



Government of
Maharashtra

Directorate of Information Technology (DIT),
Government of Maharashtra (GoM)



सत्यमेव जयते



GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

User Manual for
Buyer for the purpose of Custom
Bidding for Services on
Government e-Marketplace (GeM)

17th May 2021

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1. Introduction

Directorate of Information Technology (DIT), Government of Maharashtra (GoM) has issued new circular for procurement of Cloud Services dated 23rd April 2021, as the previous circular for Cloud Service Providers (CSP) empanelled by DIT has expired on 30th April 2021. The new circular for procurement of Cloud Services is hereby attached as [Annexure-1](#).

Further, the Cloud services are now made available by the Government of India on GeM portal. The Government of Maharashtra has adopted GeM portal for procurement of Goods and Services as per contract dated 21st March 2018. Henceforth, all the Government Departments, subordinate offices, Public Sector Undertakings, Urban and Rural Local Bodies, and any organization/body set up under any law of the State Government shall procure the Cloud Services from CSP/MSP through GeM portal as per the prescribed procedure.

Also, referring to the DO No.191/CEO-GeM/2020 dated 15th October 2020, hereby attached as [Annexure-2](#), Government e-Marketplace introduced two pay functionalities (as part of 300+ other major functionalities) for faster, easier and transparent procurement of goods and services, which are as follows:

- a. Adding specifications to a category at the time of bidding
- b. Creating custom bids on GeM even when categories of products and services may not be available on GeM.

Buyer Oriented Custom Bidding functionality has been launched on Government e-Marketplace (GeM) portal to facilitate Institutional/ Big Buyers so that they can float their own Customized e-bid, when requisite Service Category is not readily available on the Portal.

1.1. Purpose

This user manual has been prepared to assist the government organizations opting custom bidding for services through the Government e-Marketplace (GeM) platform.

Many times, the Buyers have requirements to define bids for categories which are not part of the GeM Category set. Creating a GeM Category Definition may take time due to the due diligence and process involved for defining the GeM Category. Therefore, this new functionality has been introduced for buyers for creating custom catalog based bid for items not available on GEM. Buyers can define Custom-Bid based on their needs even when product and service category does not exist on GeM.

1.2. Features of Custom Bid for Services Functionality:

The Buyer Oriented Custom Bidding Functionality provides capability to the Buyer to customize their eligibility criteria, scope of work, additional terms and conditions and SLAs. The sample additional documents for Custom-Bid are placed at [Section 2.2.1](#).

We suggest that departments may use this novel functionality to float their bid on portal for procurement of cloud services which are not available on GeM.

- Upload functionality has been given to capture different elements and components of a complex RFP for efficient buying and for clarity of all the stakeholders. Possibility always exists that the Govt Organisations /State Government / Nodal Agencies may have their own specific procurement guidelines which may or may not be consistent with GeM procedures. Under such situation, buyer should upload their own controlling criteria & norms having all the necessary approvals currently required by the concerned Department/State Government Purchaser for finalization of the BID.
- The Agreement uploaded in bid section will generally contain the scope of work, buyer's obligations, Special Terms and Conditions (STC) related to service delivery and mode of payment of services for mutual understanding of the stakeholders including other contractual stipulation. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless either superseded by a revised agreement mutually endorsed by the stakeholders or terminated by either of the parties thereof.
- Scope of Work is the most crucial component of any bidding process therefore buyer should take utmost care to formulate the same and upload carefully. Care shall also be taken in defining the deliverable of service to avoid element of ambiguity and complexity during execution of contract.
- Link for Custom Bid for Services:
https://mkp.gem.gov.in/services#!/browse/services_home_cust/open

Key highlights of Custom-Bid for Services

- i. The Custom Bid functionality allows Buyers to create a custom-bid by providing relevant information such as Title, reference price, selling unit, specifications, drawing documents, reference images, related categories etc for unavailable items post creation of GeM Availability Report.
- ii. It allows buyers to bunch 2 or more custom bids.
- iii. It allows Sellers to participate and confirm compliance to the Buyer custom bid requirement. The sellers will be required to create a custom offering for the same and offer the same in the Bid.
- iv. The custom bid requirements will be part of the order and the contract.
- v. For custom bid, the total reference value of the bid has to be minimum Rs 5 lakhs.
- vi. A Buyer can create any number of custom bids.
- vii. The buyer would be asked to take an undertaking that the procurement of required item is not feasible from the items/catalogues available on GeM.
- viii. For custom-bid, the minimum bid duration is 10 days and maximum is 45 days. Approval from the Competent Authority however needs to be uploaded for bids with less than 21 days bid duration.

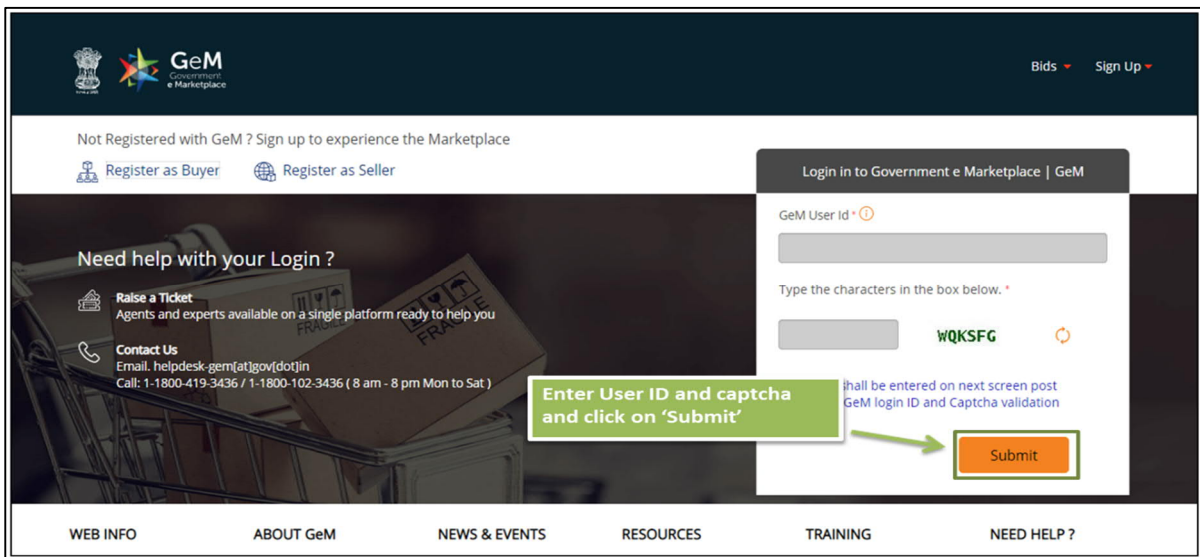
2. Procedure for Requisition of Services which are unavailable on GeM

For Custom Bid, the buyer has to generate GeM Availability Report (GAR), specifying the custom catalogue definition by providing parameter names and required values as detailed in [Section 2.1](#).

Once the GAR is generated, the Buyer will be able to create a custom Bid. [Section 2.2](#) provides the procedure to create Custom-Bid for Services.

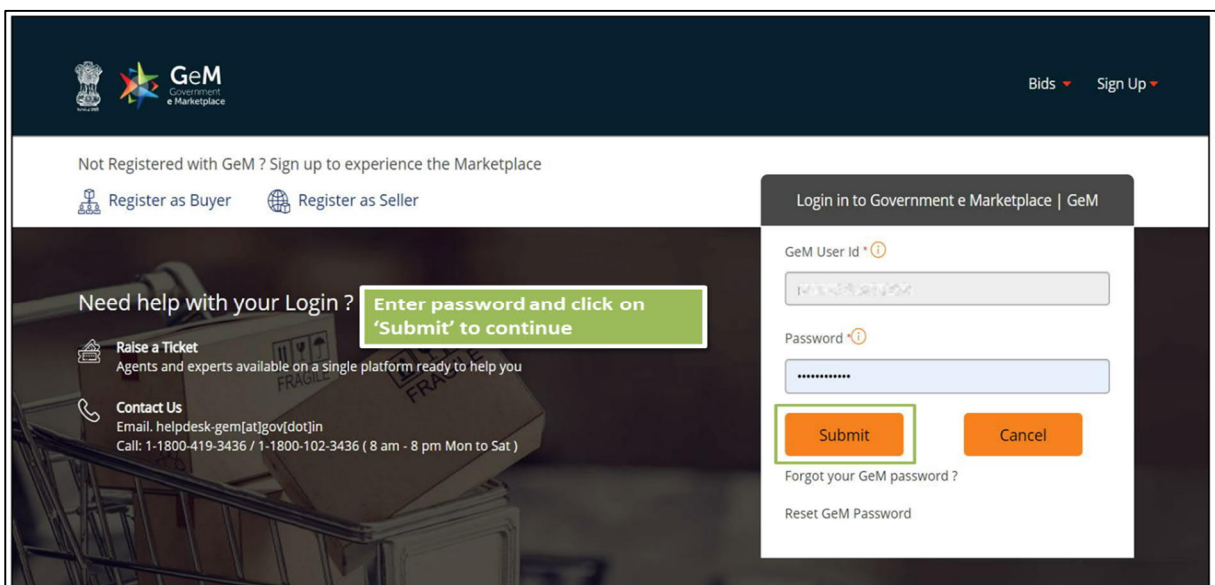
2.1. Generation of GeM availability report (GAR)

- 1) Open <https://gem.gov.in/> and click on Login. Enter the User ID and captcha and click on 'Submit'.



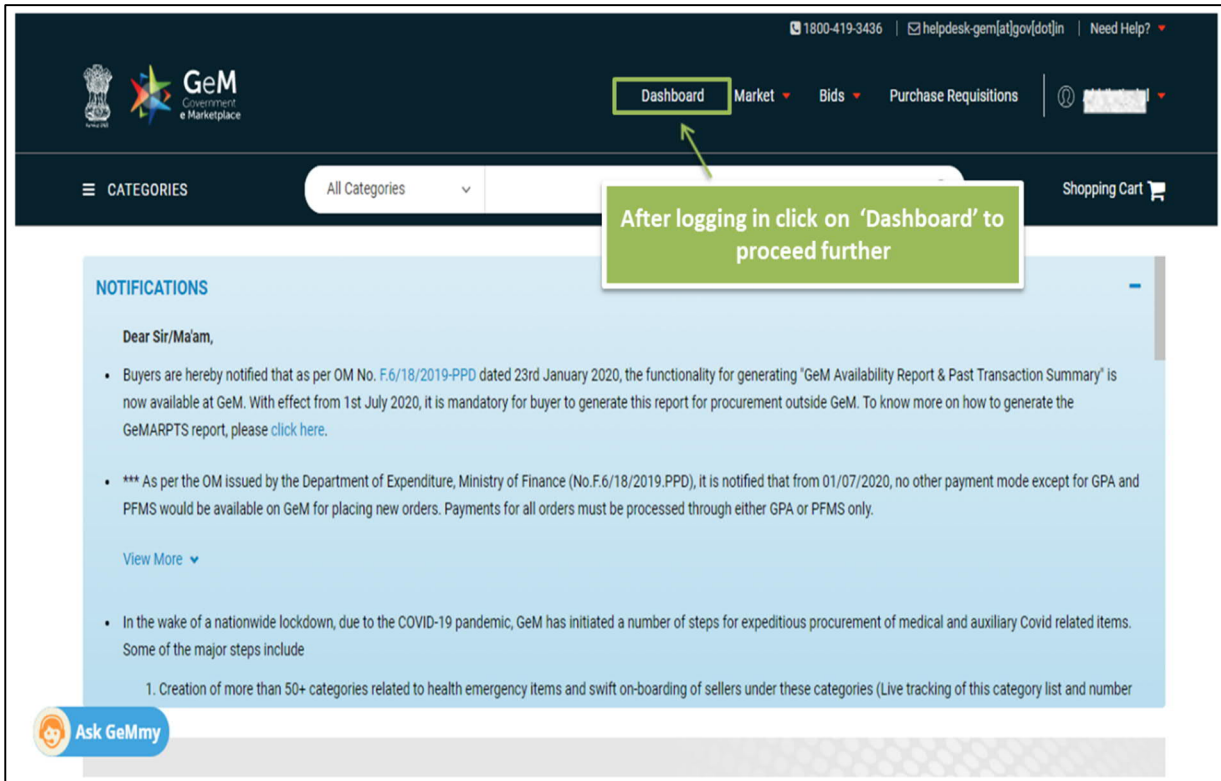
The screenshot shows the GeM login page. At the top, there is a navigation bar with the GeM logo and 'Bids' and 'Sign Up' dropdown menus. Below the navigation bar, there is a section for 'Not Registered with GeM? Sign up to experience the Marketplace' with 'Register as Buyer' and 'Register as Seller' buttons. The main content area features a 'Need help with your Login?' section with 'Raise a Ticket' and 'Contact Us' options. On the right, there is a 'Login in to Government e Marketplace | GeM' form. The form has a 'GeM User Id' field, a 'Type the characters in the box below.' field with a captcha 'WQKSFG', and a 'Submit' button. A green callout box points to the 'Submit' button with the text 'Enter User ID and captcha and click on 'Submit''. Below the form, there is a footer with 'WEB INFO', 'ABOUT GeM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?' links.

