|  |  |  |
| --- | --- | --- |
| **GeM Procurement - Checklist for Direct Purchase** | | |
| *Doc.No.C&P/CL/001/R0 dt. 03.05.2024* | | |
| **SNo** | **Description** | **Y/N/NA** |
| 1 | GeM search done in indentor’s GeM ID? |  |
| 2 | Has estimate been attached? |  |
| 3 | Has GeM purchase proforma been attached? |  |
| 4 | GeM search screen attached? |  |
| 5 | Is Special Terms and Conditions (STC) search screen attached? |  |
| 6 | Does this category of product have STC? |  |
| 7 | If yes, is STC attached? |  |
| 8 | GeM product screen considered for estimate is attached? |  |
| 9 | Is seller details screen of the product considered for estimate attached? |  |
| 10 | Is offer considered for estimate deliverable to NTPL? |  |
| 11 | Is L1 product considered for estimate? |  |
| 12 | If not considering the L1 product rate, the reason is to be deliberated in para H.1 of purchase proforma. |  |
| 13 | Whether the minimum order quantity specified by the seller is matching the requirement? |  |
| 14 | Whether the stock quantity specified by the seller is matching the requirement? |  |
| 15 | Is proposed product reserved for purchase from MSE manufacturer of the offered product? |  |
| 16 | If yes, mention the sl no and description of the item as per the purchase manual annexure – 1, in purchase proforma para K? |  |
| 17 | If yes, is MSE filter selected in search screen? |  |
| 18 | Are any make and model requirements stated in search screen? |  |
| 19 | If yes, has reasons for selecting these makes and models been deliberated in purchase proforma? |  |
| 20 | Has seller location filter been applied? (for selecting local sellers) |  |
| 21 | If yes, has reasons for selecting seller location been deliberated in purchase proforma? |  |
| 22 | Is estimate for complete required quantity of each item less than or equal to Rs. 50,000/-? |  |