

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 23<sup>rd</sup> 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

Email: kn.reddy@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.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 27<sup>th</sup> 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 23<sup>rd</sup> January 2020 (copy enclosed) on the above subject, wherein it had, inter alia, been stipulated that w.e.f. 1<sup>st</sup> 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 & non-functioning of GeM at that time or due to non-availability of Internet connection.

2. Data generated regarding GeMAR&PTS from 1<sup>st</sup> 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 23<sup>rd</sup> 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<sup>rd</sup> 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

1150/Addl. FA/RS/20  
28/8

ll circulate  
21/8/20  
DFA (G-I)

40

139  
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](mailto:kn.reddy@gov.in)

To

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

**Copy to:**

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

38

O/o Secretary (Def. / Fin.)

Dy. No. 3106

Dt. 28/08/2020

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.

*Handwritten notes:*  
28/8/20  
IS x Adulstcrs  
M circulate

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.