No.F.6/18/2019-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

512, Lok Nayak Bhawan,

OFFICE MEMORANDUM

Subject: Procurement of Goods / Services through Government e-Marketplace (GeM).

Rule 149 of GFR states that procurement of common use goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services not available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.

2. As per the instructions contained in OM No. F.18/3/2017-PPD dated 25.07.2017 by Department of Expenditure, it has been clearly stipulated that while publishing any Bid for procurement through Central Public Procurement Portal (CPPP), procuring entities are required to give an undertaking that category of goods/services being tendered/ procured is not available on GeM and they have no objection in providing this information for making available such products/services in GeM.

3. In view of the above provisions of GFR, the procurement of common use goods and services by Ministries or Departments through GeM is mandatory for Goods or Services for which product/service categories are available on GeM.

4. In order to effectively implement the above provisions, a functionality for generating “GeM Availability Report & Past Transaction Summary” is being made available on GeM. This would greatly help and benefit the Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along-with necessary details relating to past transaction summary.

5. With effect from 01.07.2020, when the above functionality will be deployed on GeM, it will be mandatory for a buyer to generate a “GeM Availability Report and Past Transaction Summary” (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The Past Transaction Summary will be provided, wherever available. “GeMAR&PTS” shall be a prerequisite 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.
6. However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to non-availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

7. This issues with the approval of Secretary (Expenditure).

(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel: 24621305
Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.
INFORMATION TO TENDER INVITING OFFICIALS

With Reference the above OM issued by Ministry of Finance, available in previous page, Tender Inviting Authorities (TIA) of Central Public Procurement Portal (CPP Portal) are expected to do the following for procurement of Goods and Services:

1. All TIAs are to login in gem.gov.in as Buyer and search for the item to be procured.
2. Gem.gov.in will provide a GEMARPTS ID based on their search.
3. They Buyer / TIA needs to note down the same.
4. While creating a tender in CPP portal this GEMARPTS ID is to be furnished.
5. The detailed steps of the process to be followed in CPP Portal is explained in the next few pages.

For any issues in CPP portal regarding the same please send a mail to cppp-nic@nic.in

For any issues in generating GeMARPTS ID thru GeM portal please contact GeM Help desk.

This would be operational from 1st Jul 2020 onwards.
GeMARPTS ID Validation

Three statuses as provided in GEM for a requested GeMARPTS ID are as follows,

- Success
- Not Valid (Validity Expired)
- Not Found

- All Success and Not Valid GeMARPID will be stored in eProcurement system.
- If the ID is already available, eProcurement system will not hit the service and appropriate message will be displayed to the user.
- Before Publishing the Tender, provision for validation of GeMARPTS ID by the TIA through the Validate GeMARPTS ID menu has been enabled.
- When a user provides the necessary inputs for validating GeMARPTS ID, system will check whether it is already available with GePNIC. If it is available, system will display relevant message. If it is not available with eProcurement system, the details will be validated.
- The validated GeMARPTS IDs are stored and mapped against organisation chain. All validated GeMARPTS ID will be available for the tender creators in the organisation chain.
- GeMARPTS ID will be saved against the tender.
- The dropdown will appear only when GEM undertaking is enabled.
Click on the left menu **Validate GeMARPTS ID.**
The system navigates to the landing page of the GeMARPTS ID Validation left menu. Provide the Report Initiated Date On, GeMARPTS ID, Description and click on the **Validate** button to validate the provided GeMARPTS ID.
The success message is displayed on the screen. The Status is shown as **Success**.

![Tender Management](image)

**TENDER MANAGEMENT**

**GeMARPTS ID Validation**

- The given GeMARPTS ID 'P5606686DWC7' has been validated, the details are as follows.

**Search**

- GeMARPTS ID
- Tender ID
- Report Initiated On
- GeMARPTS Allocation

**GeMARPTS ID Validation**

- Report Initiated On
- GeMARPTS ID
- Description

* - All the above fields are mandatory to validate.

**GeMARPTS List**

<table>
<thead>
<tr>
<th>S.No</th>
<th>GeMARPTS ID</th>
<th>Report Initiated On</th>
<th>Valid Until</th>
<th>Tender ID</th>
<th>Tender Published</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P5606686DWC7</td>
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<td>31-May-2020</td>
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<td>2</td>
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<td>3</td>
<td>NUSC7Y25FZY2</td>
<td>12-Apr-2020</td>
<td>12-May-2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If an invalid GeMARPTS Id is provided, an alert message will be shown as not_valid.
The status of the alert message is shown as not_valid.
In View Tender Details page, a provision to select the availability of GeMARPTS ID is provided.

- If Yes is selected, provide the GeMARPTS ID and GeMARPTS ID Description to proceed further.
• If No is selected, provide the Reason for non availability of GeMARPTS ID and Remarks to proceed further.
GeMARPTS ID details are displayed in the print page of the department user.