GeMARPTS ID ValidationIn

Central Public Procurement Portal



No.F.6/14/2020-PPD Government of India Ministry of Finance Department of Expenditure Procurement Policy Division

> Room No.512, Lok Nayak Bhawan, New Delhi. Dated the 23rd October, 2020

OFFICE MEMORANDUM

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

Reference: (i) Department of Expenditure's OM No.F.6/18/2019-PPD dated 23.01.2020 regarding "Procurement of Goods/ Services through Government e-Marketplace (GeM)"

(ii) Department of Expenditure's OM No.F.6/14/2020-PPD dated 27.08.2020 regarding "Procurement of Goods/ Services through Government e-Marketplace (GeM) and outside"

With regard to the above references, it has now been decided that **buyers** will be required to generate GeMAR&PTS ID in all cases. Wherever the same is not possible due to urgency, buyers will be required to upload the approval of associated finance in support of his claim for the urgent nature of procurement alongwith taking relevant screenshots as laid down in this Department OM dated 23.01.2020.

(Kotluru Narayana Reddy)

Deputy Secretary to the Govt. of India

Telfax: 24621305

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To

All Secretaries and Financial Advisors of All Ministries/Departments to Government of India.

Copy to:

Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.

No.F.6/14/2020-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division
Room No.512, Lok Nayak Bhawan,
New Delhi. Dated the 27th August, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to refer to this Department's OM No.F.6/18/2019-PPD dated 23rd January 2020 (**copy enclosed**) on the above subject, wherein it had, inter alia, been stipulated that w.e.f. 1st July 2020, it will be mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with unique ID on GeM Portal using his login credentials on GeM for procurement outside GeM. This was to be a pre-requisite 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. The said O.M. also provided exceptions to the mandatory requirement on the ground of urgency & nonfunctioning of GeM at that time or due to non-availability of Internet connection.

- 2. Data generated regarding GeMAR&PTs from 1st July 2020 has been examined in this Department. It has been observed: -
- i) That since its inception, a large number of GeMAR&PTS reports have been generated by Central Government Departments/Ministries.
- ii) That analysis of data on CPPP shows that the exceptions provided in the OM No.F.6/18/2019-PPD dated 23rd January 2020 have been used in more than 90% of cases
- iii) That, for around 70% of the cases on CPPP, exception clauses being non-functional internet and non –availability of GeM Portal have been used.
- iv) That GeMAR&PTS reports are not commensurate with the tenders published outside GeM.
- 3. Considering the above, the following modifications are made to the OM No.F.6/18/2019-PPD dated $23^{\rm rd}$ January 2020 with immediate effect : -
- a) Clause "due to non-availability of internet connection" it is hereby omitted since publishing of tenders on other portals would also require internet connectivity.
- b) That along with Clause "non-functioning of GeM at that time" the following may be read as added "the tender publishing portal will automatically confirm from GeM in real time as to whether GeM Portal is available and if available, will direct the

buyer to obtain GeMAR&PTS from the GeM Portal. If not available, the tender publishing portal may proceed without the GeMAR&PTS."

> (Kotluru Narayana Reddy) Deputy Secretary to the Govt. of India Telfax: 24621305

Email: kn.reddy@gov.in

To

All Secretaries and Financial Advisors of All Ministries/Departments to Government

Copy to:

- Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.
- CGA, Department of Expenditure, Ministry of Finance, New Delhi. 2. 3.
- CGDA, Ministry of Defence, New Delhi.
- Financial Commissioner, Railway Board, New Delhi. 4.
- 5. CEO, GeM, New Delhi.

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

512, Lok Nayak Bhawan, New Delhi Dated the 23rd January, 2020.

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.

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

Kone Redly (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.

GeMARPTS ID Validation

As mandated in the OM enclosed above integration of GeMARPTS and ePorcurement - Central Public Procurement Portal has been carried out.

