



ISO 9001:2015

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

<b>प्रेषक:</b> GM (Admn.), HQ	<b>प्राप्तकर्ता:</b> All HODs All Regional Heads Sr. ED, HSMI
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29<sup>th</sup> December, 2021  
30<sup>th</sup>

**Sub: Introduction of Forward Auction/e-Auction Service & Disposal option on GeM**

**Ref: Govt. of India, Ministry of Commerce & Industry, Government e Marketplace, 2<sup>nd</sup> Floor, Jeevan Tara Building, Patel Chowk, New Delhi 110 003's letter dated 29<sup>th</sup> November, 2021**

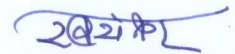
With regard to the above, the letter dated 29<sup>th</sup> November, 2021, received from Govt. of India, Ministry of Commerce & Industry, Government e Marketplace, 2<sup>nd</sup> Floor, Jeevan Tara Building, Patel Chowk, New Delhi 110 003 containing 03 pages, which is self explanatory, is enclosed herewith for information and further necessary action. The process will help to dispose of Machines, Metal & Non-Metallic Scrap, E-Wastes, Vehicles, Commercial & Residential Properties, etc. through GeM.

A user manual for **Forward Auction** can be seen at the following link:

[https://gem.gov.in/resources/pdf/forward\\_auction\\_creation.pdf](https://gem.gov.in/resources/pdf/forward_auction_creation.pdf)

The relevant information with regard to the above is also available in the Training Module on GeM's Website.

All are requested to familiarize with the process.

  
डा. डी रविशंकर

महाप्रबंधक (प्रशासन)

Encl: As above





दक्ष • पारदर्शी • समावेशी

प्रशान्त कुमार सिंह, भा.प्र.से.  
मुख्य कार्यकारी अधिकारी

P. K. SINGH, IAS  
Chief Executive Officer



सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव



भारत सरकार

वाणिज्य एवं उद्योग मंत्रालय

गवर्नमेंट ई मार्केटप्लेस

द्वितीय तल, जीवन तारा बिल्डिंग

पटेल चौक, नई दिल्ली-110001

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Government of India

Ministry of Commerce & Industry

Government e Marketplace

2nd Floor, Jeevan Tara Building

Patel Chowk, New Delhi-110001

Tel : 011-23349186

e-mail : ceo-gem@gov.in

DO No. 65/CEO-GeM/2021

29<sup>th</sup> November, 2021

Respected Sir/Ma'am,

JS & FA  
[Signature]

Sub: Introduction of Forward Auction/e-Auction Service on GeM

Government e-Marketplace (GeM) is the national public procurement portal for providing procurement of goods and services required by Central and State Government organizations. GeM provides an online, end to end solution for procurement of commonly used goods and services for all Central Government and State Government Ministries, Departments, Public Sector Units (PSUs) and affiliated bodies. GeM is continuously striving to provide the best digital experience to all the buyers for procurement of Goods and Services. I am happy to share that 95+ major functionalities and 600+ minor functionalities have been introduced in GeM in the current FY resulting in significant ease of procurement and enhanced transparency in procurement of Goods and Services.

2. Based on the feedback received from various buyers and service providers, more than 200 services have been created and are already live on GeM. Some of the most commonly used services on GeM are listed in annexure

3. One important service sought by many organisations was Forward Auction/e-Auction Service. I am happy to share that Forward Auction/e-Auction Service is now live on GeM. An indicative list of commodities which can be disposed off through Forward Auction is as under:

- Machines
- Agriculture & Forest Produce
- Metal & Non-Metallic Scrap
- E-Waste
- Vehicles
- Lube / Waste Oil
- Unused Spares,
- Coal
- Commercial & Residential Properties
- Land
- Industrial Plots

4. A user manual for Forward Auction can be seen at the following link:

[https://gem.gov.in/resources/pdf/forward\\_auction\\_creation.pdf](https://gem.gov.in/resources/pdf/forward_auction_creation.pdf)

The relevant information in this regard is also available in the Training Module on GeM's Website.

1395/COA  
01/12/21

971/CA  
01/12/21

368/COA  
31/12/21

928/COA  
01/12/21

Sh. Priyanka, Acc  
AAO (P)

26/12/21

Cfr  
11/12

CA  
01/12/21

AAO (Admin)

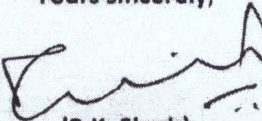


5. It is requested to issue necessary instructions to all Departments/Organisations of your Ministry/Department to use Forward Auction Service on GeM. The concerned officials may also be advised to ensure on boarding of prospective bidders on GeM.

6. We look forward to your active support and suggestions on this functionality. It will be our pleasure to provide any further clarifications or hand holding support for usage of this functionality.

*warm regards,*

Yours sincerely,

  
(P.K. Singh)

To,

All Secretaries to Government of India



Annexure: -

- i. Manpower Outsourcing Service: Minimum Wage Based, Fixed Remuneration Based
- ii. Hiring of Professionals: IT Professionals, Non- IT Professionals, Consultants, Subject Matter Experts
- iii. Cab and Taxi hiring service: Monthly and Short Term, Vehicle-Days
- iv. House Keeping: Cleaning, Sanitation, Disinfection, Pest Control
- v. Canteen Service- Employee Welfare Model, Leave and License Model, Best prices on fixed Menu Rate Model.
- vi. Catering Service- Duration based and Event based.
- vii. Goods and Transport Service- Trip-wise, Monthly basis, KM basis, Per MT Per KM basis, with or without packaging service.
- viii. Laundry Service- Laundry- Health Care, Laundry-Commercial/ Industrial, Laundry- Upholstery.
- ix. Printing Service- Paper based, non-Paper based, Promotional/ Merchandise/ Office Gifting based.
- x. Security Manpower
- xi. Facility Management Service: Housekeeping, Security, Horticulture, O&M
- xii. AMC/CMC: Computers, Photocopiers, ACs, ROs, Any Pre-owned Product
- xiii. Cloud Services: All MeitY approved services
- xiv. Development of e-content Service
- xv. Garbage Collection and Disposal Service
- xvi. Operation & Maintenance Service