
	<p>का.वित्तीय सलाहकार एवं मुख्य लेखा अधिकारी बीबीएमबी, सैक्टर-19बी, चण्डीगढ़ ।</p> <p>फोन नं: 0172-5046595,580</p>	
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No. AO/T//BBMB/CHD **899-925**

दिनांक: **15-7-2025**

सेवा में,

1. विद्युत खण्ड के सभी मुख्य अभियन्ता ।
2. सिंचाई खण्ड के सभी मुख्य अभियन्ता ।
3. सचिव,बीबीएमबी,चण्डीगढ़ ।
4. विशेष सचिव,बीबीएमबी,चण्डीगढ़ ।

**विषय :- बीबीएमबी GeM मानक संचालन प्रक्रिया (SOP) में संशोधन ।**

उपरोक्त विषय में इस कार्यालय द्वारा जारी पत्र क्रमांक: उ.मु.उ.मु.ले.अ/टैरिफ/119-126 दिनांक 10.08.2020 की लगातारता एवं वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार, नई दिल्ली द्वारा समय-समय पर Government e-market place(GeM) के सम्बन्ध में जारी हिदायतों को बीबीएमबी में अनुपालन एवं बेहतर क्रियान्वयन को सुनिश्चित करने के लिये मौजूदा BBMB-GeM Standard Operating Procedure में निम्नानुसार आंशिक संशोधन किया जाता है :-

S.No	Step	Existing Procedure	Amended Procedure
1	DDO Powers, Authorisation of PLA account and A.O code	<ol style="list-style-type: none"> <li>1. The A.O./Tariff will operate the DDO powers for Power Wing and Irrigation Wing.</li> <li>2. Authorisation for withdrawal of funds from PLA account to be transferred to GeM Pool Account be given to A.O./Tariff.</li> <li>3. DDO code separately for Power and Irrigation Wing will be provided by the office of SSM, BBMB, Chandigarh.</li> </ol>	No Amendment
2	Allocation of new bank account	<p>The requisite funds will be transferred into the GeM Pool account by A.O./Tariff, BBMB, Chandigarh. For this, new bank accounts i.e. one receipt account and one payment account need to be opened at SBI for the smooth working of the GeM pool account. Following are the requirements in order to open the new accounts :-</p> <ol style="list-style-type: none"> <li>1. Authorization letter by FA&amp;CAO for opening of Accounts.</li> <li>2. Letter for Appointment of new Authorized Signatories with mode of operation.</li> <li>3. Bank Accounts need to be mapped with the A.O./Banking, BBMB, Nangal.</li> </ol>	No Amendment

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		4. Letter of Credit from BBMB for operation of accounts.	
		5. Separate Cheque books need to be issued to AO/Tariff for payments.	
3	<b>Ensuring the Pre-requisites for placing of order</b>	This step of procurement shall be performed by the Buyer at their end starting from Administrative Approval, Sanction of Estimates, Budget Provisions, Registration of Buyer, Selection of Seller as per BBMB Purchase Procedure.	No Amendment
3A	<b>BOQ/Custom Bids</b>	NA	<p>i. Buyers must use relevant keywords and Golden Parameters (e.g., make, model, specs) to identify suitable products and categories. Select the most relevant GeM category before considering bid creation.</p> <p>ii. If multiple line items are needed under the same category, buyers must use the Bunch Bid option rather than opting out prematurely.</p> <p>iii. If required items or suitable categories cannot be found or combined in a bunch, the buyer should contact GeM via <a href="mailto:request-bunch@gem.gov.in">request-bunch@gem.gov.in</a> to request bunch creation. This step must be documented and retained as part of the bid file.</p> <p>iv. Buyers must explore all available options—category search, bunch creation, custom catalogues—before resorting to a BOQ (Bill of Quantity) bid. BOQ/Custom bids should only be considered as a last resort after exhausting all alternatives available on GeM.</p> <p>v. In cases where BOQ bids are unavoidable, following must be done:</p> <p>a. An undertaking ( GeM format attached) from the competent authority must be uploaded at the time of bid creation on GeM. The Head of Department (HOD) of the concerned Buyer entity shall be deemed the Competent Authority for this purpose.</p> <p>b. Non-Availability of Category (NAC) certificate generated on GeM.</p>