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

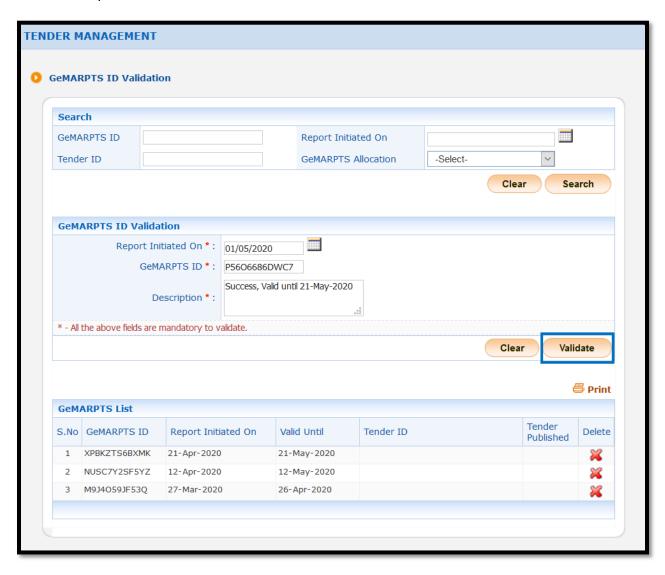
- Success
- Not Valid(Validity Expired)
- Not Found
- ➤ All **Success** and **Not Valid** GeMARPID will be stored in eProcurement system.
- ➤ If the ID is already available, eProcurement system will not hit the service and appropriate message will be displayed to the user.
- ➤ Before Publishing the Tender, 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.

Validation ofGeMARPTS ID

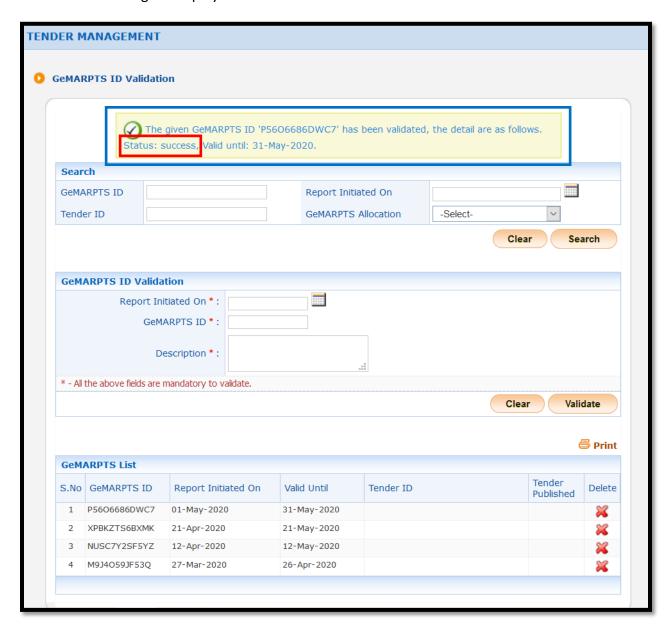
Click on the left menu Validate GeMARPTS ID.

Tender Management	
+	Pre Tender
+	Create Tender from XML
*	Create Tender / Tender List
+	RC Tender List
+	Publish Tender
+	Published Tenders
+	Seek Clarifications
+	Pre-bid Meeting
+	Downloaded Tenders
+	Bids Submitted Tenders
+	Tender Status
+	Archived Tenders
+	Archived Clarification
+	Stage 2 Create Tender / Tender List
*	NDA Documents
+	Stage 2 Publish Tender
+	NDA Documents History
+	Stage 2 Published Tender
*	Sanction / Bill Generation
+	Validate GeMARPTS ID
+	Tender Progress

