




TEA BOARD OF INDIA
14, B.T.M SARANI (BRABOURNE ROAD)
KOLKATA 700 001

Date:01/12/2017

Office Memorandum No. 128/2017

In terms of the Rule 149 of the GFR 2017 and the office Memorandum issued by the Department of Commerce vide OM No. Reforms/ Regn./ Govt/ Buyer1/ 2016-GeM dated 09/12/2016, it is mandatory to procure the goods and services which are available on the Government E-Market Place (GeM) by the various Government Departments/Organization/PSUs

All the Zonal & Regional offices are here by requested to register themselves on the GeM portal and ensure that the procurement of goods & services shall be done through the GeM portal. The ZO/RO who have already registered on the GeM portal are requested to send their monthly report of the procurement made under GeM portal together with the current status to Board's HQ as per the format Annexure - I


(P.K.Dash)

Assistant Secretary I/c

Distribution

1	Executive Director, Guwahati, Assam	
2	Executive Director, Coonoor, TN	
3	All ROs, SGDD, DTR&DC, QCL	
4	Secretary to Dy. Chairman	
5	Secretariat Branch	
6	IT - Cell	With the request to upload in Board's Website
7	ADTD (RK)	

File Ref.Gem/Portal/2017/STR/1



Annexure – I

Details of procurement under GeM

Month _____ Name of the ZO/RO _____ Buyer _____

Contract Number	Product	Contract Date	Quantity	Amount in Rupees	Status	Mode of payment Online/offline
Total						