



ISO 9001:2015

प्रशासन विभाग मुख्यालय

इंटर ऑफिस मेमो

प्रेषक कार्यकारी निदेशक (प्रशासन) मुख्यालय	प्राप्तकर्ता सभी क्षेत्रीय प्रमुख मुख्यालय/एच एस एम आई में कार्यरत सभी कार्यकारी निदेशक/महाप्रबंधक
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URGENT

24th May, 2024

Sub: Standard Operating Procedure (SOP) for day to day procurements under GeM

As per Govt. of India directions (Rule 149 of GFR) all Goods and Services are to be procured by Ministries or Departments through GeM Portal. In this regard the following Standard Operating Procedure (SOP) is proposed:

- 1 If the particular Goods or Services are not available on GeM Portal, non-availability report may be taken from the GeM before making procurement outside GeM. **The guidelines pertaining to GeM Availability Report issued by GeM is enclosed for ready reference.**
- 2 Ensure timely payment to all vendor & update details on GeM and check for discrepancy, if any.
- 3 As per MoU for financial year 2024-25 HUDCO has to achieve 25% of overall procurement from MSME, 4% of overall procurement from SC/ST and 3% of overall procurement from MSME Women Entrepreneurs, hence all out efforts should be made by all Procurement Departments at Head Office/HSMI/ROs right from the beginning to achieve the MoU targets.
- 4 Ask GeM through E-mails to add new items/goods and services which are not available on GeM.
5. Provide regular feedback on GeM portal for quality of products & services.
6. **As per Presentation given by Receivable Exchange of India Ltd. (RXIL) on 14.04.2024, HSMI/All ROs may please send the copy of GST No. & Cancel Cheque of Bank Account on Admn. Wing Head's Email ID admnhudco@hudco.org.in positively by 29.05.2024 so that the same could be forwarded to RXIL for mapping multiple locations on TReDS portal.**
7. After mapping of multiple locations by RXIL all Procurement departments at Head Office/HSMI/ROs will be requested for sending the list of Makers & Checkers with Full Names, E-mail ID & Mobile Numbers for forwarding the same to RXIL.

सभी क्षेत्रीय प्रमुख/मुख्यालय/एच एस एम आई में कार्यरत सभी कार्यकारी निदेशक/महाप्रबंधक के सूचनार्थ एवं सख्त अनुपालन हेतु प्रेषित किया जाता है।

This issues with the approval of Competent Authority.


24/5/2024

वेद प्रकाश

सहायक महाप्रबंधक (प्रशासन)

Encl: As above

प्रतिलिपि:

महाप्रबंधक (सीएमडी ऑफिस)

संयुक्त महाप्रबंधक परियोजना (डीसीपीऑफिस)

सहायक महाप्रबंधक (डीएफऑफिस)

संयुक्त महाप्रबंधक (कॉर्पोरेट विजिलेंस विंग)

महाप्रबंधक PE (Mou)

कंपनी सचिव



GeM Availability Report & Past Transaction Summary





“GeM Availability Report and Past Transaction Summary” (GeMARPTS) indicates availability status of products or/and services searched on GeM and past transaction history for the matching product categories.

The buyers may preview the categories to identify the categories that match their requirement.

The Past Transaction Summary will be provided, wherever available. GeMARPTS shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published.

Open gem.gov.in and click on Login

**GeM**
Government
e Marketplace

PRODUCTS SERVICES CONTENT

Looking for something on GeM?

Q

Bids

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CATEGORIES

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New on GeM





Shri Narendra Modi
Hon'ble Prime Minister of India


*" The crisis the world is facing today teaches us that way forward is -
Atmanirbhar Bharat (A self - reliant India) "*




 Rich Listing of Products / Services

 Integrated Payment System

 Multiple Procurement Modes

 Transparency and Ease of Selling

 Ask GeMmy



GeM
Government
e Marketplace

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Need help with your Login ?



Raise a Ticket

Agents and experts available on a single platform ready to help you



Contact Us

Email: [helpdesk-ge\[m\]@gov\[dot\]in](mailto:helpdesk-ge[m]@gov[dot]in)

Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm Mon to Sat)

Login in to Government e Marketplace | GeM

GeM User Id *

Type the characters in the box below. *

WQKSFG



Enter your User ID and
captcha and click on 'Submit'

shall be entered on next screen post
GeM login ID and Captcha validation

[Submit](#)

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Register as Seller

Need help with your Login ?