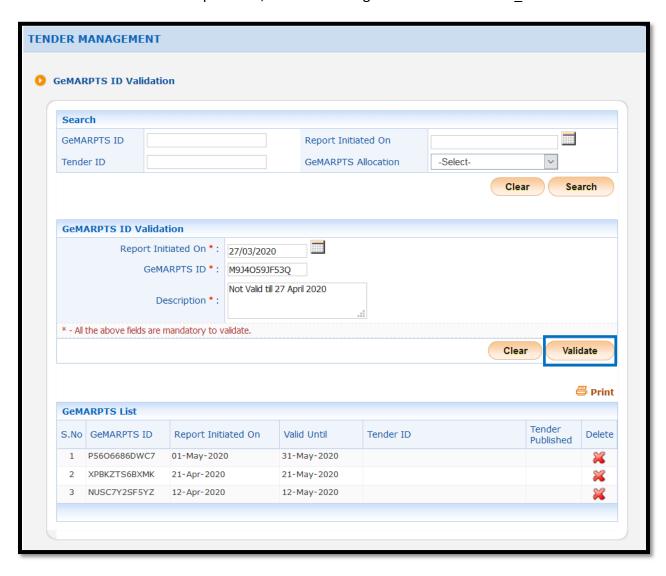
The system navigates to the landing page of the GeMARPTS ID Validation left menu. Provide the Report Initiated Date On, GeMARPTS ID, Description and click on the **Validate** button to validate the provided GeMARPTS ID.



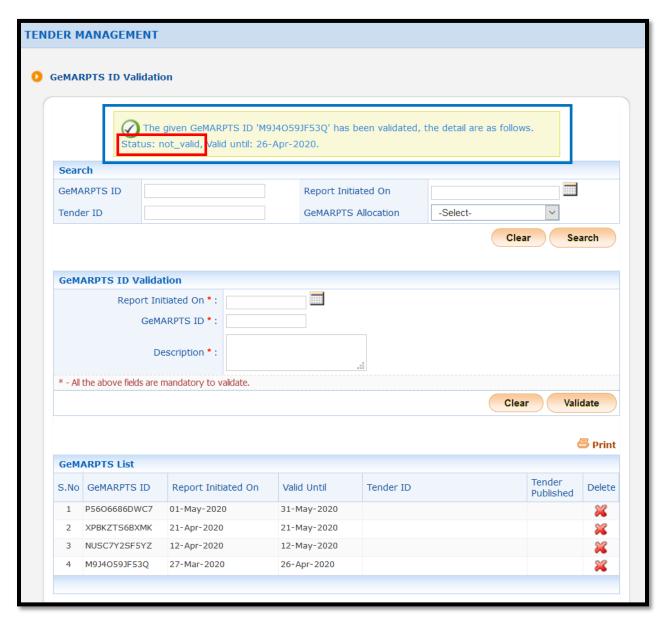
The success message is displayed on the screen. The Status is shown as **Success**.



If an invalid GeMARPTS Id is provided, an alert message will be shown as not_valid.



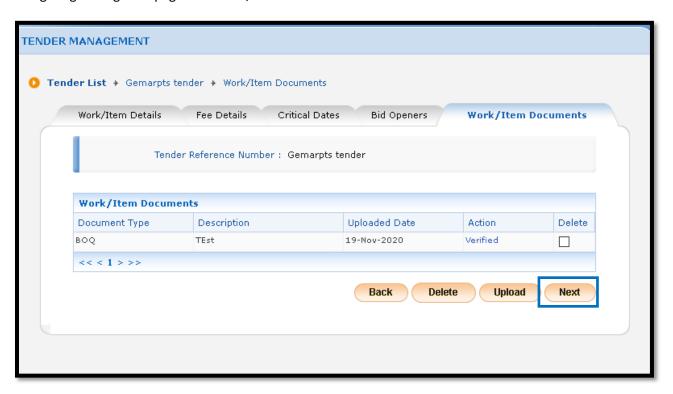
The status of the alert message is shown as not_valid.



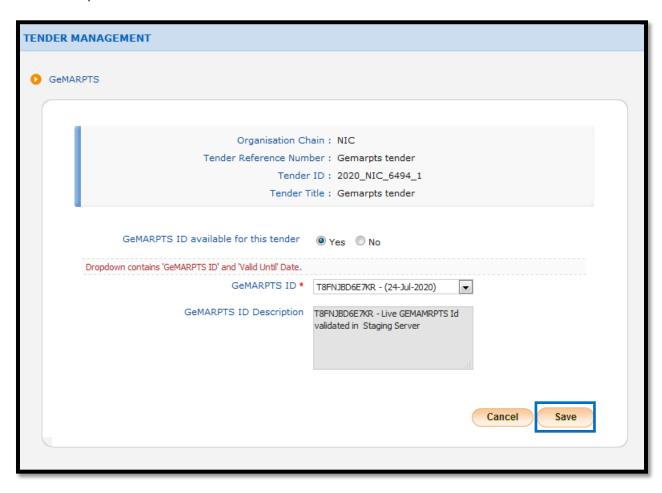
During Tender Creation

During tender creation after uploading the Work Item Documents system navigates to page to enter availability of GeMARPTS ID and its details.