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4	<b>Pre-audit by the concerned A.O/Field before placing the order</b>	The concerned A.O/Field shall pre-audit the case in detail after obtaining the necessary certificates from the concerned office.	The concerned A.O/Field shall pre-audit the case in detail after obtaining the necessary certificates from the concerned office.
		1. P.O terms and conditions.	1. P.O terms and conditions.
		2. DOP/ PFR/ Purchase procedure rules.	2. DOP/ PFR/ Purchase procedure rules.
		3. The applicable sanctions.- i.e. Administration Approval and Technical sanctions etc.	3. The applicable sanctions.- i.e. Administration Approval and Technical sanctions etc.
		4. The Terms and condition of the Contract relating to penalty, statutory deductions (Taxes) or any other deductions if any.	4. The Terms and condition of the Contract relating to penalty, statutory deductions (Taxes) or any other deductions if any.
5	<b>Transfer of Funds</b>	5. Rate reasonability: In line with GeM General T&C, among other sources, the buyer should compare the GeM rates with: a. Previous PO of BBMB or Partner State. b. Trend analysis of product price as per GeM, if available. c. List price on e-commerce sites.	5. Rate reasonability: In line with GeM General T&C, among other sources, the buyer should compare the GeM rates with: a. Previous PO of BBMB or Partner State. b. Trend analysis of product price as per GeM, if available. c. List price on e-commerce sites.
		5. Other necessary documents.	6. Depending on the mode of procurement, following additional documents must be attached: A. For Direct order – (screenshot of the Cart)  B. For Bids – (copy of the Bid) C. For BOQ Bids- as per S. No. 3A (copy of Bid, signed BOQ undertaking, NAC document) D. GeM Proc. Register/ File (Format Attached) E. Any other document/s
		1. The receipt account shall be limit based. A.O/Tariff shall raise the demand of funds from the office of AO/Banking, Nangal then A.O/Banking Nangal shall grant the limit for funds to the office of A.O/Tariff.	
		2. After Pre-audit of case by Concerned A.O/Field and upon finalization of Seller, AO/Tariff shall transfer the required/estimated funds from the PLA account to GeM Pool Account. As per the request and amount intimated by the concerned Office/Buyer (through E-mail or any other mode as decided).	No Amendment

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6	<b>Placing of Order on GeM</b>	After ensuring the required fund in the GeM pool Account the concerned office/ Buyer will raise the P.O. and place the order on GeM Portal as per their requirement.	No Amendment
7	<b>PRC (Provisional receipt certificate) and CRAC (Consignee receipt and acceptance certificate)</b>	The Concerned Office/Buyer shall generate the PRC document within 48 hours of date of actual receipt of consignment and shall generate the CRAC documents within 10 days(in calendar days) from date of actual receipt of consignment, failing which, supplier can upload the consignee receipt for the transaction on the GeM Portal. For such cases, the system will generate alert to the consignee to issue PRC & CRAC within stipulated time line set in T&C and SLA of procurement on GeM.	No Amendment
8	<b>Documents from concerned Divisions</b>	The concerned divisions shall provide the vouchers Pre-audited case, CRAC along with necessary documents (PRC, CRAC) to the A.O/Tariff for release of 80 % payment.	The concerned divisions shall provide the vouchers, Pre-audited case, CRAC along with necessary documents in e-Office to the A.O/Tariff for release of 100% payment to the Seller.
			<p>i. In case the Buyer is responsible to process the final bill.</p> <p>The Buyer shall submit complete case, PRC, CRAC, SDAC, final bill and vouchers to concerned Accounts Officer (through E-office) within 2 working days from the date of generation of the CRAC/SDAC.</p> <p>The Accounts Officer shall not accept any physical file except in extreme exigencies to be recorded in writing by the Buyer.</p>
		The buyer and concerned office will ensure to submit the Pre-audited case, PRC, CRAC and pre-audit vouchers to AO/Tariff within 7 days from the date of Actual receipt of material (Calendar Days).	<p>ii. In case the Buyer has authorized the concerned Consignee to process the final bill.</p> <p>The Buyer shall ensure submission of the complete case, including PRC, CRAC, SDAC, final bill, and vouchers, by the Consignee to the concerned Accounts Officer through E-office for pre-checking within 2 working days from the date of CRAC/SDAC generation.</p> <p>The Accounts Officer shall not accept any physical file except in extreme exigencies to be recorded in writing by the Buyer.</p>

