and procedure to be followed in WBSEDCL are mentioned below:

**a. Procurement of Goods up to Rs. 25000/- ( Direct Purchase):**

**Direct Purchase** up to Rs.25,000/- can be made through **any of the available suppliers on the GeM**, meeting the requisite quality, specification and delivery period. However this is subject to procuring authorities certifying the reasonability of rates.

While making such direct online purchase below Rs. 25,000/-, **the buyer should have approval of competent authority and should also record reasons for selecting the specific product in case lowest priced products displayed in the portal as per specification and other filter chosen, are not being accepted / ordered.**

**b. (i) Procurement of Goods for amount of Rs. 25000/- up to Rs. 1,00,000/- (Direct Purchase with L1):**

**“Direct Purchase with L1” option available in GeM ( i.e. System generated instant comparison with L1 Bidder) is to be used to purchase any items stated earlier.** However this is subject to procuring authorities certifying the reasonability of rates. **The tools for online bidding and online reverse auction available on GeM can be used by the buyer for the cases where L1 rate would not be found reasonable.**

**(ii) Procurement of Goods for amount above Rs. 1,00,000/- up to Rs. 5,00,000/- (Invitation of e-Bid/Reverse Auction with Bid duration 10 days or more):**

**Online bidding and online reverse auction available on GeM are to be followed.** However this is subject to procuring authorities certifying the reasonability of rates.

**c. Procurement of Goods for amount above Rs. 5 lakh:**

**Online bidding and reverse auction tool provided on GeM are to be followed.** However this is subject to procuring authorities certifying the reasonability of rates.

Buyer shall have right to decide the technical and commercial acceptability of the individual bids based on eligibility criteria and compliances as stipulated in the bid document. The technical parameters shown in the bid are from a particular catalogue as selected by the buyer while applying initial filters in selection of the product. The

sellers are free to bid for same, equivalent or superior specifications catalogue/ products. In the public interest, buyers will evaluate such bids based on their requirements / end use and bid parameters and will accordingly technically accept or reject the bids on merits."

**d. Selection of bidders while conducting Reverse Auction (RA):**

- i. After completion of technical evaluation, financial bids of the eligible bidders will be opened by the Buyer and **Reverse Auction would be conducted among the eligible bidders eliminating the H1 bidder.**
  - ii. **In case number of technically qualified bidders are 2**, RA will be between both without any elimination **but that can be done at 2<sup>nd</sup> Call or after and not in the 1<sup>st</sup> Call** and detail procedure as mentioned in clause **7B(f)** below must be followed in such case.
  - iii. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process. After the RA process, the award of contract(s) shall be made by the buyer keeping in view the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 and Public Procurement (Preference to Make-in-India) Order, 2017 last revised on 29.05.2019 as amended from time to time.
- e. In situations where offer/ number of Sellers available in a product is found less than three seller/s after filter based search in GeM, the Buyer should not select such offer for buying. This however will not apply for Proprietary Article (PAC) procurement. In this situation either "Custom-Catalog Based Bid" for items not available in GeM with BID duration of 10-45 days may be used if time permits or "AVAILABILITY REPORT" window in GeM should be utilized to search the desired product in GeM portal before going for BID in GeM and in case of unavailability of that item, a code would be generated in the portal which can be utilized to go for other mode of Tender Process ( as applicable in WBSEDCL) outside GeM .**
- f.**
- i. **If the Bid response found less than three in GeM\_ (even after extension of dates before opening Technical bids) though the available sellers are three or more or in case number of technically qualified bidders are less than three found after evaluation of Technical Bid then fresh e-bid (second call) should be done after review of the criteria of 1<sup>st</sup> e-bid as guided in existing purchase policy of WBSEDCL.**
  - ii. **In case of second call if the number of valid offer ( technically qualified bidders found after technical bid evaluation) are two even after extension ( to be done before opening Technical Bids) , then the *Procuring authority should mandatorily use online Reverse Auction available on GeM between both the bidders and shall then have full power to open financial bid and with due justification of the rate the same is to be placed before High Power Tender committee (HPTC) for acceptance of L1/H1 bid according to clause 2(vii) of RSDP as communicated through O.O. No. 1995 Dated 24.05.2021 of Director-HR.***
  - iii. **In case of second call if the number of valid offer ( technically qualified bidder found after technical bid evaluation) is one ( single valid response) even after extension ( to be done before opening Technical Bids) , then the *Procuring authority shall have full power to open financial bid and with due justification***