- 2) Enter the Password and click on 'Submit' to continue

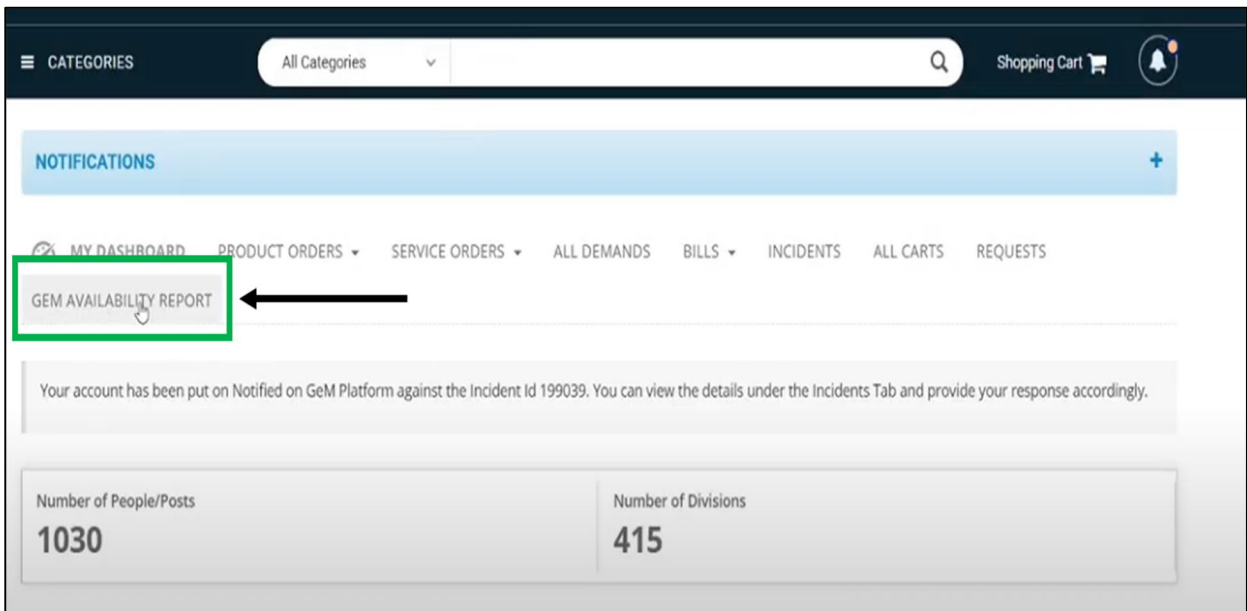


The screenshot shows the GeM login page. At the top, there is a navigation bar with the GeM logo and 'Bids' and 'Sign Up' dropdown menus. Below the navigation bar, there is a section for 'Not Registered with GeM? Sign up to experience the Marketplace' with 'Register as Buyer' and 'Register as Seller' buttons. The main content area features a 'Need help with your Login?' section with 'Raise a Ticket' and 'Contact Us' options. On the right, there is a 'Login in to Government e Marketplace | GeM' form. The form has a 'GeM User Id' field, a 'Password' field, and 'Submit' and 'Cancel' buttons. A green callout box points to the 'Submit' button with the text 'Enter password and click on 'Submit' to continue'. Below the form, there is a 'Forgot your GeM password?' link and a 'Reset GeM Password' link.

3) Once done with the Login, Click on “Dashboard” on the Home page.

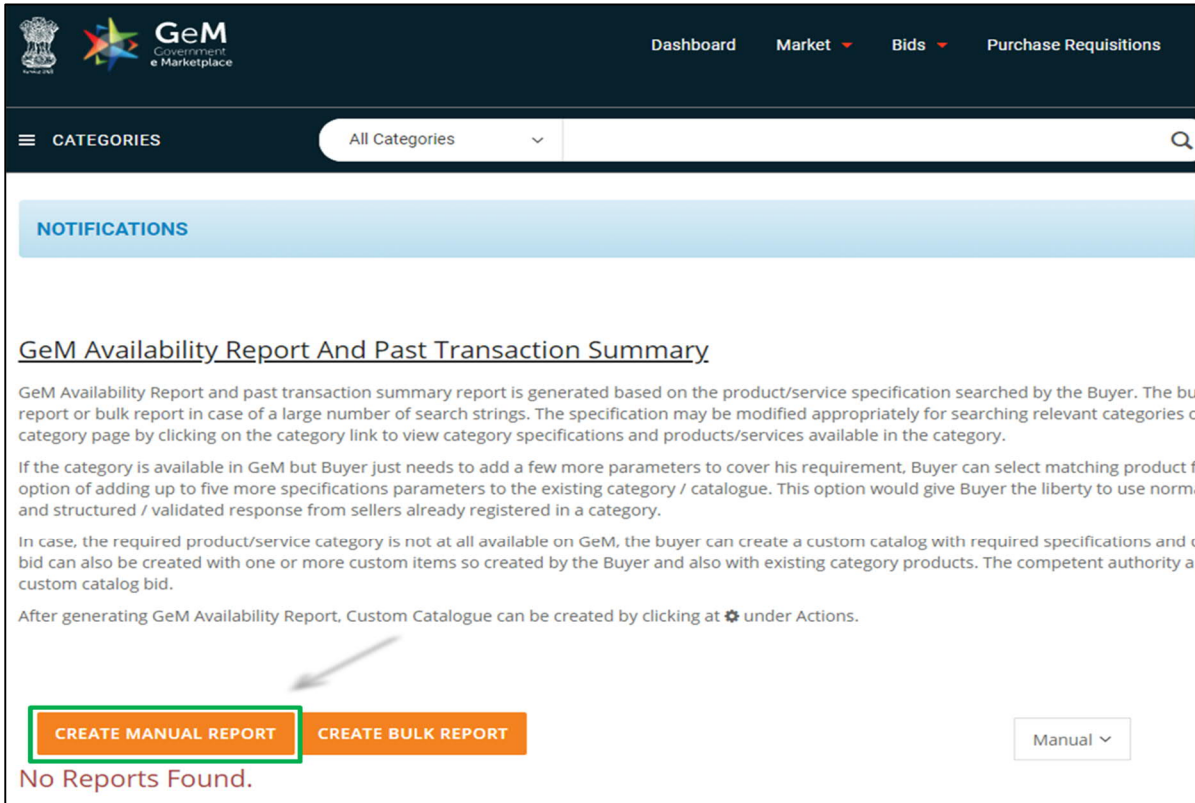


4) Go to GeM Availability Report (GAR)

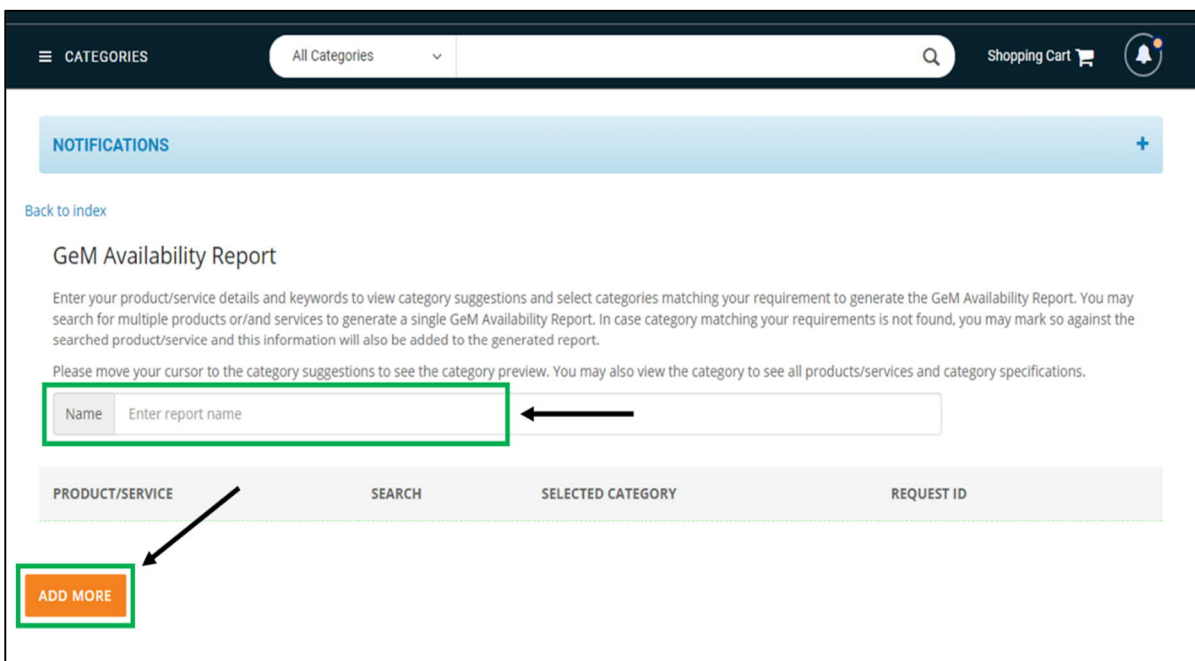


You will be able to see the sub menu “GEM Availability Report” which needs to be clicked for generation of the GeM Availability Report

