

**प्रशासन विभाग मुख्यालय**

**इंटर ऑफिस मेमो**

**ISO 9001:2015**

<b>प्रेषक:</b> <b>महाप्रबंधक (प्रशासन) मुख्यालय</b>	<b>प्राप्तकर्ता :</b> <b>सभी विभागाध्यक्ष</b> <b>सभी क्षेत्रीय प्रमुख</b> <b>वरिष्ठ कार्यकारी निदेशक (HSMI)</b>
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30 दिसम्बर, 2021

**विषय:** जेम पर अग्रिम नीलामी/ई-नीलामी सेवा एवं निपटान विकल्प की शुरुआत

**संदर्भ:** वाणिज्य एवं उद्योग मंत्रालय, सरकारी ई-मार्केटप्लेस, द्वितीय तल, जीवन तारा भवन, पटेल चौक, नई दिल्ली 110003, भारत सरकार का दिनांक 29 नवंबर, 2021 का पत्र

उपरोक्त के संबंध में, वाणिज्य एवं उद्योग मंत्रालय, सरकारी ई-मार्केटप्लेस, द्वितीय तल, जीवन तारा भवन, पटेल चौक, नई दिल्ली 110003, भारत सरकार से प्राप्त दिनांक 29 नवंबर, 2021 का 03 पृष्ठों का पत्र, जो स्वतः व्याख्यात्मक है, सूचनार्थ एवं अग्रिम आवश्यक कार्रवाई हेतु संलग्न है। इस प्रक्रिया से मशीनों, धातु एवं अधात्विक स्क्रेप, ई-कचरे, वाहनों, वाणिज्यिक एवं आवासीय संपत्तियों आदि का जेम के माध्यम से निपटान करने में सहायता मिलेगी।

**फॉरवर्ड ऑक्शन के लिए उपयोगकर्ता पुस्तिका निम्नलिखित लिंक पर देखी जा सकती है:**

[https://jem.gov.in/resources/pdf/forward auction creation.pdf](https://jem.gov.in/resources/pdf/forward%20auction%20creation.pdf)

उपरोक्त से संबंधित प्रासंगिक जानकारी जेम की वेबसाइट पर प्रशिक्षण मॉड्यूल में भी उपलब्ध है।

सभी से अनुरोध है कि वे इस प्रक्रिया से परिचित हों।

डॉ. डी रविशंकर  
महाप्रबंधक (प्रशासन)

संलग्न: उपरोक्तानुसार



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



O/o JS & FA MOHUA

01 DEC 2021

Dy. No. 5579

भारत सरकार

वाणिज्य एवं उद्योग मंत्रालय

गवर्नमेंट ई मार्केटप्लेस

द्वितीय तल, जीवन तारा बिल्डिंग

पटेल चौक, नई दिल्ली-110001

दूरभाष : 011-23349186

ई-मेल : ceo-gem@gov.in

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Government e Marketplace  
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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.

12/5/CA  
01/12/21

971/CA  
01/12/21

364/CA  
31/12/21

928/Proc  
07-12-21

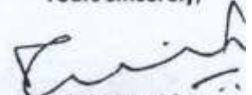
*[Handwritten notes and signatures]*  
Sh. Pradyumn, Acc  
AA (P)  
22/12/21  
CA  
DCA  
A2  
G.A. (Admin)

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