



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
Council of Scientific & Industrial Research  
अनुसंधान भवन 2 रफी मार्ग नई दिल्ली 110001  
Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001



सं/No. SP-13021/4/2024-S and P-CSIR HQ (E 87138) दिनांक/Date: 14<sup>th</sup> March, 2024

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख  
**The Directors/Heads of all CSIR Laboratories/Instts./Units**

विषय/**Sub**: **GeM** के माध्यम से सभी उपलब्ध वस्तुओं और सेवाओं की अनिवार्य खरीद

**Mandatory procurement of all available Goods and Services through GeM**

महोदया/ महोदय/**Madam / Sir**,

As you are aware, Rule 149 of GFR makes it mandatory to procure all Goods & Services through GeM, if those are **available** on GeM. Only when Goods and Services of required specification or required delivery period **etc.** are not available on GeM the Procuring Entity (PE) can take recourse to procurement under Rule 154 (Direct Purchase) or Rule 155 (LPC Mode Purchase) or for Bidding outside GeM (subject to condition). Copy of relevant OM dated 19/01/2018 is enclosed. Further, the time taken for Bidding outside GeM being roughly the same as it would take in a Custom Bidding on GeM, there is no apparent merit in publishing Bids outside GeM. Therefore, all effort should be made to use GeM for the purpose.

2. **The proof of non-availability** of Goods or Services on GeM is GeMAR&PTS. It is mandatory to generate GeMAR&PTS in all cases without exception, whether it is for resorting to Rule 154 /155 or to publish a Bid outside GeM. Relevant OMs dated 23/01/2020 & 11/06/2021 are enclosed. For publishing a Bid on CPP Portal, an additional undertaking is also required to be given to the effect that the category of Goods/Services being tendered is not available on GeM, at that point of time. Relevant OM No. F.18/3/2017-PPD dated 25/07/2017 is also enclosed.

3. **Generating GeMARPTS:** GeM suggests that searching should be done only in relevant, meaningful categories, not in irrelevant categories. Category search itself is based on the specification chosen by the buyer. Specifications could be varied appropriately to find relevant categories for further navigation of category specification and products & services available in them.

4. **Categories available on GeM & Options for the Buyer:** GeMAR&PTS lists out all categories available on GeM matching buyer's requirement with Order Count and Order Value on a cumulative basis. The buyer has the following options:

- a. Create a bid on GeM with a product closest matching the required specifications. S/he can add additional parameters in specifications through corrigendum using RMS functionality.
- b. Can submit a request for category updating through RMS, should s/he feel that category TP needs updating
- c. Suggest the specification of the required product for creation of a new category on GeM for future procurements, and proceed for procurement outside GeM

- d. Not propose any new category creation when the requirement is a one-time one
- e. Not propose any new category creation immediately, but do so separately, post generation of GeMARPTS.

5. **The Undertaking in GeMAR&PTS:** When a Category is available/suggested on GeM, but the buyer opts to go out of GeM, then GeMAR&PTS can be generated only on the ground that the available categories and products/ services thereunder are "not matching requirements", with an undertaking as under:

*"It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered/ does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values (LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirements are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. This is a one-time requirement; hence new category creation is not proposed/or requirements is recurring but request for new category creation will be submitted separately post generation of GeMARPTS."*

6. **Caution & Due Care:** Since the generator of the GeMAR&PTS is responsible for the veracity of the undertaking contained therein, due care and diligence needs to be observed. While each buyer/ Indenter has to generate GeMAR&PTS in respect of his equipment/ item with due care & full consciousness

of the contents of the undertaking, from his own login credentials on GeM, all assistance may be extended by the Purchase Division.

7. **Analysis of Biddings Outside GeM:** Kind attention is invited the email dated 02/11/2023 form GeM which was duly forwarded to labs on 04/11/2023 wherein GEM had statistically shown that out of a total of 965 Bids floated on CPPP by all constituents of DSIR during the three months check period from 1/07/2023 to 31/09/2023 as many as 401 Bids were possible through normal bidding on GeM and as many as 290 Bids were possible through Custom Bidding and one through auction. Only 273 cases were not possible through GeM i.e Non-GeMable. Though separate figures for CSIR were not given, it is understandable that a substantial proportion of such Bids must have been by CSIR alone. This trend needs to be arrested forthwith.

8. In view of the above, it is reiterated to all PEs that all Goods/Services available on GeM are to be mandatorily procured through GeM only, and all the bids, where Product/ Service Category is available on GeM, are to be published on GeM except when the conditions stipulated in Para # 5 exists.