of the rate the same is to be placed before High Power Tender committee (HPTC) for acceptance of L1/H1 bid according to clause 2(vii) of RSDP as communicated through O.O. No. 1995 Dated 24.05.2021 of Director-HR.

**g. Proprietary Article Certificate (PAC/OEM/OES) Buying:**

Existing policy and SDOP of WBSEDCL in this respect and modification thereof should be followed in GeM also.

**h. Reasonability of the rates :**

In all cases above ( 7-B : a, b, c, d f & g), before placing an order in GeM or to placing to High Power Tender Committee as the case may be , the Procuring Authority shall satisfy itself about the reasonability of the rates of the items to be procured and ensure that the items usually procured together have not been split into multiple orders to avoid ceilings defined in Financial Rules.

Buyers (HoD) and GeM committee of the unit may ascertain the reasonableness of prices for the purpose mentioned above using the :

- i. Business Analytics (BA) tools available on GeM,
- ii. Last Purchase Price (LPP) on GeM,
- iii. E- commerce site sell price displayed on GeM and
- iv. Last Purchase Price of department's own (or other Departments of WBSEDCL).

(1) **When the lowest valid offer is more than (+) 5% of estimated cost**, then recommendation of GeM committee is required based on the merit of the case.

- i. Award of contract with justification for approval from competent authority, depending upon the contract value and also percentage rise of L1 rate.
- ii. Cancellation of Tender

(2) **In case the lowest offer is lower than (-) 15% estimated value** then justification from the L1 Bidder w.r.t. workability of the rate is to be taken to satisfy the ordering authority for reasonability of the rate.

In case the workability is not established, then GeM committee may recommend towards cancellation of e-Bid.

(3) There is no provision in GeM to charge "Additional Performance Security" for quoting abnormally low rate ranges from (-) 20% to (-) 80% of estimated value in case wheref procuring authority is satisfied w.r.t. workability of that rate. In such cases procuring authority must verify Vendor Assessment Report, Incident Management Report and Seller's rating ( available in GeM) also before placement of order.

- i. **In case, two or more acceptable bidders are found to have quoted identical lowest bid price**, Buyer has to conduct Reverse Auction for the required Goods among all technically qualified bidders in case of bids for Goods to get only one L1 vendor.

**C. Fulfilling the criteria of Micro, Small and Medium Enterprise (MSME)- 2012 and Public Procurement (Preference to Make in India) - 2017 (PMI) order of Govt. of India during procurement of goods from GeM:**

- (i) **Reservation of 358 products listed** in MSME-2012 order which are to be procured 100% from MSME vendors only through GeM.
- (ii) **MSME bidder(s)** quoting within price band of **L-1 + 15%** will have to be given offer to supply products (*other than above listed reserved products*) of **20% of the total order value**, with the **L1 Price if agreed/accepted this rate (L1) by the MSME bidder** and in case of more than one such MSME Bidders, the supply shall be shared proportionately.
- (iii) **PMI bidder(s)** quoting within price band of **L-1 + 20%** will have to given offer to supply **50% of the ordered value** for the product **category falls under PMI with the L-1 price if accepted this rate (L-1)** by the PMI Bidders as per clause 3 (b-ii) of **Public Procurement (Preference to Make in India) - 2017 order**.
- (iv) In case of Reverse Auction **MSME bidders** offering price margin **L-1 + 15 %** and **PMI bidders** offering price margin **L-1+ 20%** will have to be given offer to participate in the Reverse Auction and finally procedures ( ii)/(iii) above are to be followed and this is also mentioned in clause **[7B (d): iii]**