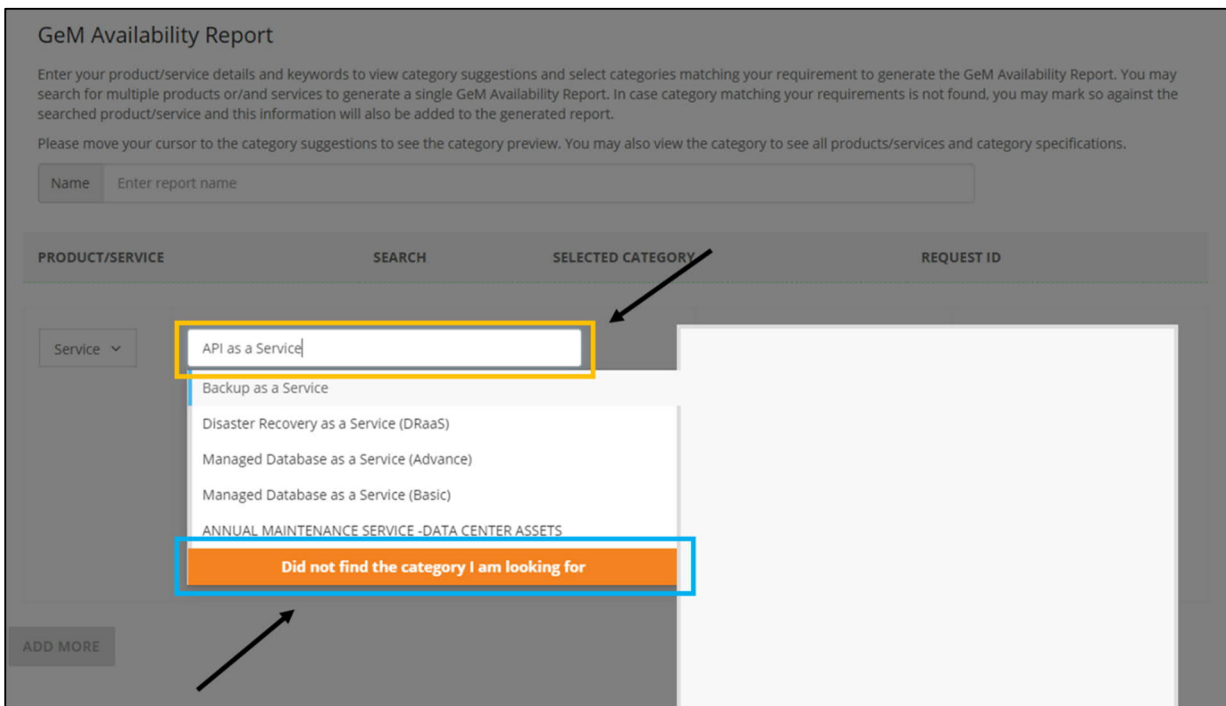
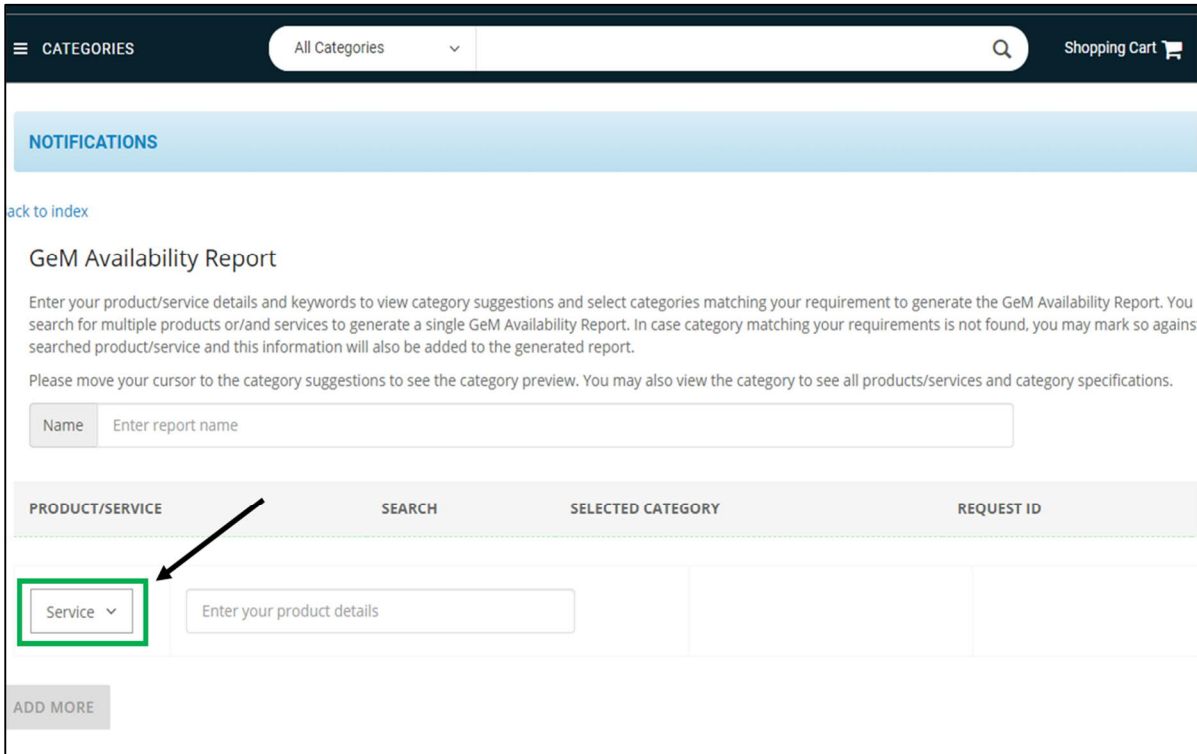
- 5) Now you get the window for generating the GeM Availability Report where there is an option for generating the report either for one category or for multiple categories of services. Click on "Create Manual Report"



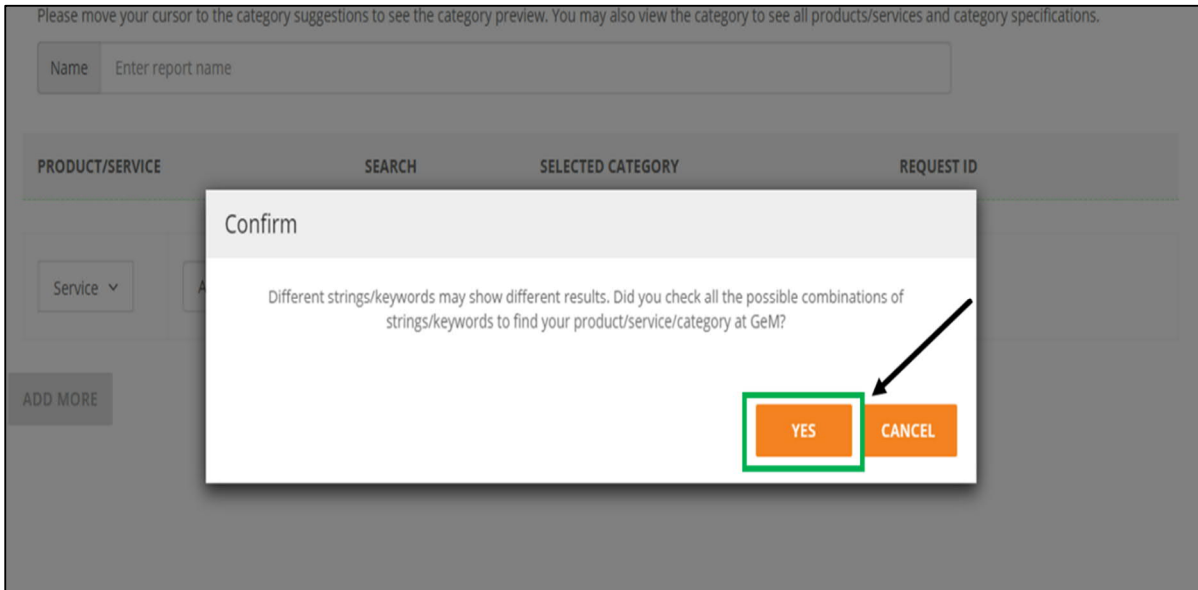
- 6) Enter the service name in the 'Enter Report Name' field, seeking the required products/services and category specifications and click on "Add More"



- 7) The buyer has to select "Service" instead of "Product" and is requested to add the categories that they are searching for in the text box. Once you enter the name of the service being searched on Gem Portal and you are not getting, you get the option "Did not find the category I am looking for"



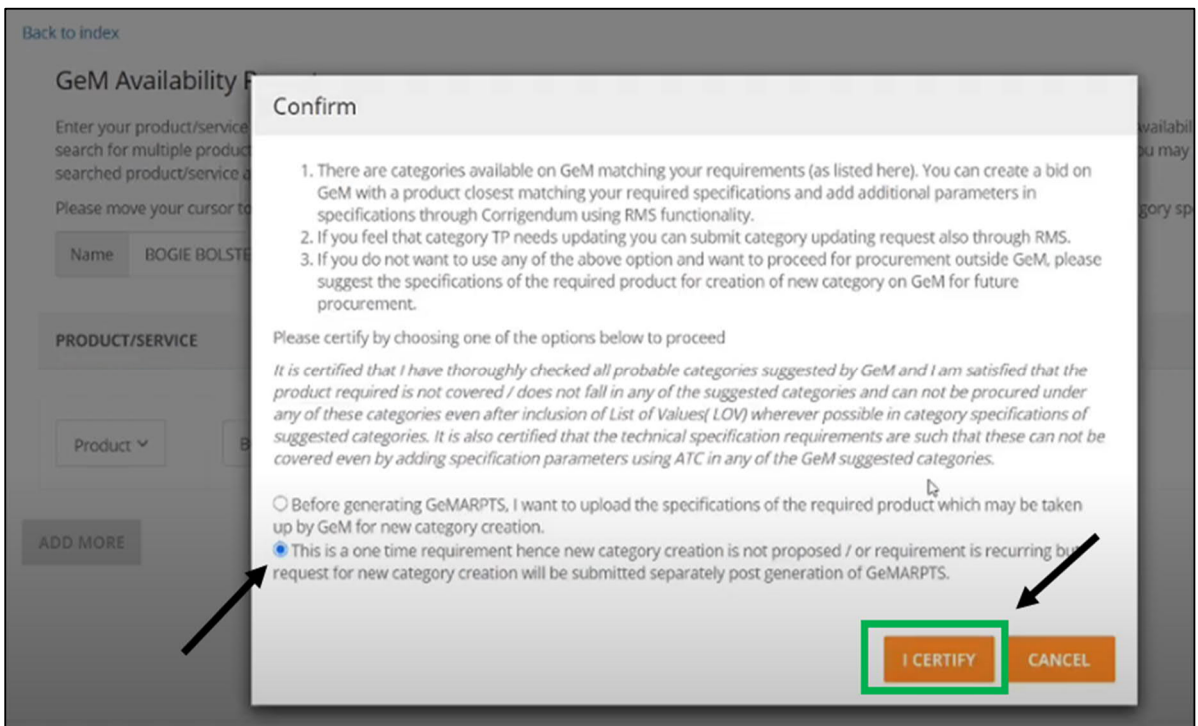
- 8) Click on “Yes” to confirm that all possible combinations of strings/keywords to find the required product/service/category were checked.



- 9) Now the buyer will get the following window with two option:

- Either to inform GeM to get the category created or
- Generate the report only one time for creation of bid

Using either of the above option the portal will accordingly send the information to concerned team. The buyer needs to click on “I certify” to generate the report and proceed for saving:



10) Verify all the details provided as inputs are as required and click on “Save” and then “Generate Report”

NOTIFICATIONS +

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GeM Availability Report

Report ID:GEM/GARPTS/04052021/RXOWW5CZNTFH

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 API as a Service

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Service	API as a Service	Not Available	X

ADD MORE SAVE GENERATE REPORT

11) Click on “Yes” to confirm and generate the report

[Back to index](#)

GeM Availability Report

Report ID:GEM/GARPTS/04052021/RXOWW5CZNTFH

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 API as a Service

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Service	API as a Service	Not Available	X

