

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

**OFFICE OF THE COMPTROLLER  
Bihar Agricultural University  
Sabour, Bhagalpur – 813210**

Office Order No. 666...../Accounts/BAU, Sabour

Dated 19/01/2018

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. Finance Department, Government of Bihar has notified the Bihar Financial (Amendment) Rule 2017 vide Memo: M-4-48/2012 (Part-I) 3475/F Patna Dated 19.05.2017. The rule XX states as

"(xx) Goods upto ₹50,000/- may be bought through any of the available suppliers on the GeM, meeting the requisite quality, specification and supply period thereof. Goods above ₹50,000/- may be bought through the supplier having lowest price amongst the available supplies on the GeM, meeting the requisite quality, specification and supply period thereof using online bidding and online reverse auction made available on 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*	Mr. Ashok Kumar Sinha	Comptroller BAU, Sabour
2.	(As administrator- Secondary Users**		
	• Buyer(S)	Mr. Ajay Kumar Mallick	O/I Purchase BAU, Sabour
	• Consignee(S)	Mr. Ajay Kumar Mallick	O/I Purchase BAU, Sabour
	• DDO(S)	Mr. Rakesh Kumar Tanti	Assistant Comptroller BAU, Sabour
	• PAO /	Mr. Rakesh Kumar Tanti	Assistant Comptroller BAU, Sabour
3.	Verifying Officer***	Mr. Bhupendra Kumar Singh	Director Administration BAU, Sabour

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)\*\*\*\*

By the order of Hon'ble Vice Chancellor

Sd/-  
Comptroller  
BAU, Sabour

*\*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.*

Memo. No. <sup>1783</sup> /F.Y. 2017-18/ Accounts/BAU, Sabour Dated: 19 /01/2018

Copy sent to The Registrar/Director Administration /Comptroller/AC(Hqtrs.)/O/i Purchase BAU, Sabour for information and necessary action.

*Ak. Singh.*  
Comptroller  
BAU, Sabour