**D. E-Bid fee:** E-Bid (Tender) fee is not applicable in GeM .

**E. Earnest Money Deposit ( EMD ) :**

- (1) **EMD cannot be charged for estimated value up to Rs 5 Lakh** { i.e. for the procurement modes mentioned earlier in 7-B (a) and 7-B (b)} from any category of Sellers/vendors in GeM.
- (2) **EMD can be charged @ 2.5% of estimated value above Rs. 5 Lakh** { i.e. for the procurement mode mentioned earlier in 7-B (c)} from the Sellers/vendors **except following categories who are exempted from furnishing EMD in GeM.**
  - i. Micro and Small Enterprises who are manufacturers of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration and through uploaded supporting documents.
  - ii. Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
  - iii. KVIC, ACASH , WDO, Coir Board, TRIFED and Kendriya Bhandar.
  - iv. Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / RA has been invited.
  - v. Sellers/ Service Provider having annual turnover of Rs 500 Crore.
  - vi. Micro and Small Enterprises registered with NSIC for the Primary Product Category whose credentials are validated through NSIC database and through uploaded supporting documents.
  - vii. Micro and Small Enterprises registered with DIC for the Primary Product Category whose credentials are validated through DIC database and through uploaded supporting documents.



- viii. Sellers / Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents.
- ix. Central / State PSUs.
- x. Seller / Service Provider registered with designated Agency / Authority as specified in the bid document by the Buyer – such bidder shall have to upload scanned copy of relevant registration document in place of EMD document while bidding.

**F. EMD Refund Mode:** Earnest money of unsuccessful bidders shall be returned within 15 days after the award of contract or expiry of bid validity whichever is earlier. Earnest money of successful bidder shall be returned within 15 days after receipt of Performance Security /PBG.

**G. Performance Security / PBG:**

- (1) **No Performance Security / PBG can be charged in GeM for order/contract value up to Rs 5 Lakh** { i.e. for the procurement modes mentioned earlier in 7-B (a) and 7-B (b)}.
- (2) **PBG can be charged from any category of Seller/vendor in GeM @ 5% of the order/contract value ( above Rs 5 lakh) for Goods** { i.e. for the procurement mode mentioned earlier in 7-B (c)}. In case of contracts placed following e-Bidding / RA, Performance Security / Performance Bank Guarantee (PBG) (in format provided on GeM) valid for 2 (two) months beyond the date of completion of all contractual obligations including warrantee obligations, will be obtained from the successful Bidder, for ensuring due performance of the contract. In case of any extension of contract obligation period, the seller shall be liable to suitably extend the validity of the Performance Security. Such Performance Bank Guarantee, in prescribed format, from a scheduled commercial bank (to be selected by the buyer unit from the list of advisory banks available in GeM ) must be submitted by Seller to the Buyer within 15 days of award of contract on GeM. The payments to the seller shall become due only after receipt of Performance Bank Guarantee by the Buyer and verification of its genuineness. If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller. If the Seller duly performs and completes the contract in all respects the Buyer shall, refund the Performance Security to the Seller within 30 days of completion of all contractual obligations by the Seller.

**H. Payment Terms and Timeline of Payment:**

Payments shall be made to the Seller in the manner below:

100% payment of *processed bill amount* will be released within ten (10) working days of issue of Consignee Receipt-cum-Acceptance Certificate (CRAC) in the GeM portal against “GST Invoice” available in GeM portal as well as original hard copy of the GST Invoice (to be submitted by the seller at the office) , unless otherwise specified in STC / ATC.

