



आधुनिक रेल डिब्बा कारखाना रायबरेली
MODERN COACH FACTORY, RAEBARELI

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Confidential

No. G/MCF/RBL/Vig./2020/System Imp/06

Date: 24.08.2020

All PHOD's/CHOD's
MCF/RBL

Sub: Finalizing of works/ services through GeM.

1. As per extant policies, procurement of common use Goods & Services available on GeM viz. Hiring of vehicles, transportation of material, sterilization & housekeeping services, skilled & unskilled manpower hiring, professional staff hiring etc. through GeM is mandatory. It was also instructed that a suitable mechanism should be put in place to ensure the above compliance. As many service contracts are finalized in MCF regularly, these instructions need to be followed in letter & spirit to proliferate the use of GeM in terms of Railway Board instructions.

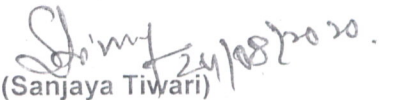
2. As per extant instructions, if any such common goods/services are not available on GeM, a request should be made through GeM portal. Portal automatically generates a request format calling for relevant inputs, which needs to be supplied. Simultaneously, it should also be followed by a letter to convenor of the committee already constituted in MCF for looking after GeM matters, who in turn, shall take up the matter with concerned authorities in Board and GeM.

3. Further, there may be certain services, which are regular in nature but currently may not be available on GeM with identical/similar description that we require. For such services, entering into long term contract should be avoided to the extent possible. Rather, matter to be vigorously followed to bring those on GeM portal.

4. Besides, while entire scope of any work may not be covered on GeM, possibility that part of it is covered on GeM, cannot be ruled out. In such cases, while taking actions as discussed in the preceding Para, an attempt should also be made to unbundle the different components to the extent it is practically possible to do so.

3. Notwithstanding the suggestions mentioned above, it is expected that all concerned may exercise due care in this regard so as to comply the extant instructions in letter & spirit.

This has the approval of CVO/MCF.


(Sanjaya Tiwari)
SVO
For GM/Vigilance

Copy: Secy to GM : for the kind information of GM please.