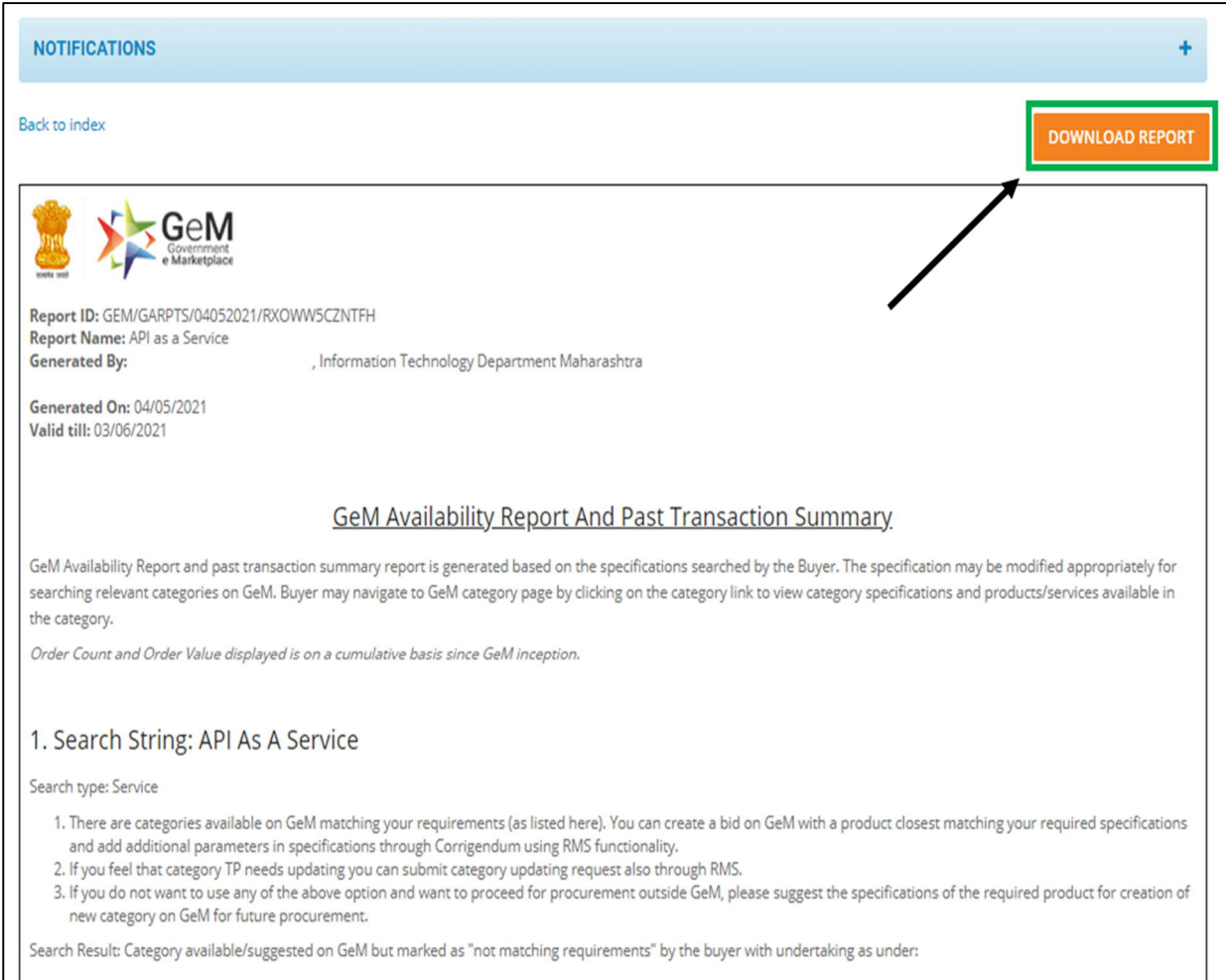
ADD MORE SAVE GENERATE REPORT

Confirm

Once the report is generated it cannot be edited. Are you sure you want to generate the report?

YES NO

12) Download the generated report- click on "Download Report". The report generated will be available on the portal as well as can be downloaded:





The screenshot displays the GeM portal interface. At the top, there is a blue header with the text "NOTIFICATIONS" and a plus sign. Below the header, there is a "Back to index" link. On the right side, there is a prominent orange button with the text "DOWNLOAD REPORT" inside a green rectangular border. A black arrow points from the bottom right towards this button. The main content area features the GeM logo (Government e Marketplace) and the Government of India emblem. Below the logos, the following report details are listed: "Report ID: GEM/GARPTS/04052021/RXOWW5CZNTFH", "Report Name: API as a Service", "Generated By: Information Technology Department Maharashtra", "Generated On: 04/05/2021", and "Valid till: 03/06/2021". The main heading is "GeM Availability Report And Past Transaction Summary". Below this, there is a paragraph explaining that the report is generated based on the specifications searched by the Buyer and can be modified. It also states that the order count and value are cumulative since GeM inception. The section "1. Search String: API As A Service" is followed by "Search type: Service" and a list of three instructions regarding category specifications and updates. The final line indicates the search result: "Search Result: Category available/suggested on GeM but marked as 'not matching requirements' by the buyer with undertaking as under:".

NOTIFICATIONS +

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DOWNLOAD REPORT

Report ID: GEM/GARPTS/04052021/RXOWW5CZNTFH
Report Name: API as a Service
Generated By: Information Technology Department Maharashtra

Generated On: 04/05/2021
Valid till: 03/06/2021

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: API As A Service

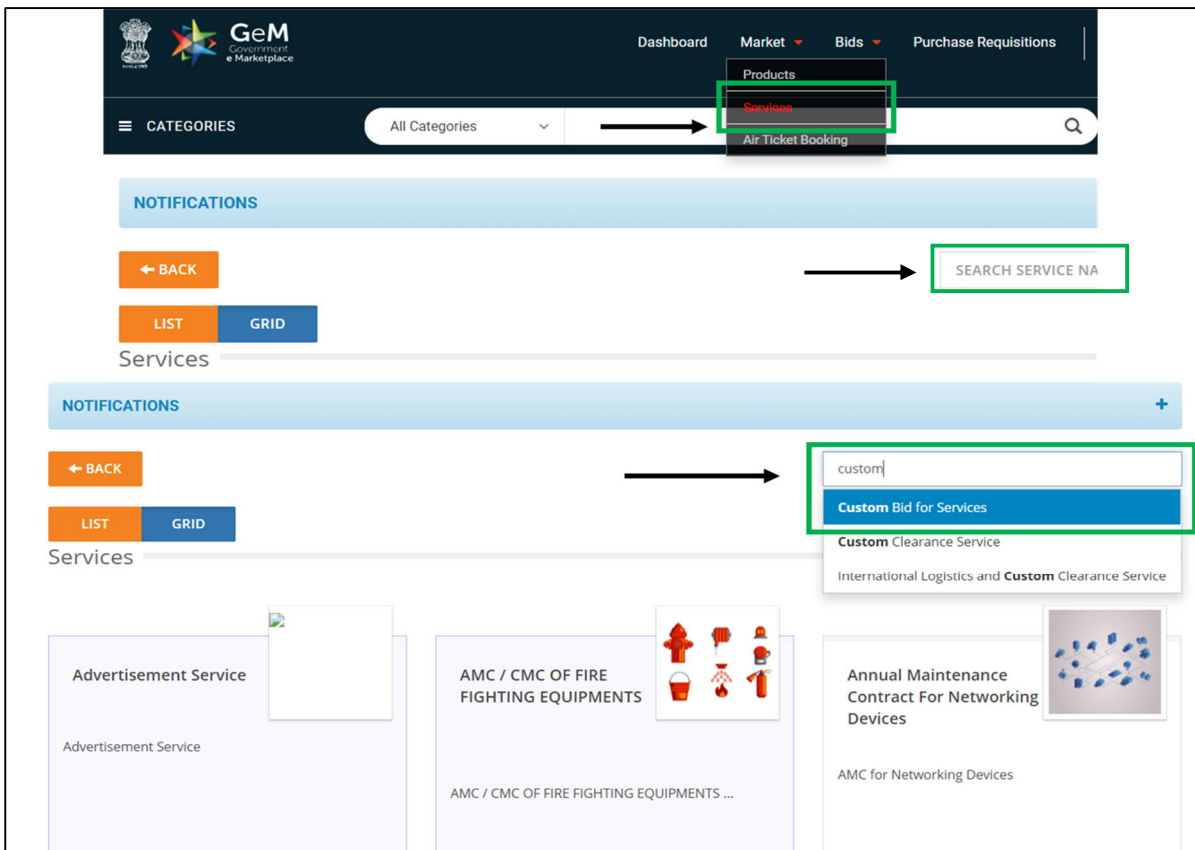
Search type: Service

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 of the required product for creation of new category on GeM for future procurement.

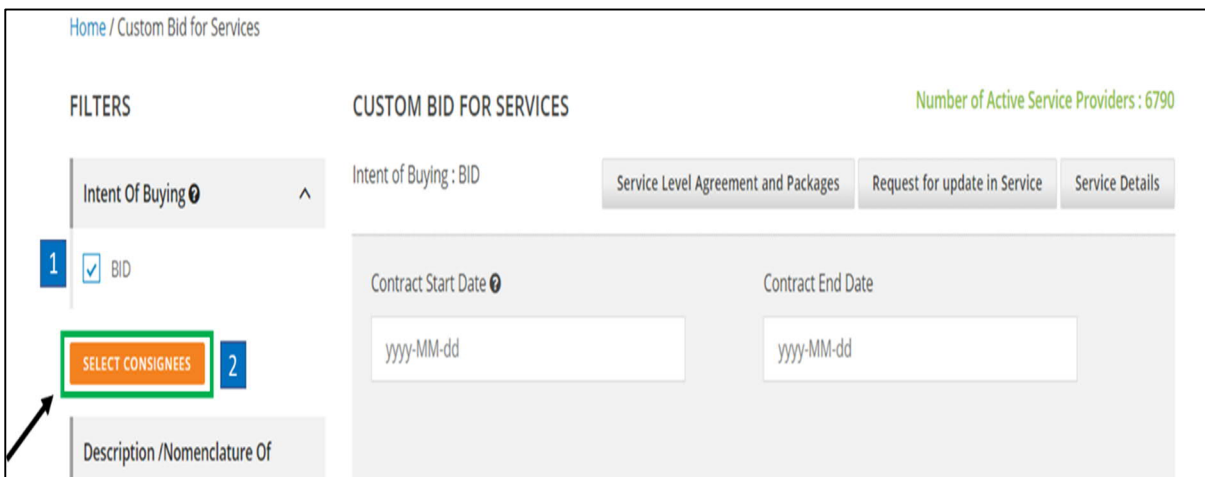
Search Result: Category available/suggested on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

2.2. Custom Bid for Services

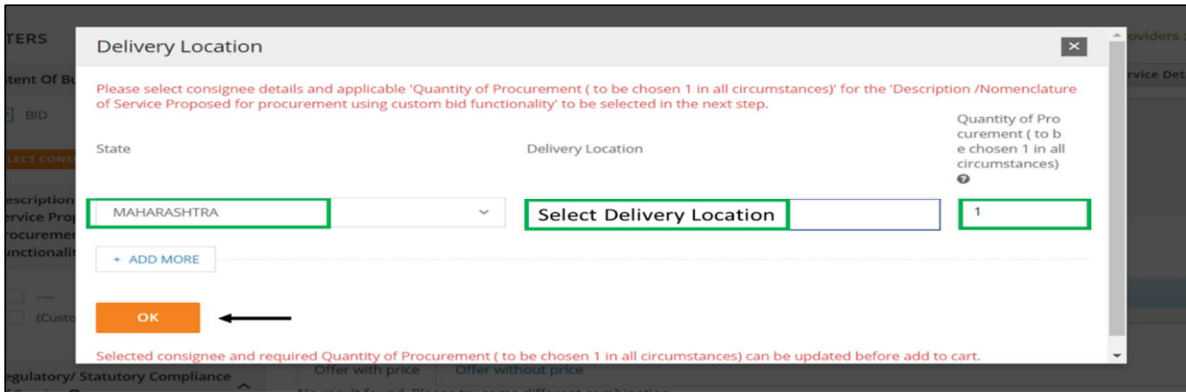
- 13) Now, the buyer is requested to go on the Home page and click on “Services” under “Market” tab and search for “Custom Bid for Services” in the dropdown box “Search Service Name/ID”. Further, select “Custom Bid for Services” from the visible list of items.