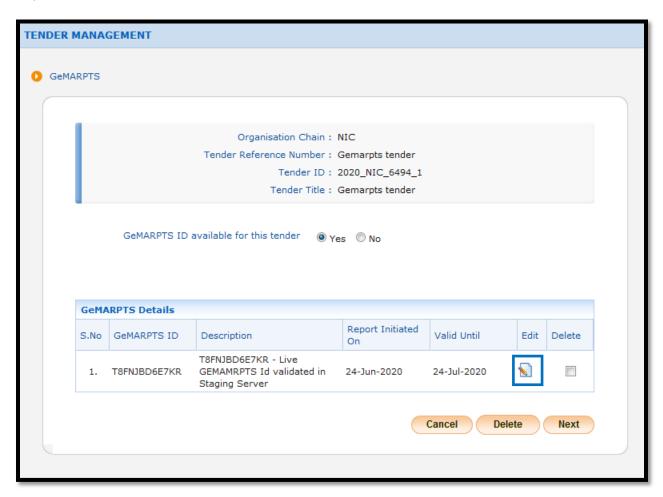
Note:If OID or Automatic Evaluation is enabled, the GeMARPTS ID entry page will be available after navigating through the pages of OID or/and Automatic Evaluation.



• If Yes is selected, provide the GeMARPTS ID , description and click on the Save button to save the provided details.

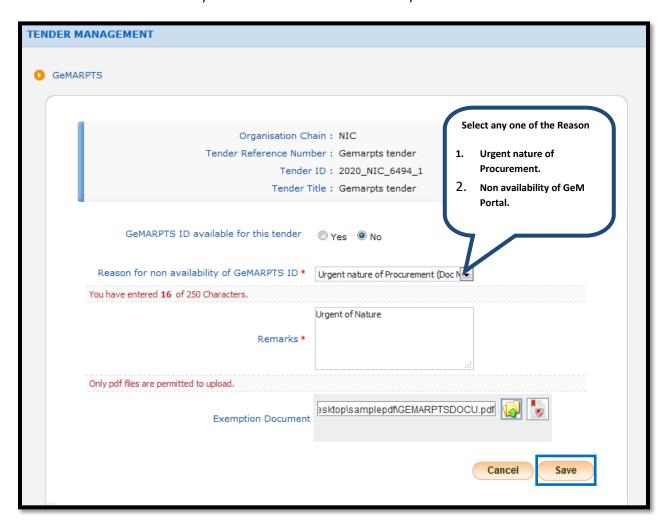


The saved details are displayed on the screen. Click on the **Edit** icon to edit the provided details if required.

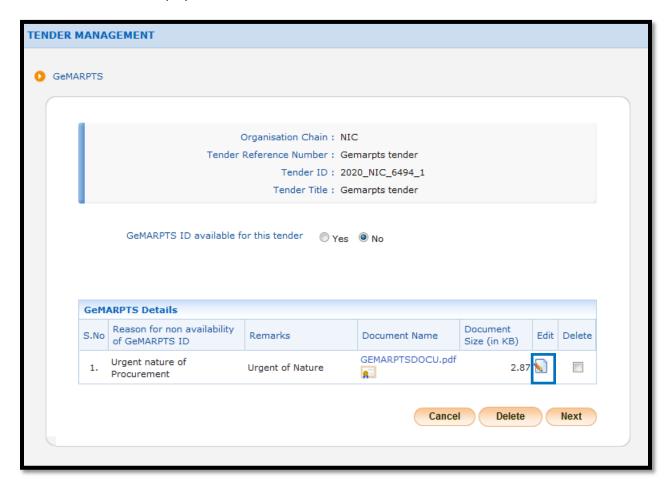


• Edit the required changes and click on the **Save** button to save the provided details.If No is selected, provide the reason for non availability of GeMARPTS ID, remarks, upload the document if needed and click on the Save button to save the provided details.