Raise a Ticket

Agents and experts available on a single platform ready to help you



Contact Us

Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)
Call: 1-1800-419-3436 / 1-1800-102-3436 (toll-free)

Type in your password and
click on 'Submit'

Login in to Government e Marketplace | GeM

Dear User,
You can now login in GeM using your NIC e-mail
credentials.

NIC Email ID * ⓘ

Enter NIC Email Password * ⓘ

Submit

Cancel

[Forgot your NIC Email password ?](#)

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After logging in click on 'Dashboard' to proceed further

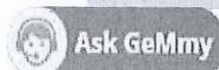
NOTIFICATIONS

Dear Sir/Ma'am,

- Buyers are hereby notified that as per OM No. F.6/18/2019-PPD dated 23rd January 2020, the functionality for generating "GeM Availability Report & Past Transaction Summary" is now available at GeM. With effect from 1st July 2020, it is mandatory for buyer to generate this report for procurement outside GeM. To know more on how to generate the GeMARPTS report, please [click here](#).
- *** As per the OM issued by the Department of Expenditure, Ministry of Finance (No.F.6/18/2019.PPD), it is notified that from 01/07/2020, no other payment mode except for GPA and PFMS would be available on GeM for placing new orders. Payments for all orders must be processed through either GPA or PFMS only.

[View More](#) ▼

- In the wake of a nationwide lockdown, due to the COVID-19 pandemic, GeM has initiated a number of steps for expeditious procurement of medical and auxiliary Covid related items. Some of the major steps include
 1. Creation of more than 50+ categories related to health emergency items and swift on-boarding of sellers under these categories (Live tracking of this category list and number





MY DASHBOARD

PRODUCT ORDERS ▾

SERVICE ORDERS ▾

ALL DEMANDS

BILLS ▾

INCIDENTS

ALL CARTS

REQUESTS

2.0 ORDERS

GEM AVAILABILITY REPORT

A functionality to search for available products/services/categories is accessible under tab "GeM Availability Report" at Buyer Dashboard

The Buyer can see reports generated in last 30 days & download

GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the product/service specification searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Report ID	Created At	Status	Process	
GEM/GARPTS/12062020/YQ0GOF3D0FCV	Jun 12, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT
GEM/GARPTS/15062020/NRQPKPON6XX	Jun 15, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT
GEM/GARPTS/17062020/LWA30MXTJ3C6	Jun 17, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT
GEM/GARPTS/17062020/OSENT6YY3HEA	Jun 17, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT
GEM/GARPTS/17062020/668T4W3LLJX3	Jun 17, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT
GEM/GARPTS/18062020/OL2ERRRZECUT	Jun 18, 2020	Generated	SHOW REPORT	DOWNLOAD REPORT

CREATE NEW REPORT

A New Report can also be generated from the same page

GeM Availability Report

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE

SEARCH

SELECTED CATEGORY

REQUEST ID

Product ▼

Enter your product details

ADD MORE

To generate a new report select
Product/Service from the dropdown &
Search for desired
product/service/category/specification

PRODUCT/SERVICE

SEARCH

SELECTED CATEGORY

REQUEST A NEW CATEGORY

REQUEST ID

Product ▾

desktop

Computers>>Desktop Computers

Computers>>Desktops

Desktop_Computers_UAT2>>Desktop_Computers_UAT3

Computer data input devices >>Keyboards

testing new Desktops (mansi)>>testing new Desktops (mansi)

infiheam3>>infiheam4

pr

12

ke

The search engine under "GeM Availability Report" Tab will recommend the matching categories to the Buyers.

Buyers can preview the categories to identify the categories matching their requirements.

Did not find the category I am looking for

123456

View Category



desktop

ADD MORE

Confirm

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications for future procurement.

Please certify by choosing one of the options below.

It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values(LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirements are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories.

- ☒ I would be uploading the specifications of the required product which may be taken up by GeM for new category creation.
- ☐ The required product category is a one time requirement and hence I would not be requesting a new category creation.

I CERTIFY**CANCEL**

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GeM Availability Report

Report ID: GEM/GARPTS/27062020/633L205WTUDH

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	computer	computer servers	<input checked="" type="checkbox"/>
Service	service	Catering Service	<input checked="" type="checkbox"/>
Product	remote	Not Available	<input type="checkbox"/>

Request new category

ADD MORE

SAVE

If its not a one-time procurement and you want to Request a category, click here

GENERATE REPORT



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Enter the category details in "Request Management" IFrame. You will receive Request ID for the same.

