

National Institute of Technology Calicut
Stores & Purchase Section

S3/S&P/GeM/2016-17

Dated: 11th February 2022

Circular

Sub: Procurement of Goods / Services outside Government e-Marketplace (GeM) and submission of Non-Availability Certificate – revised guidelines-reg.
Ref: Circulars even number dated 26.10.2017 and 20.12.2017

Rules 144(ii) & 173(x) of General Financial Rules (GFR) 2017 provide that (i) the set of technical specifications for the procurement of Goods has to be worked out to meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure and (ii) the technical specifications should be broad enough to avoid restrictions on workmanship, materials and equipment commonly used in manufacturing similar kinds of goods.

As per Rules 147 & 149 of GFR 2017, (i) the procurement of common use goods and services is mandatory for Goods or Services available on GeM and (ii) a demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 buying / bidding / reverse action on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value.

Further it is stipulated by the Government of India (GoI) that while publishing any bid for procurement outside GeM, it is required to give an undertaking that the category of goods/services being tendered/procured is not available on GeM. As such, a format for 'Certificate for non-availability on GeM Portal' is prescribed by the Institute to make procurement outside GeM vide Circular dated 20.12.2017.

Instances have come to our notice that (i) the name of the good(s) is altered from its commonly used name(s)/terms (and/or) (ii) the technical specifications for some common-use goods have been worked out in such a manner to evade the mandatory procurement on GeM. The 'Certificate for Non-Availability on GeM portal' was also readily submitted on the reason that the goods with the particular name(s)/the goods with the superfluous technical specifications are not available on GeM. This shall be viewed as serious violation to the provisions of GFR 2017 and instructions/guidelines issued by the Government of India.

It is hereby informed that the GeM Portal has a functionality for generating "GeM Availability Report & Past Transaction Summary" (GeMAR&PTS) and it is mandatory for a buyer to generate a GeMAR&PTS with a unique ID on GeM Portal using the login credentials on GeM for procurement outside GeM. The guidelines for generating GeMAR&PTS is enclosed herewith for ready reference (**Annexure-I**). The Institute has various Consignee Accounts, department-wise, on GeM Portal to facilitate the generation of GeMAR&PTS. The list of consignee accounts is enclosed herewith (**Annexure-II**).

Accordingly, all employees of the Institute are hereby instructed to submit the copy of GeMAR&PTS (duly-signed in all pages) along with the 'Certificate for Non-Availability on GeM Portal' in the revised format (**Annexure-III**) for procurement outside GeM. Further it is requested to adhere to the provisions of GFR 2017 and guidelines/instructions issued by the GoI & Chief Vigilance Commission (CVC) from time to time.

This issues with the approval of the Competent Authority.

Juwangasob
Registrar 15.02.2022

To: All Faculty and Non-Faculty Members
Copy to: (i) All Deans
(ii) All Head of the Department / Sections
(iii) The Director (for information please)

JS



GeM Availability Report & Past Transaction Summary

“GeM Availability Report and Past Transaction Summary” (GeMARPTS) indicates availability status of products or/and services searched on GeM and past transaction history for the matching product categories.

The buyers may preview the categories to identify the categories that match their requirement.

The Past Transaction Summary will be provided, wherever available. GeMARPTS 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.

Open gem.gov.in and click on Login



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Bids

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New on GeM



Shri Narendra Modi

Hon'ble Prime Minister of India

" The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self - reliant India) "



Rich Listing of Products / Services



Integrated Payment System



Multiple Procurement Modes



Transparency and Ease of Selling



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 [Register as Seller](#)

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Agents and experts available on a single platform ready to help you




Contact Us

Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem@gov.in)

Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm Mon to Sat)

Login in to Government e Marketplace | GeM

GeM User Id * 

Type the characters in the box below. *

WQKSFQ



Enter your User ID and
captcha and click on 'Submit'

shall be entered on next screen post
GeM login ID and Captcha validation

Submit

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 Register as Buyer

 Register as Seller

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Contact Us

Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)

Call: 1-1800-419-3436 / 1-1800-102-3436 (toll free)

Type in your password and
click on 'Submit'

Login in to Government e Marketplace | GeM

Dear User,
You can now login in GeM using your NIC e-mail credentials.

NIC Email ID * 

Enter NIC Email Password * 

Submit

Cancel

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After logging in click on 'Dashboard' to proceed further

NOTIFICATIONS

Dear Sir/Ma'am,

- Buyers are hereby notified that as per OM No. [F.6/18/2019-PPD](#) dated 23rd January 2020, the functionality for generating "GeM Availability Report & Past Transaction Summary" is now available at GeM. With effect from 1st July 2020, it is mandatory for buyer to generate this report for procurement outside GeM. To know more on how to generate the GeMARPTS report, please [click here](#).
- *** As per the OM issued by the Department of Expenditure, Ministry of Finance (No.F.6/18/2019.PPD), it is notified that from 01/07/2020, no other payment mode except for GPA and PFMS would be available on GeM for placing new orders. Payments for all orders must be processed through either GPA or PFMS only.

