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| **GeM Procurement - Checklist for Regular Bid**  (for STE, OTE, DCB mode of bids) | | |
| *Doc.No.C&P/CL/003/R0 dt. 03.05.2024* | | |
| **SN** | **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 | Is Special Terms and Conditions (STC) search screen attached? |  |
| 5 | Does this category of product have STC? |  |
| 6 | If yes, is STC attached? |  |
| 7 | GeM search screen attached? |  |
| 8 | GeM product screen is attached? |  |
| 9 | Are any Additional Specification Parameters (ASPs) required? |  |
| 10 | Can required ASPs be accommodated within [(255 | 500) x 5 rows] table character limits? |  |
| 11 | Are any standard technical Additional Terms and Conditions (ATCs) attached? |  |
| 12 | Are any customised technical Additional Terms and Conditions (ATCs) attached? |  |
| 13 | Are proposed ASPs and ATCs inline with GeM product screen considered for estimate, GeM General Terms and Conditions (GTC), and Special Terms and Conditions (STCs) (if any)? |  |
| 14 | Is estimate based on GeM search results? |  |
| 15 | If yes, is L1 product considered for estimate? |  |
| 16 | If not considering the L1 product rate, the reason is to be deliberated in para H.1 of purchase proforma. |  |
| 17 | Is seller details screen of the product considered for estimate attached? |  |
| 18 | Is offer considered for estimate deliverable to NTPL? |  |
| 19 | Whether the minimum order quantity specified by the seller is matching the requirement? |  |
| 20 | Whether the stock quantity specified by the seller is matching the requirement? |  |
| 21 | Is proposed product reserved for purchase from MSE manufacturer of the offered product? |  |
| 22 | If yes, mention the sl no and description of the item as per the purchase manual annexure – 1, in purchase proforma para P? |  |
| 23 | If yes, is MSE filter selected in search screen? |  |
| 24 | Is proposed product reserved for purchase from MII class 1 bidder? |  |
| 25 | If yes, is screenshot of consolidated list of material, for which sufficient local capacity has been declared by nodal ministries, from DPIIT public procurement website, showing proposed product attached? |  |
| 26 | If yes, is MII filter selected in search screen? |  |
| 27 | Are any make and model requirements stated in search screen? |  |
| 28 | If yes, has justification been furnished in purchase proforma par G.3 for selecting the specific make and model? |  |
| 29 | Has seller location filter been applied? |  |
| 30 | Is estimate based on budgetary offers? |  |
| 31 | If yes, the reason for not considering the GeM rates is to be deliberated in para J.2 of purchase proforma. |  |
| 32 | Has any prospective bidder expressed any concern in selling this material to NTPL through GeM? |  |