

No.GeM/Scheme of Awards/2016/10  
Government of India  
Department of Commerce (SD)  
Directorate General of Supplies & Disposals

Jeevan Tara Building, 5, Sansad Marg,  
New Delhi – 110 001 Dated 1<sup>st</sup> November, 2016

OFFICE MEMORANDUM

Subject: Scheme of Awards for Best Performance in implementing Government E-Marketplace (GeM).

Launched by the Hon'ble Commerce & Industry Minister on 9<sup>th</sup> August, 2016, Government e-Marketplace (GeM) is a fully integrated online portal facilitating procurement of common use products and services by the Government Ministries/Departments including its attached/subordinate offices, Public Sector Units (PSUs) and Autonomous Bodies. GeM covers the entire procurement process chain, right from vendor registration, item selection by buyer, Supply order generation, receipt of goods/services by the consignee(s), to online payment to the vendor. For large orders the system automatically directs the buyer to Bidding/Reverse Auction and the entire process is completed online and in a completely secure environment. Price comparison with prominent e-Commerce portals is also made available by GeM in order to bring about price transparency. The option for Demand Aggregation on GeM allows the Government users to extract the best price in the market, thereby making public procurement more efficient. GeM is therefore all set to become a game-changer in the field of public procurement. To encourage Government buyers, suppliers of products & services, as well as DGS&D officials involved in taking the GeM initiative forward, the following award scheme namely "Annual awards for best performance in implementing GeM" has been instituted.

2. The awards are to be given in the following categories –

- (i) Top Government buyer on GeM – This award is to be conferred on the Government organizations placing gross highest and second highest successful orders on GeM in the Financial Year. This award is to be given in 5 sub-categories –

contd..2/-

- (a) Central Government Ministries/Departments
  - (b) State Government Ministries/Departments
  - (c) CPSUs
  - (d) State PSUs &
  - (e) Autonomous Institutions
- (ii) Top products seller on GeM – This award is to be conferred on the product suppliers who successfully delivered gross highest and second highest orders in terms of value, in the Financial Year.
- (iii) Top services provider on GeM – This award is to be conferred on the services suppliers who successfully delivered gross highest and second highest orders in terms of value, in the Financial Year.
- (iv) Award for developing Technical Parameters (TPs) – This award is to be conferred on the team of DGS&D officials who have been instrumental in finalizing highest and second highest number of new TPs for products/services on GeM.
- (v) Best performance in onboarding Government buyers – This award is to be conferred on DGS&D officials for the best and second best performance in successfully onboarding maximum number of Government organizations on GeM.
- (vi) Best performance in onboarding Product suppliers – This award is to be conferred on DGS&D officials for the best and second best performance in successfully onboarding maximum number of product suppliers on GeM.

- (vii) Best performance in onboarding services suppliers – This award is to be conferred on the team of DGS&D officials for the best and second best performance in successfully onboarding maximum number of services suppliers on GeM.
- (viii) Award for most significant contribution towards BPR in public procurement – This award is to be conferred on the DGS&D officer who has made the best contribution towards business process re-engineering of procurement processes on GeM.
- (ix) Award for most significant contribution towards improving procurement processes in GeM – This award is to be conferred on the DGS&D officer who has made the best contribution towards simplifying procurement procedure on GeM and further improving pre and post-contract management.
- (x) Award for payment integration – This award is to be conferred on one officer of the DGS&D and one from DoE/Railways/ Defence/ Posts/ Scheduled Commercial Banks who have contributed in a significant manner towards betterment of payment processes and integration of GeM payment system with PFMS/other payment systems of Government/Banks.

3. Award Components –

- (i) First prize shall be of Rs.10,000/- as cash prize, along with a certificate of merit.
- (ii) In categories having second best award, a cash prize of Rs.5,000/-, along with a certificate of merit shall be conferred.
- (iii) The award certificates shall bear the signature of Secretary, Department of Commerce.

contd..4/-

4. Eligibility conditions for Government officials and suppliers for consideration for the award –

- (i) Officials who have been confirmed in service.
- (ii) Officials against whom no disciplinary proceeding is contemplated or ongoing.
- (iii) Officials for whom Vigilance Clearance has been issued.
- (iv) Officials who have not been conferred with the award in the preceding year.
- (v) Suppliers who have not been blacklisted or penalized by DGS&D or any other Government Organization for any misconduct or malpractice or who are not being proceeded against for any misconduct relating to breach or contractual terms and conditions.
- (vi) Officers above the rank of Joint Secretary are not eligible for these awards.