भवदीय/ Yours Sincerely,

(श्रीदेब नन्दा/ Srideb Nanda)

वरिष्ठ भंडार एवं क्रय नियंत्रक

**Sr. Controller of Stores & Purchase**

E-Mail: [sridebnanda@csir.res.in](mailto:sridebnanda@csir.res.in)

Phone No. (O): 011- 23711117

**Encls: As above**

No.F.6/1/2018-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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Room.No.516, Lok Nayak Bhawan,  
New Delhi dated the 19<sup>th</sup> January, 2018.

**OFFICE MEMORANDUM**

Subject:- Procurement through Government e-Marketplace (GeM) – Reg.

The undersigned is directed to refer to Ministry of Science and Technology (MST) OM No. MST/PRAO/Estt/22-38/2017-18/1952 dated 12.01.2018 forwarding the Minutes of the Standing Committee of MST on GeM, wherein it was pointed out that there is divergence between Rule 149 and Rule 154 & 155 of General Financial Rules (GFRs). In this regard, it is clarified that Rule 149 of GFR provides for the mandatory procurement of common use Goods and Services by Ministries or Departments for Goods or Services available on GeM. Hence only in case of goods and services (of required specification or within required delivery period etc.) are not available on GeM, the procuring entity can resort to Rules 154 and 155 of GFRs i.e. procurement without quotation or procurement on the recommendations of a duly constituted Local Purchase Committee.

2. This issues with the approval of JS(PF C-II).

  
(K.Narayana Reddy)  
Under Secretary to the Govt. Of India  
Tel.No.24621305  
Email : kn.reddy@nic.in

To

Financial Advisor, Ministry of Science Technology, New Delhi.

Copy to:

1. Secretaries of All Central Government Ministries/ Departments
2. Financial Advisors of All Central Government Ministries/ Departments

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 23<sup>rd</sup> 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 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.

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.

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

264-C, North Block, New Delhi.  
Dated the 11<sup>th</sup> June, 2021

**OFFICE MEMORANDUM**

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

Reference: (i) Department of Expenditure (DoE) OMs No.F.6/14/2020-PPD dated 27.08.2020 and 23.10.2020

Attention is invited to this Department OM No.F.6/18/2019-PPD dated 23.01.2020 stipulating that all buyers will be required to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) on GeM portal using their login credentials of GeM for all procurements being made outside GeM. It was also stipulated that in case it is not possible to extract GeMAR&PTS report due to (a) urgency (b) non-functioning of GeM at that time and (c) 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.

2. Later on reasons (b) "non-functioning of GeM and (c) non-availability of internet connection" were removed from the exceptions.

3. On the request of GeM, it has now been decided that **buyers will be required to generate GeMAR&PTS ID in all cases of procurement outside GeM.**

  
Kanwalpreet  
Director (Procurement Policy)  
Tel.: 23093811  
Email: kanwal.irss@gov.in

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.18/3/2017-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
PP Division

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R.No.516, Lok Nayak Bhawan,  
New Delhi the 25<sup>th</sup> July 2017.

**OFFICE MEMORANDUM**

**Subject: - Modification in Central Public Procurement Portal (CPPP) - Reg.**

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The undersigned is directed to refer Director General (DG), Directorate of Supply & Disposal (DGS&D) email dated 19.07.2017 (copy enclosed) and to say that undertaking given by the Government buyers while making procurement through CPPP may please be revised as under:

"As a Tender Inviting Authority, the undersigned has ensured that the category of goods/services being tendered/ procured is not available at this point of time on Government e-Marketplace (GeM). Undersign have no objection to provide this information to GeM for making available such products/services in GeM".

2. This issues with the approval of JS(PF C-II).

  
(Vinayak T. Likhari)

Under Secretary to the Govt. Of India  
Tel.No.24621305  
Email : [vinayak.likhar@nic.in](mailto:vinayak.likhar@nic.in)

To

✓ Smt. Usha Saxena,  
Technical Director,  
National Informatics Centre,  
NIC Headquarter, CGO Complex,  
New Delhi.  
Email:- [usha.saxena@nic.in](mailto:usha.saxena@nic.in)

Copy to: Shri Binoy Kumar, DG(DGS&D), Jeevan Tara Building, 5, Sansad Marg, New Delhi, 110001 (T.No.43583-702 Fax No.43583-707). E-mail: [dg-dgsnd@gov.in](mailto:dg-dgsnd@gov.in)