Note: The system has a provision to make exemption document mandatory or non mandatory against each reason for Non Availability of GeMARPTS ID select in the drop down.



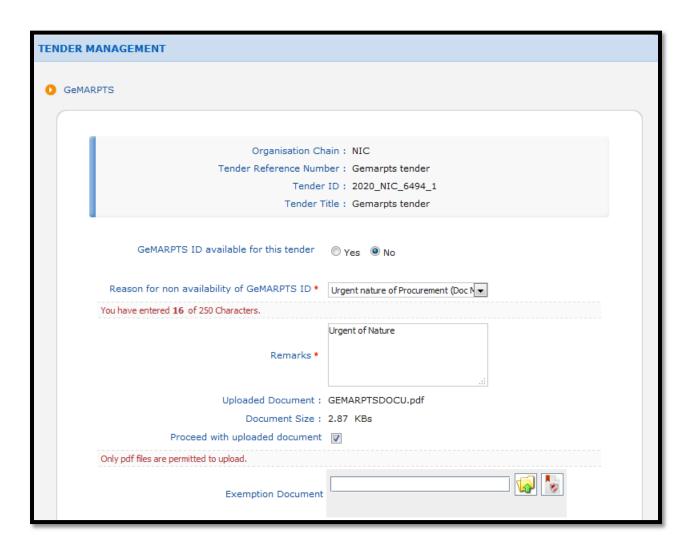
The saved details are displayed on the screen. Click on the **Edit**button to edit the details.

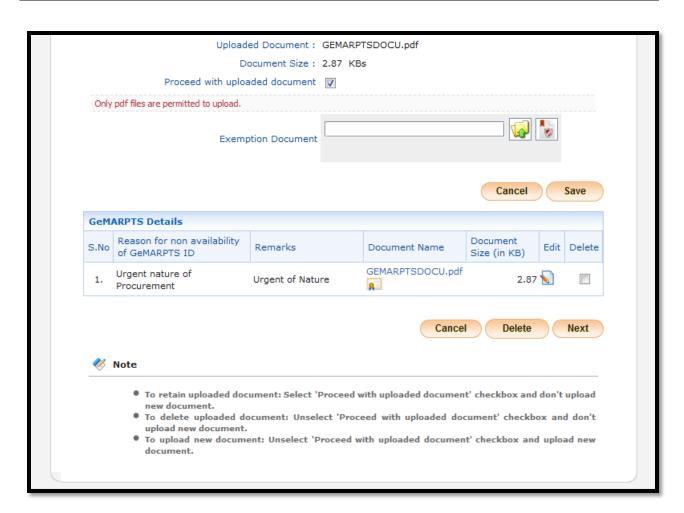


The system navigates to page where changes could be done.

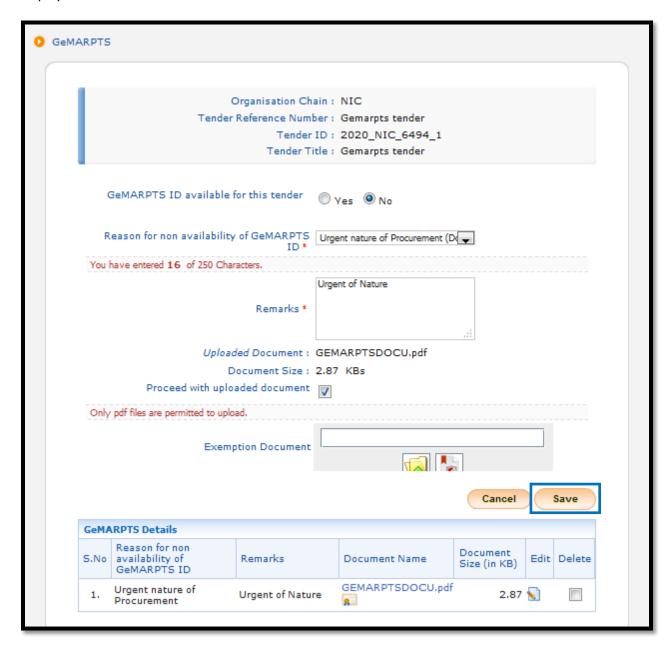
Note:

- To retain uploaded document select 'Proceed with uploaded document' check box and don't upload new document.
- To delete uploaded document unselect 'Proceed with uploaded document' check box and don't upload new document.
- To upload new document unselect 'Proceed with uploaded document' check box and upload new document.