- 14) Click on “Intent of Buying”, select “Bid” and click on “Select Consignees”

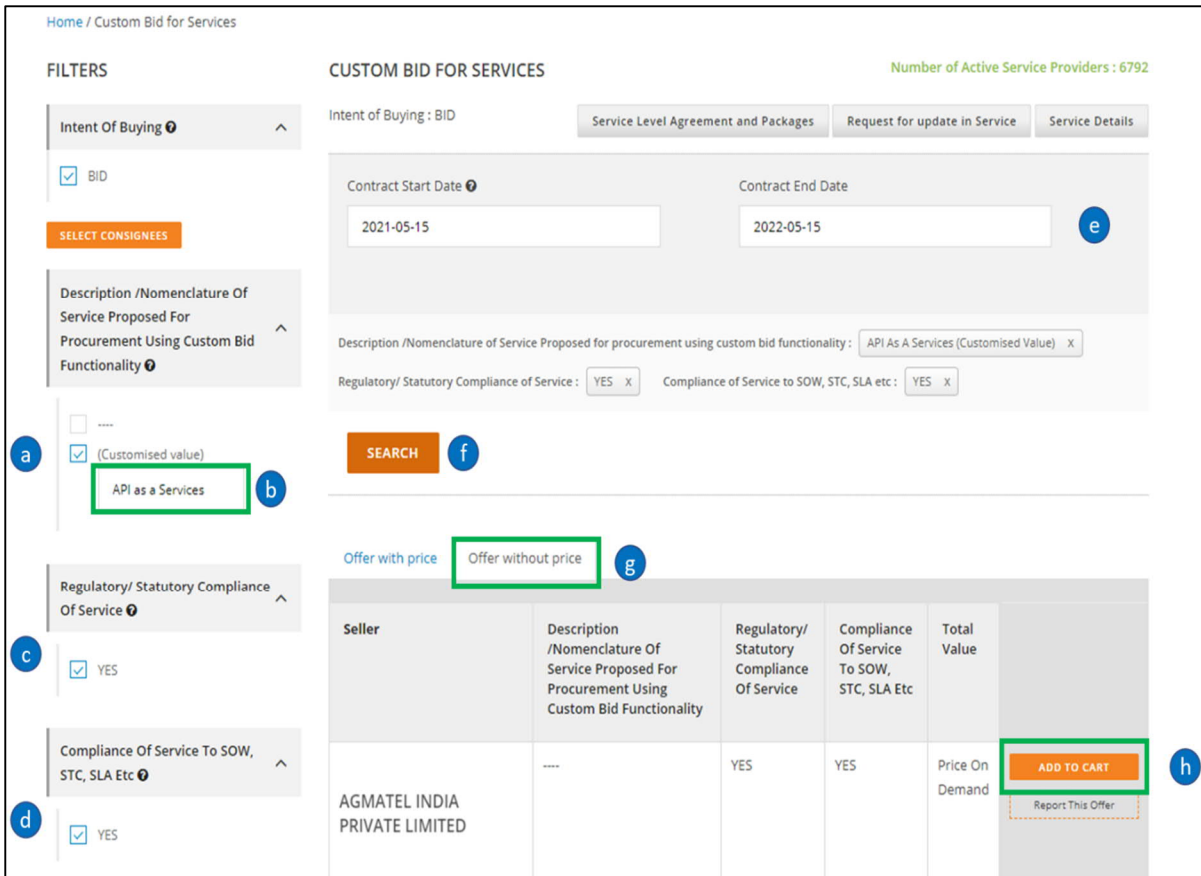


On Delivery Location screen, select the State, Delivery Location and Quantity and click 'OK'.

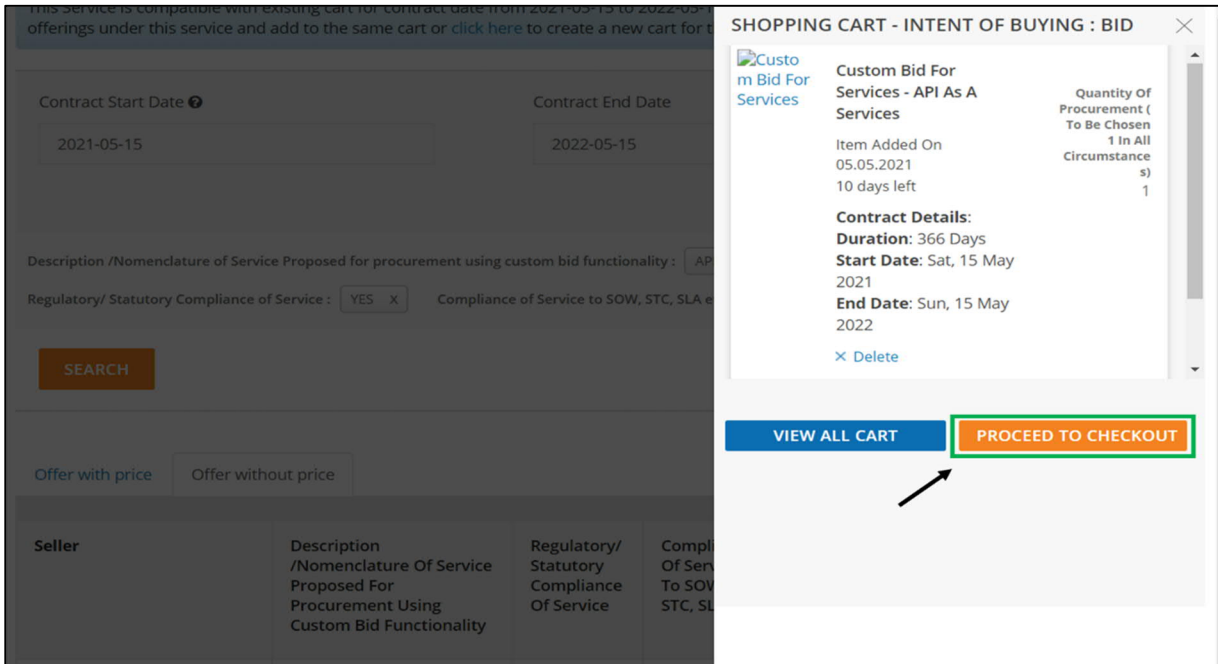


15) Select and fill the details as follows

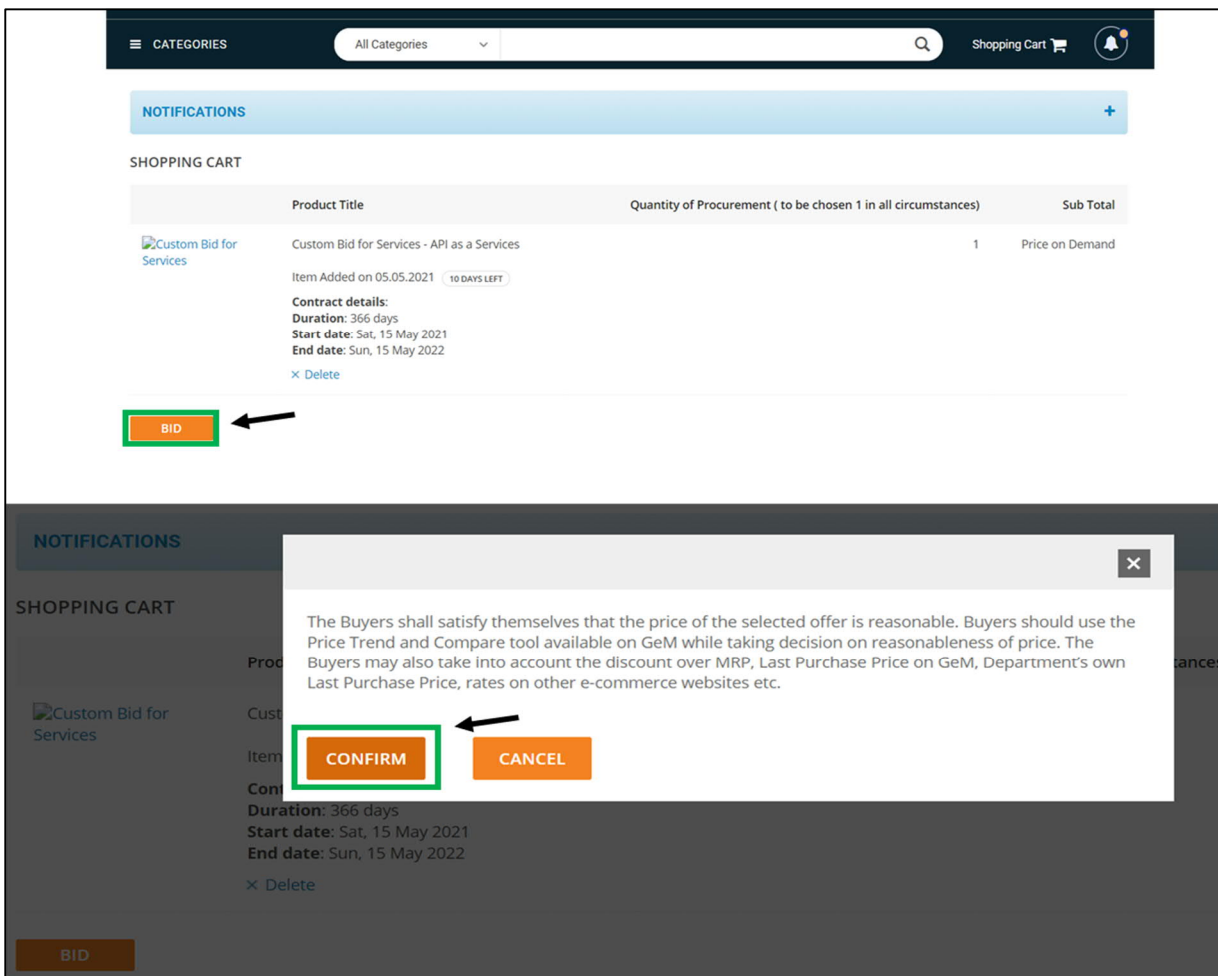
- a. Click on "Description/ Nomenclature...." and opt "(customized value)"
- b. Enter the name of the service to be created in the textbox provided under customized value
- c. Click on "Regulatory/Statutory Compliance of service" and opt "Yes"
- d. Click on "Compliance of Service to SOW,STC,SLA etc" and opt "Yes"
- e. Enter the contract start and end date.
- f. Click on "Search"
- g. Select "Offer without price" tab
- h. You will get the market populated with various offering.



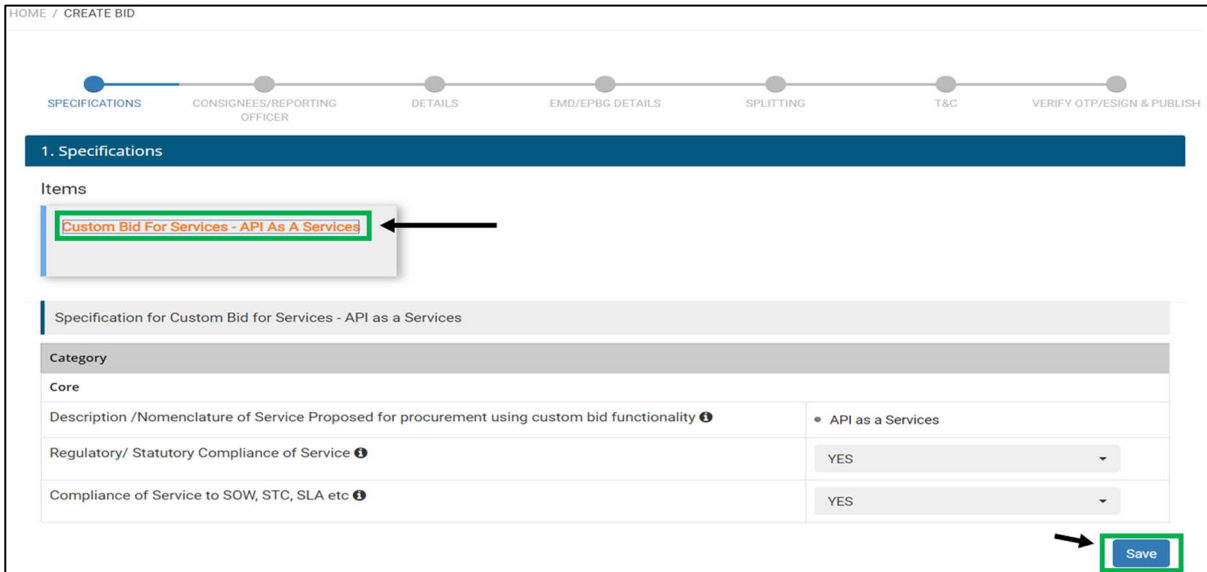
16) Please select any one of the offering for creation of the bid and click on “Add to cart” to proceed further on the bidding.