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8A	<p><b>Role of concerned Accounts Officer in pre-checking and the Buyer to submit final bill</b></p>	NA	<p>i. The concerned Accounts Officer shall return the pre-checked bills to the respective buyer/Consignee through E-office within 2 Working days for onward submission to the AO/Tariff for payment processing. In case of any delay, a valid reason must be recorded in the file.</p> <p>ii. Upon receipt of the pre-checked bill along with relevant documents from the concerned Accounts Officer, the buyer shall forward the e-office file to the Accounts Officer/Tariff for payment processing within two working day along with uploading the final bill in GeM portal.</p> <p>iii. The 100% Payment of the payable amount to the Supplier shall be released by the Accounts Officer/Tariff on receipt of the pre-audited case from the Concerned buyer/consignee within 10 days of the Generation of the CRAC/SDAC. However, the documents must reach in the office of AO/Tariff by 9th day of Generation of the CRAC/SDAC (At least one working day prior to 10th day of CRAC/SDAC in any case)</p> <p>iv. In case, if the Buyer/concerned office has not submitted the documents within the specified time limit, then the A.O./Tariff will not be able to process the payments and the payment trigger will be automatically generated for payment equivalent to 80% of the consignment value by the system as per CRAC. Simultaneously, intimation will be automatically sent by the system to the buyer regarding release of payment at their risk and cost in line with the T&amp;C and SLA of procurement on GeM.</p> <p>v. In case of Procurement of service, the payment shall be released by the A.O./Tariff as per the billing cycle opted by the Buyer.</p> <p>vi. In case of any delay in submission of documents within timeline, a valid justification must be provided. Failing this, appropriate action shall be taken by the competent authority. Even in case of holidays, timely submission of bills within the</p>
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			stipulated timeline must be ensured. <b>vii.</b> The Buyer shall maintain the record of the GeM order/Demands etc. properly. (Format attached)
9	<b>Payment to Supplier (Release of 80 % Payment)</b>	The 80% payment is payable to the supplier within 10 days (Calendar Days) from the date of actual receipt of the material. AO/Tariff shall trigger the payment on the basis of pre-audit case, CRAC, PRC and voucher provided by the concerned Division.	To be Deleted.
		Note: In case, if the Buyer/concerned office has not submitted the documents, even after 10 days of issue of CRAC through the GeM platform, then the A.O./Tariff will not be able to process the payments, a payment trigger will be automatically generated for payment equivalent to 80% of the consignment value by the system as per CRAC. Simultaneously, intimation will be sent to the Secretary, BBMB (Nodal Officer), HOD and buyer regarding release of payment at their risk and cost in line with the T&C and SLA of procurement on GeM.	To be Deleted
10	<b>Payment to Supplier (Release of 20 % Payment)</b>	The 20% residual payment is to be processed within 35 days. A.O./Tariff will make the payment after adjusting for any statutory deduction and damages as intimated by the concerned buyer or A.O/field.	In case of a failure to process the case in time, the 20% residual payment is to be processed as soon as possible but not later than 35 days. Only when the Buyer saves the bill on GeM portal, remaining payment could be made by AO/Tariff.
		Note: In case, the payment is not released by the A.O/Tariff after 35 days, the same will be released to the supplier automatically through an alert to the bank by the GeM Platform, after statutory deductions and any system know deductions.	Note: In case, the payment is not released by the A.O/Tariff within 35 days, the same will be released to the supplier automatically through an alert to the bank by the GeM Platform.
		The buyer and concerned AO Field will ensure to submit the pre-audited vouchers to AO/Tariff within 28 days(Calendar Days) from the date of Actual receipt of material.	The buyer and concerned AO Field will ensure to submit the pre-audited case (eOffice file) to AO/Tariff within 28 days (Calendar Days) from the date of Actual receipt of material in all cases.
10A	<b>Payment to Supplier (residual Payment)</b>	NA	In case of Procurement of Goods, on payment of the 100% payable amount e.g. excluding deductions, no further payment of statutory dues/PBG/Security amount etc. will be made by A.O/Tariff.
11	<b>Statutory Payments</b>	The A.O/Tariff will issue the cheque/DD for the payment of Taxes/ statutory charges to the Concerned Buyer/ DDO.	The concerned Account Officer shall make the payment of Taxes/ statutory charges to the Concerned Buyer/Deptt. with in stipulated time period.