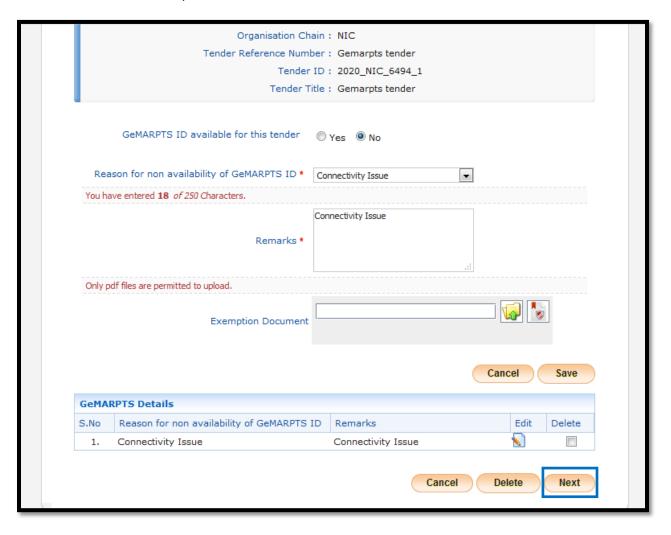




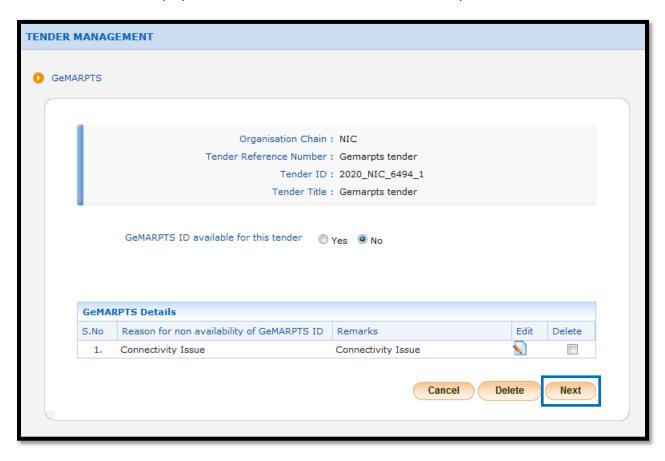
Edit the changes and click on the **Save** button to save the provided details. The saved details are displayed on the screen.



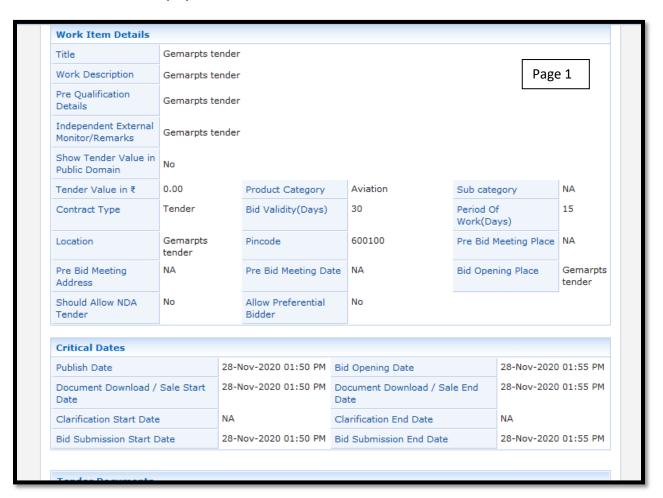
Click on the **Next** button to proceed further.