17) Click on the “Bid” and further click on “Confirm” to proceed for bid creation

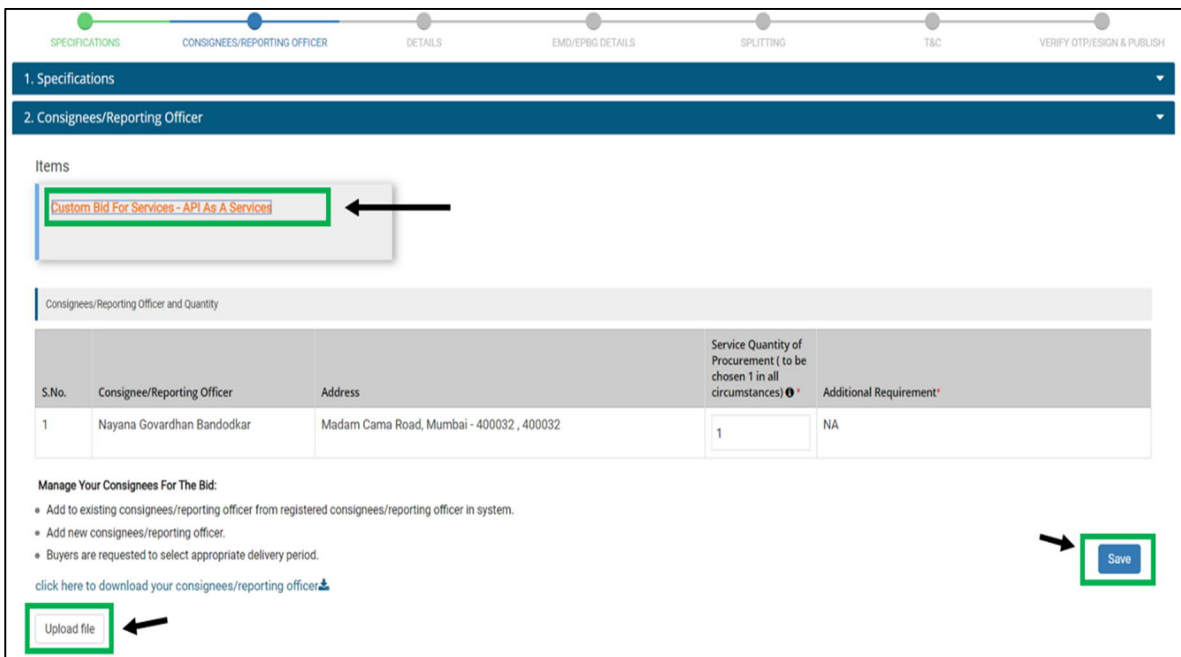


18) In Specification section, click on the mentioned service under the Items for providing details of Specification for the Custom Bid for Services. Make necessary changes, if required and click on "Save" and then "Continue"



19) In Consignees/Reporting Officer section, click on the mentioned service under the Items.

Here, the Buyer can find the Consignee/ Reporting Officer. If the Buyer wants to update Consignee/Reporting Officer details, the Buyer can do so by downloading the Consignee/Reporting Officer excel file and update the details of the Consignee/Reporting Officer in the excel file, Save it and upload the file by clicking on "Upload". If the Buyer is satisfied with the details of the Consignee/Reporting Officer, the buyer can proceed further by clicking on "Save" and then "Continue".



- 20) In the Details section, provide the necessary details of the Custom Bid
 - a. Provide the contract duration

HOME / BID DETAILS

Consignee/Reporting Officer details have been updated successfully.

SPECIFICATIONS CONSIGNEES/REPORTING OFFICER DETAILS END/EPBG DETAILS SPLITTING T&C VERIFY OTP/DESIGN & PUBLISH

1. Specifications

2. Consignees/Reporting Officer

3. Details

Bid Start Date / Time Will Be Defaulted To The Date/Time When Bid Is Published

Bid Duration (Number of Days) Select Days Days

Bid End Date / Time (Select Duration Between 09:00 To 21:00) 00-00-0000 00:00 Edit Time

Bid Opening Date / Time 00-00-0000 00:00

Bid Life Cycle (From Publish Date) 90 Days

Bid Offer Validity (From End Date) 30 Days

Do You Want To Take This Bid To RA Post Technical Evaluation? Yes No

- b. As the bid does not have reference price from the market and so buyer has to enter the estimated price for the bid

Time To Be Allowed To The Seller For Technical Evaluation

Bid Estimated Value

Advisory: The submitted values shall be considered as the estimated price for the bid.

Note: For selection of contract duration, please refer to the specifications.

Contract Duration

Years Months Days

0 0 0

Set Minimum Price For This Bid Yes No

Participant Eligibility Criterion (To be verified by the buyer at the time of technical evaluation)

Average Annual Turnover (For 3 Years) (In Lakhs) Years Of Past Experience Required

0 0

Past Experience Of Similar Services Yes No

Document Required From Seller Yes No

Set Bid Estimated Value

Custom Bid for Services - API as a Services

Enter Estimated Service Value Reference price

Total Price: 0.00 (INR)

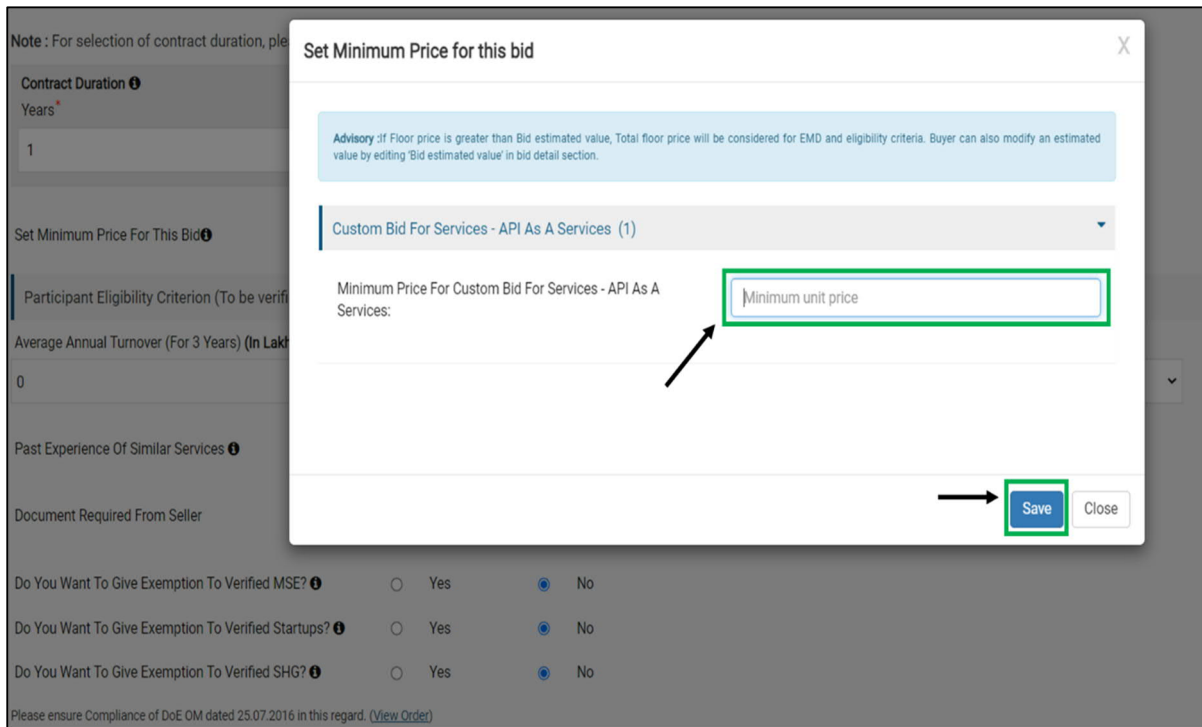
Save & proceed Close

Once the estimated price has been saved, it will be displayed in the bid

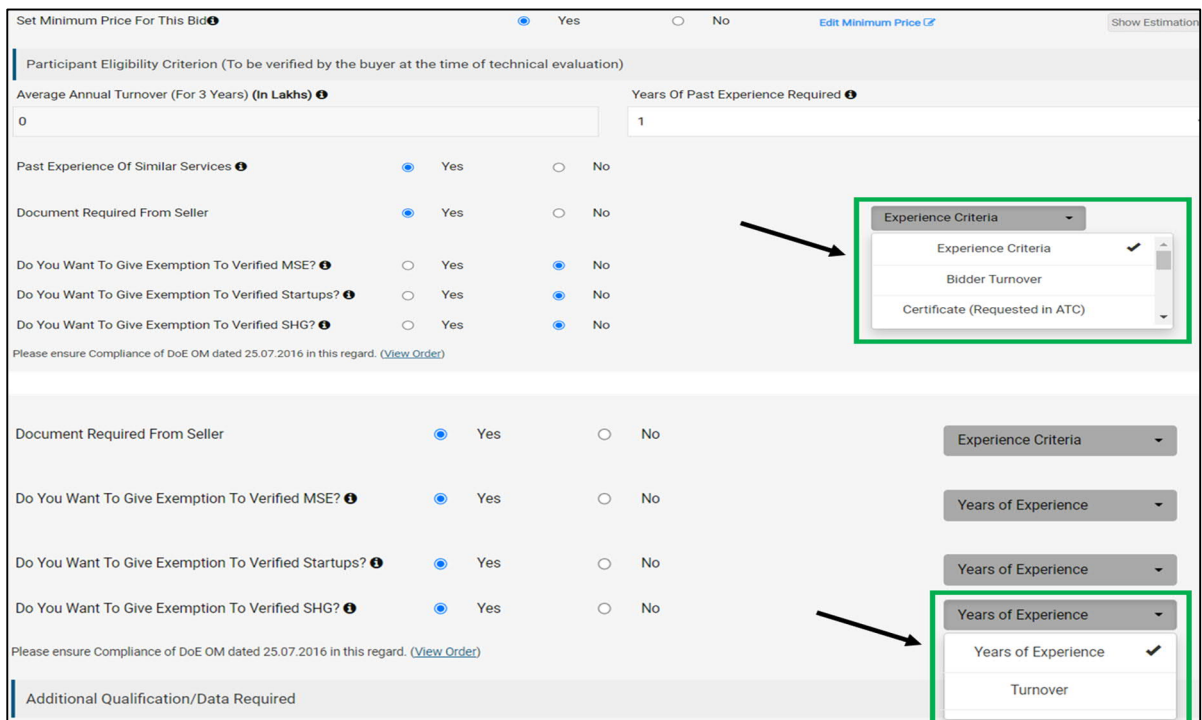
(Note: While taking decision on reasonableness of price, the buyers may also consider the discount over MRP; Last Purchase Price on GeM, Department's own Last Purchase Price; rates on other e-commerce websites etc. The prices on e-commerce site give a broad idea and its terms and conditions may be different. If it is found that

the price available on GeM marketplace is not reasonable or is substantially higher than e-commerce sites or LPP, the GeM Portal provides tools for online bidding or reverse auction which can be used by the Buyers to get better competitive rates and then satisfy themselves about reasonableness of the price as per GFR -2017 before placement of contract.)

c. Provide the Minimum Price for the Bid and click on “Save” and then “Close”



d. Provide the necessary details of Eligibility Criteria which will be verified by the buyer at the time of Technical Evaluation of the Bidders



- e. Now the buyer needs to upload additional documents related to the bid in the placeholder provided which includes:
 - i. Introduction About The Project /Services Being Proposed For Procurement Using Custom Bid Functionality
 - ii. Instruction to Bidder
 - iii. Pre-Qualification Criteria (PQC) Etc (If Any Required)
 - iv. Scope of Work (Mandatory)
 - v. Special Terms and Conditions (STC) Of The Contract
 - vi. Service Level Agreement (SLA) (Mandatory)
 - vii. Payment Terms (Mandatory)
 - viii. Penalties
 - ix. Quantifiable Specification / Standards of The Service/ BOQ
 - x. Project Experience and Qualifying Criteria Requirement
 - xi. Educational Qualification Including Profile Of SME/Consultants /Professional Resources
 - xii. Resources /Technical Resources If They Are Part of Project.
 - xiii. GEM Availability Report (GAR) (Mandatory)

Additional Qualification/Data Required		
Introduction About The Project /Services Being Proposed For Procurement Using Custom Bid Functionality ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216321.pdf
Instruction To Bidder ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216342.pdf
Pre Qualification Criteria (PQC) Etc If Any Required ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216350.pdf
Scope Of Work* ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216356.pdf
Special Terms And Conditions (STC) Of The Contract ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216363.pdf
Service Level Agreement (SLA)* ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216404.pdf
Payment Terms* ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	File uploaded: 1620216409.pdf
Penalties ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
Quantifiable Specification / Standards Of The Service/ BOQ ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	

Project Experience And Qualifying Criteria Requirement ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
Educational Qualification Including Profile Of SME/Consultants /Professional Resources /Technical Resources If They Are Part Of Project . ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
GEM Availability Report (GAR)* (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
Buyer's Competent Authority Approval (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
Any Other Documents As Per Specific Requirement Of Buyer -1 ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
Any Other Documents As Per Specific Requirement Of Buyer -2 ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	
QCBS Document Elaborating Detailed QCBS Criteria Pertaining To Services / Project Procurement If Any As Per Applicable Norms ⓘ (Max Size 10mb PDF Only)	<input type="text" value="Choose File"/>	

Buyer can select the available mode of evaluation: QCBS and LCS. If buyer want to enable Pre-Bid, buyer may enter the details.