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- In the wake of a nationwide lockdown, due to the COVID-19 pandemic, GeM has initiated a number of steps for expeditious procurement of medical and auxiliary Covid related items. Some of the major steps include
 1. Creation of more than 50+ categories related to health emergency items and swift on-boarding of sellers under these categories (Live tracking of this category list and number



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ALL DEMANDS

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ALL CARTS

REQUESTS

2.0 ORDERS

GEM AVAILABILITY REPORT

A functionality to search for available products/services/categories is accessible under tab “GeM Availability Report” at Buyer Dashboard












GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the product/service specification searched by the Buyer. The buyer can either create a manual report or bulk report in case of a large number of search strings. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

If the category is available in GeM but Buyer just needs to add a few more parameters to cover his requirement, Buyer can select matching product from market and then use the option of adding up to five more specifications parameters to the existing category / catalogue. This option would give Buyer the liberty to use normal bidding process and get better and structured / validated response from sellers already registered in a category.

In case, the required product/service category is not at all available on GeM & the estimated bid value is above INR 5 Lacs, the buyer can create a custom catalog with required specifications and drawings and float a bid. A bunch bid can also be created with one or more custom items so created by the Buyer and also with existing category products. The competent authority approval is also required for floating custom catalog bid.

After generating GeM Availability Report, Custom Catalogue can be created by clicking at  under Actions.

CREATE MANUAL REPORT	CREATE BULK REPORT	Manual 	Generated 
Report ID	Report Name	Created At	Actions
GEM/GARPTS/20112020/2D74J7NUOXAL	Test GAR	Nov 20, 2020	  
GEM/GARPTS/07122020/RQKZ96OHSVFD	test	Dec 7, 2020	  
GEM/GARPTS/14122020/155VGMZVPTSW	test	Dec 14, 2020	  

Manual Report

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GeM Availability Report

Enter your product/service details and keywords to view category suggestions and search for multiple products or/and services to generate a single GeM Availability Report. You may mark so against the searched product/service and this information will also be added to the generated report.

On clicking on the 'Manual Report' tab, the buyer needs to enter the Report Name

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE

SEARCH

SELECTED CATEGORY

REQUEST ID

ADD MORE

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GeM Availability Report

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
<input type="text" value="Product ▼"/>	<input type="text" value="Enter your product details"/>		

ADD MORE

To generate a new report select Product/Service from the dropdown & Search for desired product/service/category/specification

PRODUCT/SERVICE

SEARCH

SELECTED CATEGORY

REQUEST A NEW CATEGORY

REQUEST ID

Product ▾

desktop

Computers>>**Desktop** Computers

Computers>>**Desktops**

Desktop_Computers_UAT2>>**Desktop**_Computers_UAT3

Computer data input devices >>Keyboards

testing new **Desktops** (mansi)>>testing new **Desktops** (mansi)

infibeam3>>infibeam4

priya

1234

keyb

123456

[View Category](#)



The search engine under “GeM Availability Report” Tab will recommend the matching categories to the Buyers.

Buyers can preview the categories to identify the categories matching their requirements.

Did not find the category I am looking for

Confirm

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications for future procurement.

Please certify by choosing one of the options below.

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.

- I would be uploading the specifications of the required product which may be taken up by GeM for new category creation.
- The required product category is a one time requirement and hence I would not be requesting a new category creation.

I CERTIFY

CANCEL


If suggestions based on your keywords do not meet your requirement, select the option relevant to you and 'Certify' to proceed further

GeM Availability Report

Report ID: **GEM/GARPTS/27062020/633L205WTUDH**

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	computer	computer servers	X
Service	service	Catering Service	X
Product	remote	Not Available	<input type="text"/>  X

Request new category



[ADD MORE](#) [SAVE](#)

If its not a one-time procurement and you want to Request a category, click here

[GENERATE REPORT](#)

Enter the category details in "Request Management" IFrame. You will receive Request ID for the same.

Request Management

Only indispensable conditions that are not covered in and are not in conflict with GeM GTC, Product / Service STC and the ATC library, and which are in compliance with the Govt. orders on Public Procurement and are not restrictive and not against the core principals of transparency and efficiency enshrined in GeM, can be requested through this RMS ATC request. Each such request has to come only after due approval of the Competent Authority in Buyer Organization. A copy of such approval of competent authority has to be uploaded here. Buyer organization shall be solely responsible for the impact of the requested clauses on the bidding process and its outcome. Clauses in respect of which ATC library clause is available will not be allowed through RMS.

