

DRAFT FORMAT

Authorization for creation of Primary User and Secondary Users by Competent Authority for Procurement through GeM

.....Organization Name.....

.....

Office Order No.

Dated.....

Government has proposed the creation of National Public Procurement Portal, a one stop online marketplace – GeM. The Government e-marketplace (GeM) is an online platform for procurement of common use goods and items. Rule 149 of GFR 2017 issued vide Ministry of Finance, Department of Expenditure circular no. F.No. 14(3)/2015-EII(A) Dt. 08.03.2017 makes GeM mandatory for all central government departments to make procurement of common user Goods and Services available through GeM.

2. Following officers are nominated and given roles/responsibilities of Primary user & secondary users (Buyers/Consignee/Paying Authority) by competent authority for procurement through GeM:

| Sr. No | Role | Name | Designation |
|--------|---|--------------------|-------------|
| 1. | Primary User* (As administrator- | | |
| 2. | Secondary Users** | | |
| | • Buyer(S) | i) ii) | |
| | • Consignee(S) | i) ii) | |
| | • DDO(S) | i) ii) | |
| | • PAO | | |
| 3. | Verifying Officer*** | | |

3. Primary user as nominated above is instructed to register on GeM (<https://gem.gov.in/auth/register>) and subsequently add secondary users for procurement through the GeM Portal and monitor procurements.

4. The Secondary Users are instructed to make themselves familiar and utilize the GeM portal for procurements of Goods and Services available on GeM.

5. **Following mandatory documents are required to be kept available for registration by the Primary user/Secondary users on GeM :**

- Aadhaar number
- Mobile number linked with Aadhaar number
- Biometric Attendance ID/ Employee ID
- Official E-mail id (either .nic/.gov domain)****

Signature of Competent Authority
Name:
.....
Designation:.....

*For GeM, Primary User registration is authorized at the level of Deputy Secretary/Equivalent officer or Head of the Officers at Sub Centre / Unit / Branch of Government Organisation / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies. *The Primary User cannot place orders on the GeM Portal.*

**Once Primary User account gets activated, primary user in turn can create secondary users (officer of the rank of Section officer or equivalent) with specific roles such as Buyer, Consignee & DDO/PAO.

***Verifying authority should be an officer from administration/Establishment (not below the rank of Under Secretary) who shall be competent to verify the details of Primary User. *Verifying Officer has no role to play in Registration process except Disable Primary User, only if required.*

****For other official e-mail ids (government provided e.g. bhel.in, ntpc.in etc.), after online application on GeM portal, applicant is also required to send scan copy of physical form. Physical form may be downloaded only after online application by primary user. *Private email id e.g.@gmail.com,@yahoo.co.in are not allowed for registration.*