
**Document Title: Stakeholder Meeting
Summary & Business Problem Statement**

**Project Name: GEM Bid Automation and
opportunity Email Alert**

Project Name: GeM Bid Opportunity Automation

Prepared by: Prachi Kumari (Business Analyst)

Date: [1-06-2025]

Meeting Date: [6-06-2025]

Organization: Metso India Private Limited,
Gurugram

Vendor: TCS

Contents

Background	3
Analytical Approach Taken	3
Key Insights	3
Proposed Solution	3
Stakeholder Present in Initial Discussion	3

Background

During a strategic meeting with the Vice President and internal leadership, a major concern was raised regarding the consistent decline in incoming orders over the past two months. This slowdown has created a bottleneck in achieving the company's annual revenue targets.

The leadership posed a critical business question:

"Where are we going to get our next set of business opportunities from?"

Analytical Approach Taken

In response to this concern, initiated a deep-dive research exercise to explore untapped and underutilized business opportunity channels. Among the sources evaluated, the **Government e-Marketplace (GeM)** stood out as a promising avenue for the **Minerals, Metals, and Heavy Machinery sector**.

The key observation was that relevant bids were being published frequently on GeM but were not being tracked systematically.

Key Insights

A lack of structured monitoring and tracking of live bids on GeM has led to missed opportunities, delayed responses, and reduced order conversions for the business.

Proposed Solution

To address this challenge, the following strategic response was proposed:

- Automate the tracking of live bids from the **GeM portal**
- Implement keyword-based filtering logic to extract industry-relevant tenders
- Build a notification system that alerts respective departments in real-time
- Store all downloaded bids on a centralized **SharePoint repository**
- Ensure de-duplication to avoid reprocessing the same bids

Stakeholder Present in Initial Discussion

Name	Designation
Pavan Seth	VP, Sales & Services
Alok Ranjan	Project Coordinator
Prachi	Business Analyst