Create Request

Request Type*

New Category creation

Category Type*

Product

Category Name*

search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/s

Please move your c

PRODUCT/SERVI

Product

Service

Product

ADD MORE

ifications.

X

X

X

PORT

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GeM Availability Report

Report ID:GEM/GARPTS/01072020/M3R7S9TX5PFPQ

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	
Product	laptop	Laptop Battery Pack (Rechargeable Battery)	X
Product	deskto	Not Available	X
Product	computer	Not Available	X

Enter Request ID

ADD MORE

SAVE

GENERATE REPORT**Click here to Generate Report**



Report ID: GEM/GARPTS/27062020/633L205WTUDH
Generated By: Ajay verma , COAL INDIA LIMITED , Ministry of Coal

Generated On: 27/06/2020
Valid till: 27/07/2020

You can Download the report by clicking here or going back to the main page

GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Computer

Search type: Product

Search Result: Buyer has confirmed that below category meets buyer requirements.

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid

servers

5,186

706

96

518

4,259

8,113

6,847

Report ID: GEM/GARPTS/17062020/668T4W3LLJX3

Generated By: Ajay verma , COAL INDIA LIMITED , Ministry of Coal

Generated On: 17/06/2020

Valid till: 17/07/2020

GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the product description searched by the Buyer. The product specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Desktop

Search type: Product

Search Result: Category Available on GeM.

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Desktop Computers	-	-	-	-	-	-	-

2. Search String: Desktop

Search type: Product

Search Result: Category Available on GeM but marked as "not matching requirements" by the buyer with 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 requirement are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. The specifications of the required product have been uploaded in RMS vide RMS request no LIB4567 which may be taken up by GeM for new category creation."

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Desktop Computers	-	-	-	-	-	-	-
Desktops	-	-	-	-	-	-	-
Desktop_Computers_UAT3	-	-	-	-	-	-	-
Keyboards	-	-	-	-	-	-	-
testing new Desktops (mans)	-	-	-	-	-	-	-
infbeam4	-	-	-	-	-	-	-
prya4	-	-	-	-	-	-	-
123456	-	-	-	-	-	-	-
keyboard	-	-	-	-	-	-	-

Following details will be available in the GeMARPTS report:

- Report ID
- Report Generation Date
- Past Transaction Summary
- Report Validity from generation date: 30 days
- Buyer Name and Organization Name
- Product/Service Details Search by the Buyer
- Category Names suggested by GeM against the searched products/services
- Product Count for the category

Bulk Report

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GeM Availability Report

Kindly upload the product/service details & keywords in the format as provided in the sample file below. You may search up to 500 products or/and services to generate a single GeM Availability Report. The GeM availability report will suggest the categories & past transaction summary based on the details uploaded by you.

For accurate results, kindly search manually using "[Create Manual Report](#)". The search result in the bulk report would depend on the search string mentioned in the file and a variation in search string would yield different results.

Name

UPLOAD

[Download sample file](#)

A buyer can search multiple numbers of strings at one go by uploading a file and the system would be generating the single availability report & past transaction summary accordingly instead of searching every string individually.

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GeM Availability Report

Kindly upload the product/service details & keywords in the format as provided in the sample file below. You may search up to 500 products or/and services to generate a single GeM Availability Report. The GeM availability report will suggest the categories & past transaction summary based on the details uploaded by you.

For accurate results, kindly search manually using "[Create Manual Report](#)". The search result in the bulk report would depend on the search string mentioned in the file and a variation in search string would yield different results.

Name

UPLOAD

GENERATE

[Download sample file](#)

Upload the file and click on
'Generate' to generate the report

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GeM Availability Report

Report ID: **GEM/GARPTS/15122020/XKFQAXBW6Y48**

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name	Test
------	------

[GEM/GARPTS/15122020/XKFQAXBW6Y48](#)

Status : Processing

Your file has been uploaded successfully and we are processing your request. The GeM availability report will be available shortly. Kindly check the status/view/download report on [index page](#). It would take some time to process depending on the number of search strings uploaded in the file.

The buyer needs to go back to the index page and check the bulk report on the index page and select 'Bulk ' in dropdown. If the report is generated then it would be visible on index page under 'Generated' tab or else the report would be under "Processing" dropdown. It will take some time to generate report depending on the file size.

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If the category is available in GeM but Buyer just needs to add a few more parameters to cover his requirement, Buyer can select matching product from market and then use the option of adding up to five more specifications parameters to the existing category / catalogue. This option would give Buyer the liberty to use normal bidding process and get better and structured / validated response from sellers already registered in a category.

In case, the required product/service category is not at all available on GeM & the estimated bid value is above INR 5 Lacs, the buyer can create a custom catalog with required specifications and drawings and float a bid. A bunch bid can also be created with one or more custom items so created by the Buyer and also with existing category products. The competent authority approval is also required for floating custom catalog bid.

