

No I-23/2017/Purchase

Purchase Section  
Forest Research Institute, Dehradun - 248006

Date 10 July 2020

To

All HODs, Dean/Registrar FRI Deemed University  
Registrar FRI, CMO/OIC NFH, Chief Librarian

**Subject: GeM implementation**

Ref.: Even letter no. dated 25.11.2017

As the GeM portal is now only accepting email address with domain \*\*\*@gov.in OR \*\*\*@nic.in, therefore all the existing users of Gem (list printed overleaf) are hereby requested to kindly update their email address on the GeM portal from \*\*\*@icfre.org to \*\*\*@icfre.gov.in.

All the other users who want to create their User-ID on GeM portal are requested to kindly forward your details to Purchase Section as per pro-forma available on FRI website, which is mandatory for creation of login IDs on GeM portal. In the absence of consignee details Purchase Section is unable to take action on the requirements/indents on GeM buying.

GeM also lays down a standardized process with definite timelines for both order fulfillment and payment. The **CONSIGNEE (INDENTER)** is required to generate e-signed (OTP based) **CRAC (Consignee Receipt & Acceptance Certificate)** on GeM within 10 days of receipt of the goods and send the hardcopy/printout of the same to the payment authority (AO-FRI/DDO-FRIDU) through Buyer (HOD/PO) after clearly mentioning the extension date/penalty terms, if any. These ten (10) days are there for consignee's/buyer's right of rejection and return policy of GeM. The consignee/buyer has the option to raise an online **INCIDENT (I.E. COMPLAINT)** on GeM portal after receiving the unsatisfactory quality/quantity/installation of the goods wherever necessary.

After receiving the CRAC, buyer (HOD/PO) shall prepare the **ONLINE DRAFT BILL** on GeM after adding any contractual deductions like penalties for violation of Service Level Agreement, Liquidated Damages for delayed supplies and also statutory deductions including TDS as applicable and generate claims for the payment digitally e-signed by the buyer on GeM. This claim for payment shall be made available to the paying authority/PAO (AO- FRI/DDO-FRIDU) on GeM portal for payment and it is obligatory to pay without any delay, in no case should it take longer than the prescribed timelines of 10 days after issue of CRAC by the consignee on GeM.

All the Institute functionaries like Payment Authority/PAO, Buyer (PO/HODs), Consignee (Indenter) are requested to strictly follow the guidelines enshrined in the GFR-2017.

This is issued with the approval of Director, FRI.

Encl: Process flowchart enclosed



Purchase Officer

**Direct Purchase (HoD)**  
(upto Rs.25,000/- only)

**Buyer**  
LOGIN

Search/Select Product  
**ADMINISTRATIVE +**  
(Select Consignee/Quantity)  
Filter your product as per:  
Make/Model/Specification  
Select and ADD TO CART  
Proceed to Checkout  
Direct Purchase  
Select Payment Authority:  
•Accounts Officer Name  
•Registrar FRIDU Name  
Desig. Admin Approval: HoD  
Desig. Financial Approval: HoD  
Upload Financial Approval  
Notesheet pdf  
Terms & Conditions  
Scroll Down: Accept & Save  
Verify/OTP (Mobile)

**Contract Order**  
(Supply Order)  
placed Successfully

**After Delivery**  
of Product

**Consignee**  
LOGIN

Dashboard  
Product Orders  
Process Order

If Accepted

Action: **Process**  
Fill the Form: SUMBIT  
I Acknowledge:  
Save & Continue  
Download Invoice (Save/Print)  
Quantity Accepted: \_\_  
Save & Continue  
Verify: OTP  
Download: **CRAC**  
Save/Print & Send to AO  
for Payment within 10  
days of this Acceptance

If Rejected

Incident (Complaint)  
+ New (Contract/BiD-RA)  
Fill the Form  
**SUBMIT**