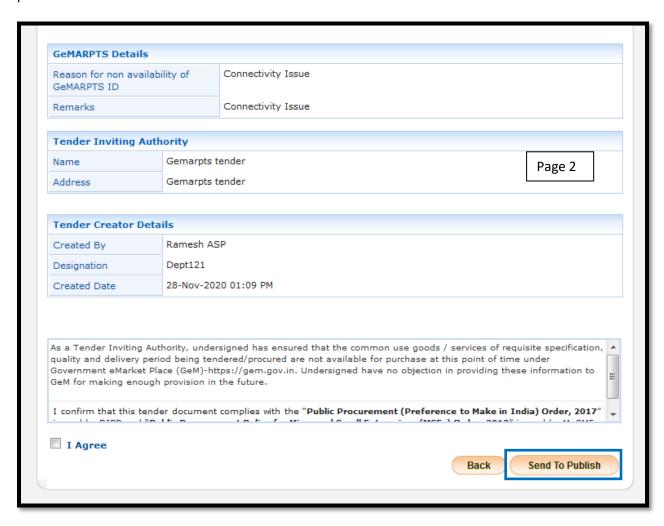
The saved details are displayed on the screen. Click on the **Next** button to proceed further.



The Tender details are displayed on the screen.



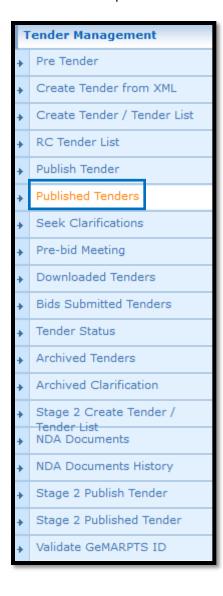
Select the I Agree check box to agree the terms and condition and click on the Send to Publish button to publish the tender.



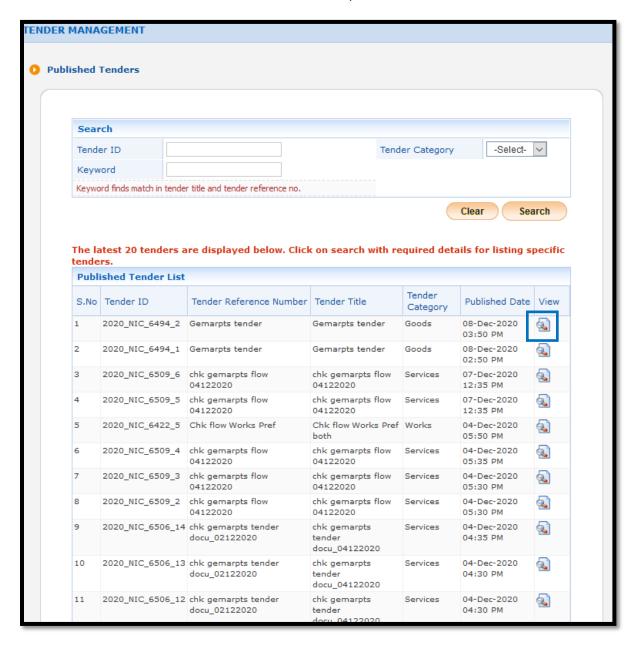
Post Publishing

- If the reason for non availability of GeMARPTS ID is "Urgent nature of Procurement", then the link for downloading the document is available in the Tender Details page.
- ♣ The link for downloading the document will be available only for the department user.
- The link for downloading the document will not be available for the public either post login or pre login.

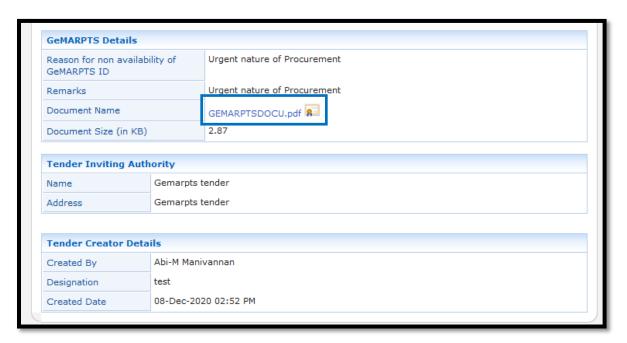
Click on the Published tender left menu to view the published tender.



Click on the View icon to view the tender details of the published tender.



The link for downloading the uploaded document in Tender Details page is displayed on the screen



---End of Document---