5. Procedure for selection for the award –

- (i) For awards in categories (i), (ii) and (iii) mentioned in para 2 above, the GeM administrator will provide the system generated report.
- (ii) For the awards in categories (iv) to (ix) mentioned in para 2 above, DGS&D officials associated with GeM project will submit their nominations, in a proforma given at Annexure, for the period from 1<sup>st</sup> April to 31<sup>st</sup> March of preceding Financial Year.
- (iii) For the award in category (x) mentioned in para 2 above, DGS&D officials as well as officials associated with the GeM project and working in PFMS / Railways / Defence / Posts / PSUs / Other Government Organizations finance Departments will submit their nominations, in a proforma given at Annexure, for the period from 1<sup>st</sup> April to 31<sup>st</sup> March of preceding Financial Year.
- (iv) The nomination forms will have to be duly recommended by the respective reporting officers of the applying officials and sent to Director (GeM), DGS&D, on or before 30<sup>th</sup> April 2017. Applications received after 30<sup>th</sup> April 2017 will not be entertained.

contd...5/-

- (v) An awards Committee chaired by DGS&D and comprising of ADG(QA), ADG(S) and JS(Supply) will make recommendation of names for conferring these awards. The Committee will submit its recommendations to Secretary, Commerce on or before 15<sup>th</sup> May, 2017.
- (vi) Secretary, Department of Commerce will be the final authority for selecting the award recipients.
6. Information about this scheme is also available on our website [www.dgsnd.gov.in](http://www.dgsnd.gov.in) and GeM portal <https://gem.gov.in/>.
7. Entries may be sent at the following address: -


Director(GeM)  
Directorate General of Supplies & Disposals  
216, Jeevan Tara Building, 5, Sansad Marg,  
New Delhi – 110 001



(Aman Sharma)  
Director (GeM)

Copy To –

1. President's Secretariat/Vice President's Secretariat/Lok Sabha Secretariat/PMO/Cabinet Secretariat/Election Commission, New Delhi
2. All Ministries/Departments of Government of India – It is requested that this scheme may be brought to the notice of all the attached offices, subordinate offices, Public Sector Undertakings and Autonomous Institutions under them.
3. Director, Public Relations (Ministry of Information and Broadcasting), Press Information Bureau, New Delhi with the request that the scheme may be duly circulated in the press and electronic media.
4. All State Governments – It is requested that this scheme may be brought to the notice of all the Departments, State Public Sector Undertakings and Autonomous Institutions under them.
5. All Regional Offices under DGS&D with the request that the Award Scheme may be given wide publicity amongst their Officers & Staff.



(Aman Sharma)  
Director (GeM)

Copy also forwarded to: -

1. PPS to Commerce Secretary, Udyog Bhawan, New Delhi.
2. PPS to DGS&D.
3. Director (Supply), Doc(Supply Division), Udyog Bhawan, New Delhi.
4. All Officers and Sections of DGS&D, Jeevan Tara Building, New Delhi.
5. Director(Systems), DGS&D with the request that the copy of this O.M. may be placed prominently on DGS&D's website and also on GeM portal.

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ANNEXURE

NOMINATION FORM

Nomination for F.Y.: - \_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_
2. Designation of the Applicant: \_\_\_\_\_
3. Ministry/Department/Office: \_\_\_\_\_
4. Full Address: \_\_\_\_\_
5. Telephone No.: \_\_\_\_\_
6. E-mail address: \_\_\_\_\_
7. Please give a write up of 300 words about your contribution to justify so to why you deserve to be considered for the award. I certify that the above information furnished by me is correct. I undertake to refund the cash prize and return the certificate, if awarded to me, in case it is ever found that the information furnished above was incorrect.

Signature of Applicant

Place:

Date:

Recommendations of Reporting/Controlling Officer

**Recommended / Not Recommended**

Signature & Seal of Controlling Officer with date