**## Penal Interest @ 1% per month for delayed payment beyond prescribed time line till the date of payment will be charged by GeM and be kept in a separate account of GeM.**

**N.B.:** For compliance of above timelines of payment and to avoid penal interest as above, separate FUND allocation and timely mandatory release of FUND from HQ accounts on requisition of FUND placed by the respective Units w.r.t. GeM procurement which should not be clubbed with FUND requisition for other purpose of payment of that Unit is to be considered.

**(I) Issuance of replicated PO in WBSEDCL ERP system against order placed/generated in GeM for releasing payment against Invoice/Processed Bills by the DDO:**

In WBSEDCL ERP **system replicated P.O.** is to be generated/issued with reference to Award/Contract/Order Nos. generated in GeM portal (before delivery date) for releasing payment by the DDO against Invoice/Processed Bills of GeM procurement, **till integration of GeM & WBSEDCL ERP system.**

**(J) Payment Mode :**

Mode of payment of actual bill amount generated and processed in the GeM system **will be offline (RTGS/NEFT)** at present. UTR No. against RTGS/NEFT payment is to be updated in the GeM portal by the DDO.

**After integration of GeM system to WBSEDCL ERP System payment will be made online from Buyer's account to Seller's account directly.**

**(K) (i) Dispute Resolution between Buyer & Seller & Legal Issues:**

Any dispute will be adjudicated by the Hon'ble High Court, Calcutta and its subordinate Courts as efficacious measures. Amicable settlement or Arbitration will not considered for dispute resolution.

**(ii) Incident management Policy on GeM:**

GeM is a trust based system and self-declaration is the key, along with a strong automated process to penalize any deviant behaviour on part of Sellers / Buyers. For this purpose, deviations from the terms and conditions of procurement on GeM, including general terms and conditions, special and additional terms and conditions and any other relevant Government rules and guidelines, **are termed as "deviation"**. A deviation can occur while listing the products on GeM, at pre-contract stage, during bidding or at post contract stage on GeM. **The mechanism for reporting and initiating action on such deviation has been detailed in the Incident Management Policy available on GeM portal under Resources. All stake holders of GeM shall be bound by the actions as detailed in the Incident Management Policy. All administrative actions under this Incident management Policy, taken by GeM against any of the stakeholders shall not cause any limitation on the legal and/or contractual remedies including any financial recoveries, available to Buyers/Sellers under the Terms and Conditions of contract and/or GeM policies.** In case the Buyer / Seller choose to pursue any of these remedies, GeM shall not be made party to such proceedings / remedial actions taken by Buyer/Seller under the contractual provisions.

(L) **Procuring Authority in GeM** must verify the Vendor Assessment report, **Sellers rating** and Incident Management Report available in GeM portal during placement of order against Direct purchase, Direct Purchase with L1 and during Technical evaluation for bid or RA purchase. **Sellers Rating must not be chosen less than three (03) at least for Direct Purchase.**

**8. GeM-Account deactivation of Primary User /Secondary User and Creation of GeM-Account for new Users :**

In case of transfer of service, superannuation, resignation etc. of any officials having GeM account, the same will be deactivated from GeM and new account will be created for new officials after getting intimation through e-mail (**gem.wbsedcl@gmail.com**) of both the officials (existing and new) from the respective Buyer's office to the HQ Team of GeM with detail information for both existing and new Users as per attached format (**Annexure-II**).

**9.** All system generated documents in GeM like published Bid, awarded order etc. required for the purpose of office record shall be downloaded by the entrusted officials. Those should be signed by the all the members of GeM Committee and placed in the relevant file. Original approval notes and Sanction order must also be kept in the same file.

**10. Publication in the Newspaper and in WBSEDCL's website:**

- 1.** In the beginning advertisement for on boarding in GeM by all the vendors conducting business for the above items.
- 2.** In each case for Custom Catalogue Based BID.
- 3.** Creation of GeM Menu (Folder) in the WBSEDCL's website for notification etc. related to GeM.