After generating GeM Availability Report, Custom Catalogue can be created by clicking at  under Actions.

CREATE MANUAL REPORT CREATE BULK REPORT

Bulk ▾ Generated ▾

Report ID	Report Name	Created At	Generated ▾
GEM/GARPTS/15122020/XKFQAXBW6Y48	Test	Dec 15, 2020	<u>Processing</u> Errored Generated Expired



If the report is generated then it would be visible on index page under 'Generated' tab, or else the report would be under "Processing" dropdown. It will take some time to generate report depending on the file size. Else the report would reflect under "Processing" in the dropdown list. It will take some time to generate report depending on the file size.

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If the category is available in GeM but Buyer just needs to add a few more parameters to cover his requirement, Buyer can select matching product from market and then use the option of adding up to five more specifications parameters to the existing category / catalogue. This option would give Buyer the liberty to use normal bidding process and get better and structured / validated response from sellers already registered in a category.

In case, the required product/service category is not at all available on GeM & the estimated bid value is above INR 5 Lacs, the buyer can create a custom catalog with required specifications and drawings and float a bid. A bunch bid can also be created with one or more custom items so created by the Buyer and also with existing category products. The competent authority approval is also required for floating custom catalog bid.

After generating GeM Availability Report, Custom Catalogue can be created by clicking at ⚙ under Actions.

CREATE MANUAL REPORT		CREATE BULK REPORT		Manual ▾	Generated ▾
Report ID	Report Name			Manual	Actions
				Bulk	
GEM/GARPTS/20112020/2D74J7NUOXAL	Test GAR	Nov 20, 2020			  
GEM/GARPTS/07122020/RQKZ96OHSVFD	test	Dec 7, 2020			  
GEM/GARPTS/14122020/155VGMZVPTSW	test	Dec 14, 2020			  

To Know....

- All GeM availability reports (GeMARPTS) will have a unique ID which will be valid for 30 days from report generation date
- Buyer will be able to float only one tender on CPPP using one GeMARPTS ID and will be required to furnish a unique and distinct GeMARPTS ID before floating tenders on CPPP
- A new GeMARPTS may be generated for cases where CPPP tender is cancelled or if buyer does not procure all items part of the report in a single CPPP tender.
- The GeMARPTS ID will be validated on CPPP, stored against the floated tender and shared with GeM through reverse feed along with Tender Details and Documents.
- A notification would be visible at Buyer's dashboard to inform that he/she can check the available products/services/categories under the Tab "GeM Availability Report"



GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

Annexure-II

(Circular No. S3/S&P/GeM/2016-17 dated 11.02.2022)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

List of Consignee Accounts for various Departments/Sections

Sl. No	Department / Section	Name of the Faculty / Official who has the credential of Consignee Account in GeM
1.	Department of Architecture and Planning	Dr. Bimal P
2.	Department of Chemical Engineering	Dr. Noel Jacob Kaleekkal
3.	Department of Chemistry	Dr. Parameswaran Pattiyil
4.	Department of Civil Engineering	Dr. Sathish Kumar D
5.	Department of Computer Science & Engineering	Dr. G Gopakumar
6.	Department of Electrical Engineering	Dr. Gopakumar Pathirikkat
7.	Department of Electronics & Communication Engineering	Dr. R Suresh
8.	Department of Mathematics	Dr. Mahesh Kumar
9.	Department of Mechanical Engineering	Dr. Arun P
10.	Department of Physics	Dr. Saurabh Gupta
11.	School of Biotechnology	Dr. Baiju G Nair
12.	School of Management Studies	Dr. Muhammad Shafi K
13.	School of Materials Science and Engineering	Dr. Shijo Thomas
14.	Library	Mr. Shaju K P
15.	Engineering Unit	Mr. Shibu K
16.	Electrical Maintenance Unit	Mr. Venugopalan K P
17.	Purchase Section & General Administration	Mr. Saravanan S

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Application for making procurement outside GeM

1. Name of the Indentor :
2. Designation :
3. ID No. :
4. Department :
5. Name of Good / Service indented for procurement :
6. Source of Fund : Plan Fund / Project Fund
7. Head of the Account in case of Plan Fund **OR** Project Code No in case of Project Fund :
8. Details of GeMAR&PTS (attach the report, duly signed in all pages)
 - GeMAR&PTS ID :
 - Generation Date :
 - Valid Upto :
 - Gist of the Search Result obtained (Please tick the correct one) : (i) Category is not available
 (ii) Category is available but not matching requirement
 (iii) Others
9. In case of option (ii) / option (iii), the requirement (specification) which is not matching in GeM :
 - Reason for not compromising the above requirement :

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 cannot 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 requirement is such that these cannot 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]
 Requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

Signature of the Indentor with Date

Counter Signature of
Head of the Department/Section