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12	<b>Withdrawal /transfer of amount</b>	Any withdrawal / transfer by the BBMB (MoU State) from this account, except for payment to the supplier, would be permitted in the following conditions ;-	No Amendment
		a. Order cancellation	
		b. Order rejection	
		c. Refund	
		All the above situations would first be required to be enabled/ flagged on the GeM Platform for the BBMB (MoU State) to be able to act accordingly.	
		Unutilized funds after closure of the Contract will be at disposal of nominated MoU State nodal officer, who may advise banker for further action as deemed fit.	
12A	<b>Unblocking of the Residual amount</b>	NA	i. The Buyer shall take necessary steps to unblock the residual amount against each Completed contract (viz. GST TDS, IT TDS, penalty, security, etc)
			ii. The Buyer is liable to cancel the lapsed demands/bids without any delay.
12B	<b>Up-dation of offline payment</b>	NA	The Buyer shall update the offline payment details on GeM portal if the payment was made via offline method. Offline payment is allowed only in case of Installation, commissioning, Testing Contracts (where milestone based payments are required) or on approval of the BBMB GeM Primary User.
13	<b>Accounting</b>	Accounts Officer/Tariff shall book expenditure directly to Purchase head of Respective Unit in Irrigation Projects/Power Wing i.e. Nangal, Sundernagar, Talwara and Other offices.	i. Accounts Officer/Tariff shall book expenditure directly to Purchase head/the head of account as per pre-checked voucher of respective offices.
			ii. At the time of final booking of expenditure, the concerned Accounts Officer shall be responsible for recording the expenditure under the correct accounting head in accordance with the budget classifications and the Manual of Accounts Code of BBMB. Additionally, any related Transfer Entry Orders (TEOs), if applicable, shall be entered by the Accounts Officer of the Buyer's office.

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14	<b>Reconciliation with A.O Compilation</b>	The reconciliation towards the payment in reference to Terms and Conditions of order will be conducted every month by A.O./Tariff with A.O/Compilation and A.O/Banking Nangal.	No Amendment
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**Note 1:-**The procurements through GeM should be processed through E-office only by the respective offices to fast track processing, ease of reference and ensure transparency. The Accounts Officer shall not accept any physical file after 31st July 2025 except in extreme exigencies to be recorded in writing by the Buyer.

**Note 2:-** The GeM instructions issued by Government of India time to time will be applicable as it is.


**Note 3:-** CRAC (Consignee Receipt & Acceptance Certificate), SDAC (Service Delivery Acceptance Certificate).

**Note.4:-**Books/registers or statements need to be maintained by the A.O/Tariff:-  
Cash Book (Associate Accounts), Cash book (GeM Pool Account),Reconciliation statements (Bank Reconciliation.),Reconciliation of Accounts statements with A.O Compilation, Vouchers Files, Statutory Taxes deduction registers, MIS report provided by the SBI, Cheque book register, Any other necessary records and register if any.

