



ISO 9001:2015

**प्रशासन विभाग मुख्यालय**  
**इंटर ऑफिस मेमो**

<b>प्रेषक:</b> डॉ. डी. रविशंकर महाप्रबंधक (प्रशासन)	<b>प्राप्तकर्ता:</b> सभी विभागाध्यक्ष All Procurement Departments at HQ वरिष्ठ कार्यकारी निदेशक (HSMI) सभी क्षेत्रीय प्रमुख
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1<sup>st</sup> October, 2021

**Sub: Procurement through Government e-Marketplace (GeM).**  
**Ref: Admn. Wing's Inter Office Memo dated 16<sup>th</sup> September, 2021**

As per the directions of the Ministry, procurement of Good & Services are to be made from GeM portal as a Mandatory Requirements. In case, if the required Goods/Services is not readily available, "Custom Bids" are to be made as per as per GeM process. All the procedure is available in GeM portal backed up with Video Tutorials. Procurement may be made as per HUDCO's Purchase Manual only when required Goods/Services is not available in GeM Portal after making efforts, same need to be recorded on file.

Concerned Departments/Regional Heads shall be responsible for deviations, if any, in the above procedure, since the above is one of the MoU parameters. The same should be complied strictly.

डॉ. डी. रविशंकर

महाप्रबंधक (प्रशासन)

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