# West Bengal State Electricity Distribution Company Limited

( A Govt. of W.B. Enterprise )

NAME AND ADDRESS

Telephone No. and E-mail ID

of

OFFICE/UNIT

**ANNEXURE-I**

## **SANCTION ORDER for procurement through GeM**

**Memo. No:**

**Date:**

This is to certify that sanction of appropriate authority of WBSEDCL as per SDOP has been obtained for procurement of the following items with sanctioned amount as mentioned below.

Sl. No.	Products to be procured	Quantity	Sanctioned Amount (Rs.)	Remarks
Total Amount Rs.				

Total sanctioned amount of Rs. \_\_\_\_\_ (Rupees.....)  
has been booked from the budget provision of WBSEDCL under \_\_\_\_\_  
(Dept.) for the FY- 20.....– 20..... .

(Signature of Head of Office)  
(Designation with Seal)

**Memo. No:**

**Date:**

Copy forwarded to:

- Drawing & Disbursing Officer/Paying Authority
- Office file

(Signature of Head of Office)  
(Designation with Seal)

**# Scanned copy of this order is to be uploaded in the GeM portal and this original copy is to be kept in the concerned GeM procurement file of the respective Unit.**



## Annexure -II

### Information required for Creation or Deactivation of account in GeM portal as Secondary Users.

Sl. No.	Role in GeM	Name of the official	Designation	Individual E-mail ID ##	Mobile No.	Office with complete address including PIN of Post Office	Landline Telephone No. with STD code of Office
1	Buyer ( HOD)						
2	Consignee-I Of the Unit/Office						
3	Consignee-II Of the Unit/Office						
4	Paying Authority(DDO) of the Unit/Office						

**\*\* Separate table for Deactivation of existing account and Creation of new account in GeM should be sent to**

***gem.wbsedcl@gmail.com***

**## N.B. Separate individual E-mail ID are to be provided here which are required during creation and activation of individual account against each role of the above officials**

**Distribution :**

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Advisor (Recruitment), WBSEDCL.
4. Chief Engineer: Dist./Dist. Planning/RE/Dist. Projects-I/II/III/Commercial/Hydel/EMD/PTP/Regulation/CRM/P&C/DTD/PIDD/PSPD/PPSP/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring, WBSEDCL
5. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
6. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
7. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL.
8. General Manager(F&A): Corp./IA, WBSEDCL.
9. Company Secretary, WBSEDCL.
10. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
11. Addl. Chief Engineer, Safety/EMD/S&LP, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
15. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower Planning/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
16. Project Manager: Siliguri/ Raiganj/ Berhampur/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
17. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Terminal Claims/ Hydel/Dist../RE/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL.
18. Advisor (Corporate Communication), WBSEDCL.
19. Chief Medical Officer, WBSEDCL.
20. Resident Director, Liaison Office, New Delhi, WBSEDCL.
21. Chief Security Officer, WBSEDCL.
22. Adviser (Land)/Chief Land Officer, Land Acquisition Cell, WBSEDCL
23. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
24. Regional Manager: South 24-Parganas/ Bidhannagar/ Balurghat/ North 24-Parganas/ Howrah/ Hooghly/ Burdwan/ Birbhum/ Tamuk/ Midnapur/ Bankura/ Purulia/ Nadia/ Alipurduar/ Murshidabad/ Malda/ Raiganj/ Jalpaiguri/ Darjeeling/ Coochbehar Region, WBSEDCL.
25. Divisional Manager: Behala/Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/Habra/Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/Katwa/Memari/Burdwan North/Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/Bolpur/ Tamuk/ Contai/ Haldia /Ghatal/ Midnapur/ Kharagpur/ Bankura/ Bishnupur/ Purulia/ Raghunathpur/Kalyani/ Krishnagar/ Tehatta/Berhampur/Kandi/ Raghunathganj/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/Domkal/Jiaganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburban / Kurseong/Islampur/ Kalimpong/Mal/Mathabhanga/Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/Bhangar/New Town/Balurghat/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
26. P.S. to Chairman and Managing Director/Chief Financial Officer/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director (Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Comm), WBSEDCL.