Project Experience And Qualifying Criteria Requirement i (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
Educational Qualification Including Profile Of SME/Consultants /Professional Resources /Technical Resources If They Are Part Of Project . i (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
GEM Availability Report (GAR)* (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
Buyer's Competent Authority Approval (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
Any Other Documents As Per Specific Requirement Of Buyer -1 i (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
Any Other Documents As Per Specific Requirement Of Buyer -2 i (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>
QCBS Document Elaborating Detailed QCBS Criteria Pertaining To Services / Project Procurement If Any As Per Applicable Norms i (Max Size 10mb PDF Only)	<input type="button" value="Choose File"/>

21) The EMD and e-PBG details can be provided, if applicable

Progress bar: SPECIFICATIONS (green), CONSIGNEES/REPORTING OFFICER (green), DETAILS (green), EMD/EPBG DETAILS (blue), SPLITTING (grey), T&C (grey), VERIFY OTP/DESIGN & PUBLISH (grey)

1. Specifications

2. Consignees/Reporting Officer

3. Details

4. EMD/ePBG Details

Quantity: 1 Reference Price (In INR): 10.00/-

EMD

EMD Required Yes No

Note:

- EMD is allowed only for Bid Value greater than 5 Lakhs.
- The role of Advisory Bank is to verify the SFMS of the EMD and ePBG during bid verification of the seller. So, you are advised to select any bank and seller may choose any bank account for ePBG and EMD.
- Department of Expenditure has issued instructions not to insist on EMD. GeM Has enabled taking Bid Securing Declaration as per DoE OM. Please ensure compliance of DoE OM 12.11.2020 ([View order](#))
- The EMD % will be applicable for each schedule/group selected during Bid creation.

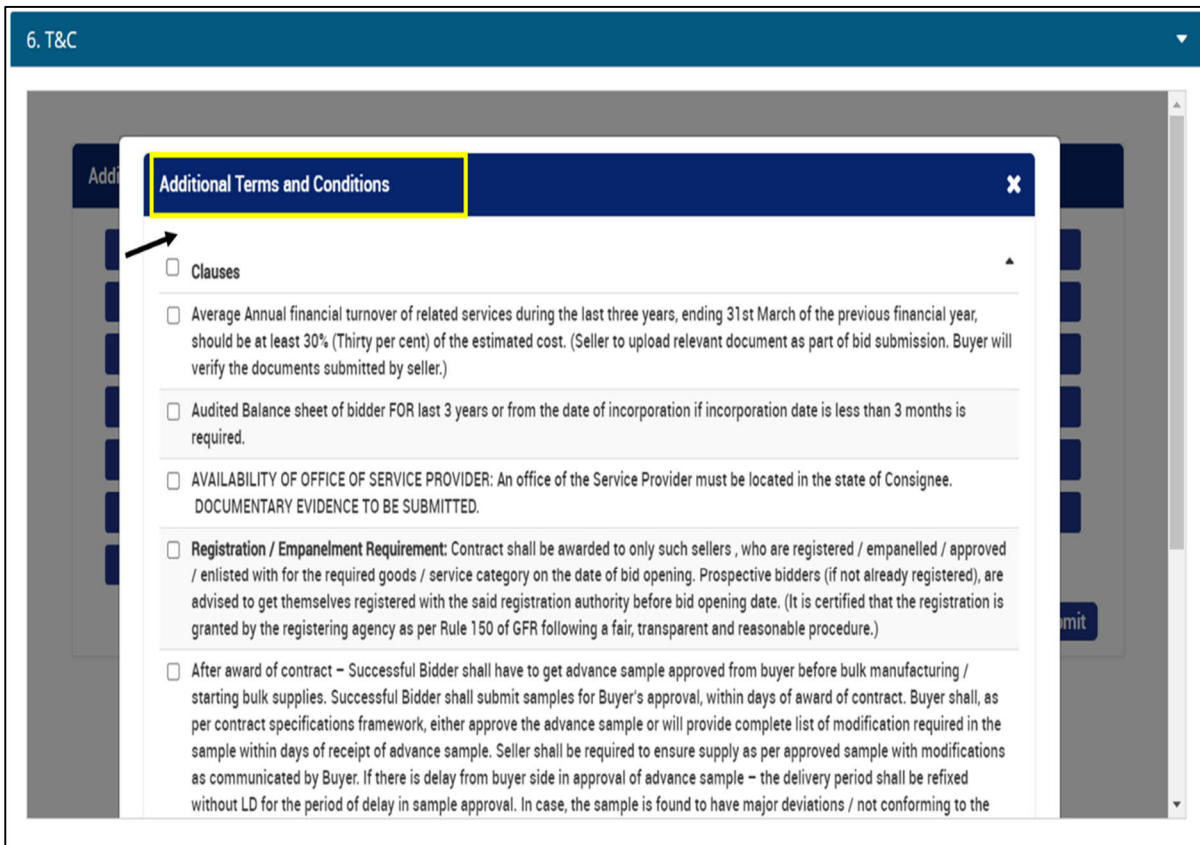
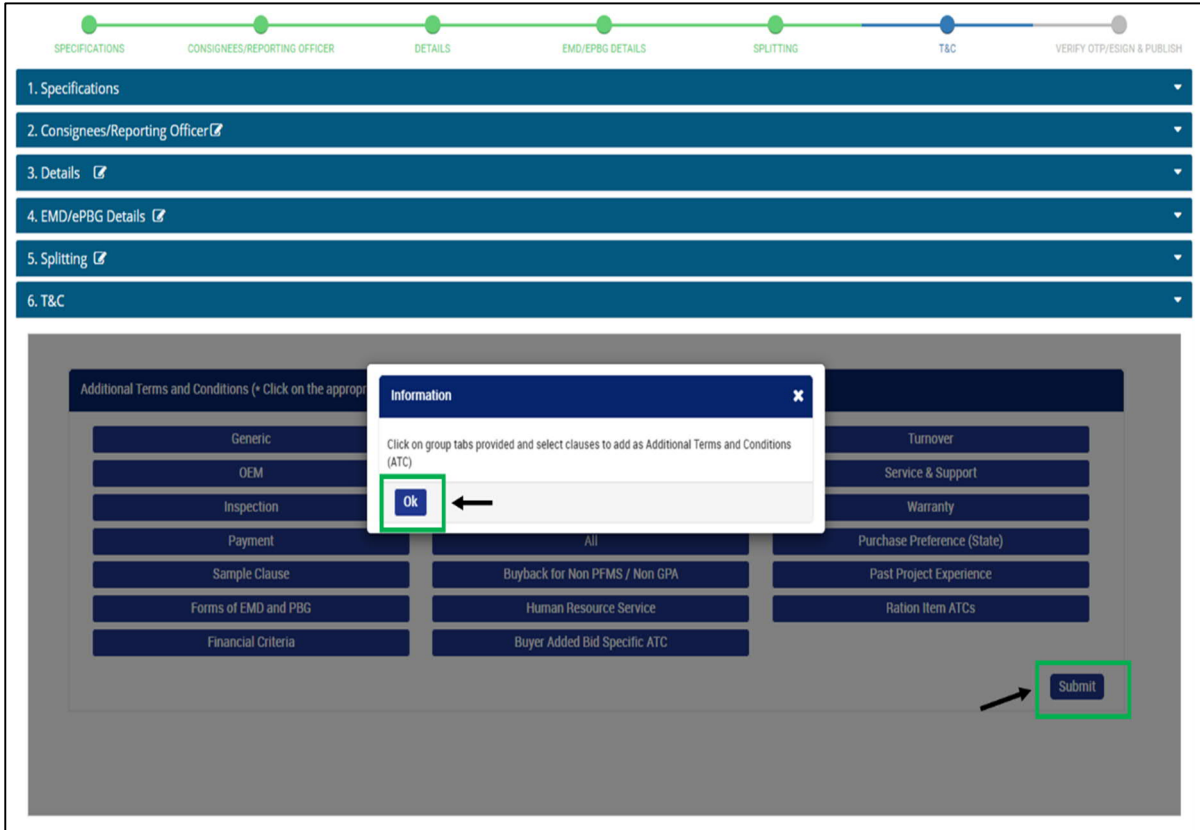
ePBG

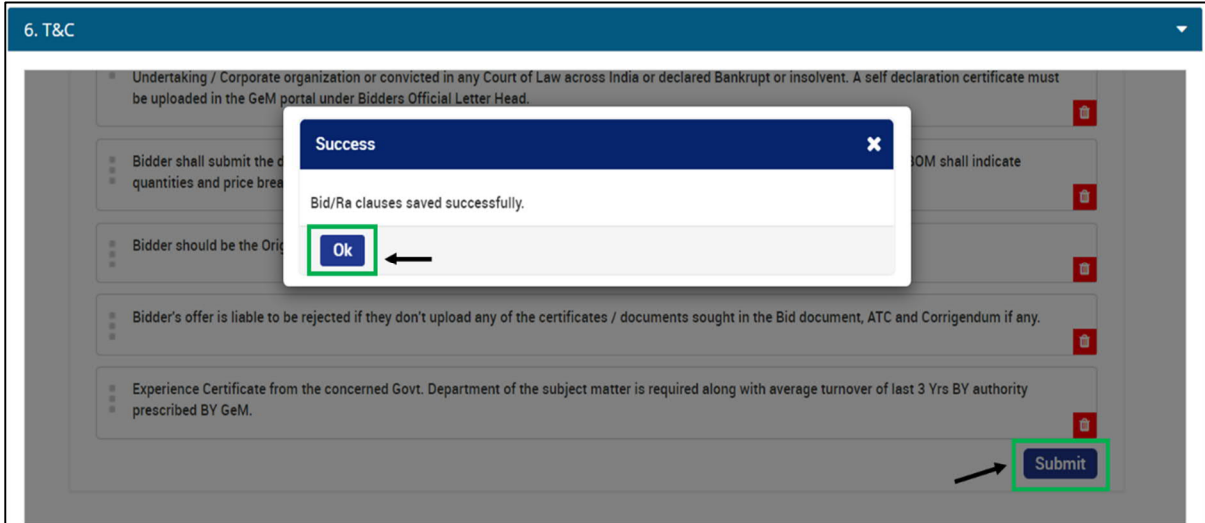
ePBG Required Yes No

Note:

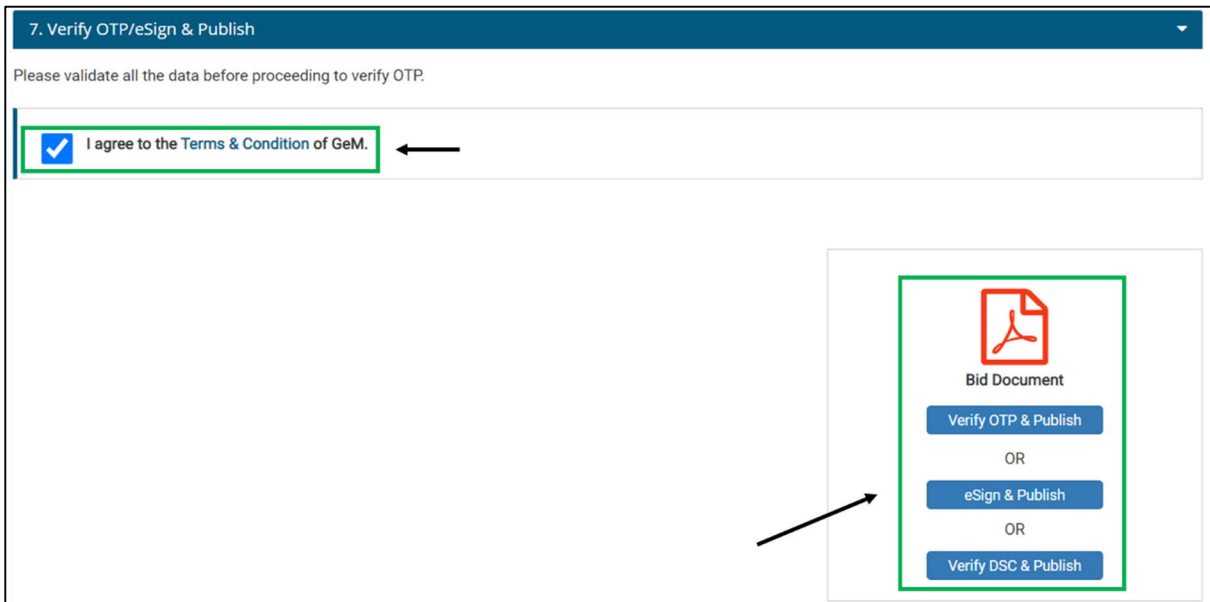
- EPBG is allowed only for Bid Value greater than 5 Lakhs.
- The role of Advisory Bank is to verify the SFMS of the EMD and ePBG during bid verification of the seller. So, you are advised to select any bank and seller may choose any bank account for ePBG and EMD.
- Department of Expenditure has issued instructions to keep reduced Performance Security @3%. Please ensure compliance of DoE OM 12.11.2020 ([View order](#))

22) The buyer is free to select applicable terms and conditions for the bid





23) Opt-in "I agree to the Terms & Condition of GeM" and publish the Bid using OTP/ e-Sign/DSC.