Request Management

Only indispensable conditions that are not covered in and are not in conflict with GeM GTC, Product / Service STC and the ATC library, and which are in compliance with the Govt. orders on Public Procurement and are not restrictive and not against the core principals of transparency and efficiency enshrined in GeM, can be requested through this RMS ATC request. Each such request has to come only after due approval of the Competent Authority in Buyer Organization. A copy of such approval of competent authority has to be uploaded here. Buyer organization shall be solely responsible for the impact of the requested clauses on the bidding process and its outcome. Clauses in respect of which ATC library clause is available will not be allowed through RMS.

Create Request

Request Type*

New Category creation

Category Type*

Product

Category Name*

NOTIFICATIONS



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GeM Availability Report

Report ID: GEM/GARPTS/01072020/M3R7S9TX5PFQ

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY		
Product	laptop	Laptop Battery Pack (Rechargeable Battery)	<div>Enter Request ID</div>	X
Product	deskto	Not Available	<div></div>	X
Product	computer	Not Available		X

ADD MORE

SAVE

GENERATE REPORT



Ask GeMmy

Click here to Generate Report

[Back to index](#)

[DOWNLOAD REPORT](#)



Report ID: GEM/GARPTS/27062020/633L205WTUDH

Generated By: Ajay verma , COAL INDIA LIMITED , Ministry of Coal

Generated On: 27/06/2020

Valid till: 27/07/2020

You can Download the report by clicking here or going back to the main page

GeM Availability Report And Past Transaction Summary.

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Computer

Search type: Product

Search Result: Buyer has confirmed that below category meets buyer requirements.

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Ask GeMmy servers	5,186	706	96	518	4,259	8,113	6,847



Report ID: GEM/GARPTS/17062020/68T4W3LLJ3
Generated By: Ajay Verma - COAL INDIA LIMITED, Ministry of Coal

Generated On: 17/06/2020
Valid till: 17/07/2020

GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the product description searched by the Buyer. The product specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Desktop

Search type: Product

Search Result: Category Available on GeM.

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Desktop Computers	-	-	-	-	-	-	-

2. Search String: Desktop

Search type: Product

Search Result: Category Available on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

"It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of list of values (LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirement are such that these can not be covered even by adding specification parameters using APC in any of the GeM suggested categories. The specifications of the required product have been uploaded in RMS vide RMS request no LB-4507 which may be taken up by GeM for new category creation."

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Desktop Computers	-	-	-	-	-	-	-
Desktops	-	-	-	-	-	-	-
Desktop_Computers_UAT3	-	-	-	-	-	-	-
Keyboards	-	-	-	-	-	-	-
testing new Desktops online	-	-	-	-	-	-	-
infibeam4	-	-	-	-	-	-	-
prity34	-	-	-	-	-	-	-
123456	-	-	-	-	-	-	-
keyboard	-	-	-	-	-	-	-

Following details will be available in the GeMARPTS report:

- Report ID
- Report Generation Date
- Past Transaction Summary
- Report Validity from generation date: 30 days
- Buyer Name and Organization Name
- Product/Service Details Search by the Buyer
- Category Names suggested by GeM against the searched products/services
- Product Count for the category

To Know....

- Each GeM availability report (GeMARPTS) will have a unique ID and will be valid for 30 days from report generation date
- Buyer will be able to float only one tender on CPPP using one GeMARPTS ID and will be required to furnish a unique and distinct GeMARPTS ID before floating tenders on CPPP
- A new GeMARPTS may be generated for cases where CPPP tender is cancelled or if buyer does not procure all items part of the report in a single CPPP tender.
- The GeMARPTS ID will be validated on CPPP, stored against the floated tender and shared with GeM through reverse feed along with Tender Details and Documents.
- A notification would be visible at Buyer's dashboard to inform that he/she can check the available products/services/categories under the Tab "GeM Availability Report"
- The unique GAR ID can be used in such a case as well though the buyer needs to make a decision based on the Past Transaction Summary provided in the report to procure from GeM or outside
- It is buyer's discretion to buy the available products from GeM or float a single tender for multiple items at any other platform



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