अतः आपसे अनुरोध है कि उपरोक्त संशोधित Standard Operating Procedure(SOP) को आपके प्रशासन के अधीनस्थ सभी आहरण एवं संवितरण अधिकारियों (DDOs) से इसकी अनुपालना सुनिश्चित करवाई जाये ।

यह अध्यक्ष महोदय, बीबीएमबी के अनुमोदन उपरान्त जारी किया जाता है जी।

संलग्न: उपरोक्तानुसार

  
उपमुख्य लेखा अधिकारी/टैरिफ एवं जैम  
बीबीएमबी,चण्डीगढ़ ।

प्रतिलिपि :-

1. सभी जैम नोडल अधिकारी-कम-अधीक्षण अभियन्ता/मुख्यालय,भा.ब्या.प्र.बोर्ड ।
2. निदेशक (एच.आर.डी.), बीबीएमबी, चण्डीगढ़ से अनुरोध है कि GeM पोर्टल के संचालन एवं प्रक्रियाओं से संबंधित विषयों पर बीबीएमबी के सभी अधिकारियों/कर्मचारियों के लिए समय-समय पर प्रशिक्षण कार्यक्रम आयोजित करवाने बारे।
3. उप सचिव/समन्वय,बीबीएमबी, दिल्ली ।
4. बीबीएमबी के सभी उपमुख्यलेखा अधिकारी/उप वित्तीय सलाहकार ।
5. सिस्टम सॉफ्टवेयर मैनेजर, भा.ब्या.प्र.बोर्ड चण्डीगढ़ से अनुरोध है कि उक्त पत्र को बीबीएमबी वेबसाईट पर डाला जाए ।
6. अध्यक्ष महोदय बीबीएमबी के वरिष्ठ निजी सचिव ।
7. सदस्य/विधुत के निजी सचिव ।
8. सदस्य/सिंचाई के निजी सचिव ।
9. वित्तीय सलाहकार एवं मुख्य लेखा अधिकारी के निजी सचिव ।



Format for GeM Procurement Register

Sr.No.	Demand No./ Contract No.	Goods/ Service	Type Bid/ RA/ Direct	Amount	GeM Challan Date	Order Placed date	Dte of CRAC/ SDAC	Dte of Payment	Amount Paid	Deduction if any	Balance Amount	Status of Contract	Amount Un-blocked
1.													
2.													
3													
4.													
5.													

Note:- Above 14 nos. columns are mandatory to maintain, the concerned office may add columns according to their requirements.

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**Undertaking for Custom Bid/BoQ Creation on GeM**  
(to be filled by the competent Authority)

File Number:

Date:

**Subject: Undertaking for Creation of Custom Bid/BoQ for Goods/Service Required on GeM**

1. Goods/Services Required (Please Specify the exact goods/Services required):
2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories):
3. GARPTS ID (mention GeM Availability Report ID) :
4. Categories which will be selected for sending notification from GeM:  
Category 1: (Category Name)  
Category 2: (Category Name)  
Category 3: (Category Name)

5. Undertaking:

I acknowledge that the creation of a custom bid/BOQ is an exceptional process, warranted only when categories are unavailable on GeM for the required goods/services. I, (**Your Name**) undertake to the following:

1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for goods/services.
2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required goods / services in para 1 above.
3. We have meticulously selected the most relevant categories for notification in para 4 above.
4. Our office/organization stands fully prepared to justify the necessity for a custombid/BOQ to GeM upon request.

Signature

(Name of Competent Authority)

(Designation, Organisation, Department, State)

Note - This undertaking will be attached to BoQ/Custom bid published and will be available in public domain.