The bid once published will go through the standard two stage evaluation process of Technical & Financial Evaluation and final selection of the L1 service provider.

2.2.1. Sample Additional Documents for Custom Bid for Services (for reference)



1_Introduction_Sample.pdf



2_Instructions to bidders_Sample.pdf



3_Scope of Work_Sample.pdf



4_Service Level Agreement_Sample.pdf



5_Payment Terms_Sample.pdf



6_Penalties_Sample.pdf



7_Quantifiable Specification_Sample.pdf



8_Project Experience and Qualifying Criteria_Sample.pdf



9_Educational qualification_Sample.pdf



10_GEM_GARPTS_Report_Sample.pdf



11_GeM-Bidding-0928103_published_Sample.pdf

3. Other Training Materials for Buyers

GeM also conducts frequent training sessions for Buyers. All the relevant training artifacts are accessible at https://gem.gov.in/training/training_module

GeM has nodal person for each state and through department one can reach out to them for the required support in terms of training, creating bids etc.

For Maharashtra, the nodal person is

Name: Nikhil Patil

Contact no.: 7823922501

e-mail ID: Nikhil.patil@ia.ooo

(Source: <http://www.way2customercare.com/gem-customer-care-numbers/>)

4. Annexure

4.1. DIT Circular No. मातं स2021/3/060 dated 23rd April 2021

क्लाऊड कॅम्प्युटींग धोरण-
आय.टी.ऑप होस्टिंग बाबत सूचना .

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

माहिती तंत्रज्ञान संचालनालय

शासन परिपत्रक क्रमांक: मातंसं २०२१/३/०६०

मादाम कामा रोड, हुतात्मा राजगुरु चौक, मंत्रालय, मुंबई ४००- ०३२

दिनांक: २३ एप्रिल, २०२१

वाचा-

१. शासन निर्णय ,उद्योग विभाग दिनांक २४ ऑगस्ट, २०१७ (GeM पोर्टल वर खरेदी बाबत)
२. सामान्य प्रशासन विभाग (माहिती तंत्रज्ञान संचालनालय) शासन परिपत्रक क्र. DIT/०६०/३/२०१७ ,दिनांक २९.०१.२०१८
३. सामान्य प्रशासन विभाग (माहिती तंत्रज्ञान संचालनालय) शासन परिपत्रक क्र. DIT/०६०/३/२०१७/१,दिनांक १६.०५.२०१८
४. सामान्य प्रशासन विभाग (माहिती तंत्रज्ञान संचालनालय) शासन परिपत्रक क्र. DIT/०६०/३/२०१७/२ ,दिनांक १९.०५.२०१८
५. सामान्य प्रशासन विभाग (माहिती तंत्रज्ञान संचालनालय) शासन परिपत्रक क्र. DIT/०६०/३/२०१७/३ ,दिनांक ०४.०८.२०१८
६. सामान्य प्रशासन विभाग (माहिती तंत्रज्ञान संचालनालय) शासन परिपत्रक क्र. DIT/०६०/३/२०१७/३/जोडपत्र ,दिनांक १९.०६.२०१९

परिपत्रक

माहिती तंत्रज्ञान विभागाने वरील संदर्भाधीन पत्र क्र. ०६०/३/२०१७/१, दिनांक १६ मे, २०१८ अन्वये क्लाऊड सेवा पुरवठादार यांच्या Empanelment तसेच क्लाऊड सेवेचे दर जाहीर केले होते. सदर Empanelment आणि जाहीर करण्यात आलेले सेवा दर दिनांक ३० एप्रिल, २०२१ रोजी संपुष्टात येत आहेत.

२. आता क्लाऊड सेवा केंद्र शासनामार्फत GeM पोर्टल वर उपलब्ध करून देण्यात आलेली आहे. महाराष्ट्र शासनाने GeM पोर्टलच्या वस्तु व सेवा खरेदीसाठी दि. २१ मार्च, २०१८ च्या GeM यांच्या संबंधीत झालेल्या करारानुसार अंगिकार केला आहे. म्हणून यापुढे सर्व शासकीय विभागांनी तसेच शासकीय उपक्रम, स्थानिक स्वराज्य संस्था व शासकीय संस्था, CSP/ MSP यांच्या मार्फत क्लाऊड सेवा GeM पोर्टल वर विहित पध्दतीनुसार खरेदी करण्यात यावी.

शासन परिपत्रक क्रमांक: मातंसं २०२१/३/०६०

३. काही विभागांनी क्लाऊड सेवा माहिती तंत्रज्ञान विभागचे संदर्भित शासन निर्णय क्र. ०६०/३/२०१७/१, दिनांक १६ मे, २०१८ नुसार घेतांना क्लाऊड सेवा पुरवठादारकाला कार्यादेश दिनांक ३० एप्रिल, २०२१ च्या नंतरची कालावधीसाठी सुध्दा दिले आहेत. अशा सर्व विभागांनी पुढील ४५ दिवसात पुढची क्लाऊड सेवा GeM पोर्टल मार्फत खरेदी करण्याची कार्यवाही त्यांचे स्तरावर करावी तसेच विभागाची संगणक प्रणाली आणि Data नवीन क्लाऊड वर स्थानांतरीत करून घ्यावा. अशा सर्व विभागांसाठी चालू क्लाऊड सेवेसाठी सदर Empanelment चे दर दिनांक १५ जून, २०२१ रोजी संपुष्टात येणार आहे.

४. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आले असून त्याचा संकेतांक २०२१०४२३१७५६१५०८११ असा आहे. हे परिपत्रक डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Ranjit Kumar

(रणजीत कुमार)



संचालक, महाराष्ट्र शासन

प्रत,

१. मा. राज्यपाल यांचे प्रधान सचिव, राजभवन, मलबार हिल, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
३. मा. विरोधी पक्षनेता, विधान परिषद/विधानसभा विधानमंडळ सचिवालय, मुंबई
४. सर्व अपर मुख्य सचिव /प्रधान सचिव /सचिव, मंत्रालय, मुंबई
यांना विनंती करण्यात येते की, सदर परिपत्रक त्यांच्या अधिपत्या खालील कार्यालयांच्याही निदर्शनास आणावे.
५. मा. मुख्य सचिव यांचे कार्यालय मंत्रालय, मुंबई
६. महालेखापाल (लेखा व अनुज्ञेयता/लेखा परीक्षा), महाराष्ट्र-१, मुंबई
७. महालेखापाल (लेखा व अनुज्ञेयता/लेखा परीक्षा), महाराष्ट्र-२, नागपूर
८. संचालक/सह सचिव, (माहिती तंत्रज्ञान) सामान्य प्रशासन विभाग, मंत्रालय, मुंबई
९. निवडनस्ती.

पृष्ठ २ पैकी २

4.2. GeM DO No.191/CEO-GeM/2020 dated 15th Oct 2020

 <p>GeM Government e Marketplace</p> <p>Efficient • Transparent • Inclusive</p>	 <p>सत्यमेव जयते</p>	<p>भारत सरकार वाणिज्य एवं उद्योग मंत्रालय गवर्नमेन्ट ई-मार्केटप्लेस द्वितीय तल, "जीवन तारा" बिल्डिंग, संसद मार्ग, नई दिल्ली-110 001 Government of India Ministry of Commerce & Industry Government e-Marketplace 2nd Floor, Jeevan Tara Building, Sansad Marg, New Delhi-110001 Tel. : 011-23349186,40236101 E-mail : ceo-gem@gov.in Web. : https://gem.gov.in</p>
<p>तल्लीन कुमार, भा.प्र.से. मुख्य कार्यकारी अधिकारी TALLEEN KUMAR, IAS Chief Executive Officer</p>	<p>DO No. 191/CEO-GeM/2020</p>	<p>15th October, 2020.</p>
<p><i>validate</i> <i>o All ADCs &</i> <i>DDG, NIC;</i></p>	<p>Sub: Introduction of two pay functionalities in GeM (as part of 300+ other major functionalities) for faster, easier & transparent procurement of goods & services : (a) Adding specifications to a category at the time of bidding and (b) Creating custom bids on GeM even when categories of products and services may not be available on GeM.</p>	
<p>AB: <i>d</i> <i>15-10-20</i></p>	<p>Dear Sir / Madam,</p>	
<p>ADC (SM) <i>DD (AKV)</i></p>	<p>As you are aware, Government e Marketplace (GeM) offers both products and services as part of its offerings to its registered buyers. GeM facilitates Category based procurement of a wide spectrum of products and services for informed procurement decisions by buyers.</p>	
	<p>2. It has been reported that at times, buyers need to create bids for items requiring additional specifications which may not be part of the specifications available in the categories created on GeM. GeM has gone live with a functionality to enable a buyer to add a few more parameters to cover his requirements at the time of creating a bid and not be constrained by the specifications already available on GeM. Buyers can now select closely matching products from the Marketplace and then use the option of adding up to five more specification parameters. This option would give buyers the freedom and flexibility to use the normal bidding process and get better and structured / validated response from sellers already registered in a category.</p>	
	<p>3. Further, at times, buyers may need to create bids for categories which may not be available on GeM and the creation of a new category in GeM may take time due to the due diligence and processes involved in defining a category.</p>	
<p><i>5325 ADC(SM)</i> <i>5/11/2020</i> <i>AD (AKV)</i> <i>AKV</i></p>	<p>4. In order to facilitate procurement of goods and services for which predefined categories are not yet available on GeM, it has been decided to enable "Custom Item" based bidding on GeM. The functionality of "custom bids", on an experimental basis, has been opened up initially for Defence, CPSE and Railways buyers only for bid values above Rs 50 lakhs. Based on feedback and usage, the same may be considered for opening up for other buyers in due course.</p>	
	<p>5. This functionality will allow buyers to specify custom catalogue definition by providing parameter names and required values in the form of an Excel/ PDF upload after generating GeM Availability Report confirming non-availability of regular category for the same on GeM. Once the GeM Availability Report is generated, the buyer will be provided an</p>	
		<p>Contd....2</p>
<p>Procurement Made Smart Please Visit : www.gem.gov.in</p>		

-2-

option to create a custom item for every item marked as not available in the GeM Availability Report. Buyers will have the option to define the following aspects of the Custom Item while creating the same in GeM:

- a. Name : Name of the Custom item
- b. Short Description of Max 500 characters.
- c. Upload excel with parameter name and required value(s)
- d. Buyer may also upload any custom drawings required for the Bid.
- e. Reference unit price for the custom item.
- f. Names of similar categories / UNSPSC codes / HSN codes and / or Tags / Keywords for product – for helping search of the bid by the Prospective Bidders and for notifying relevant sellers to participate in bid.
- g. Representative Image(s) of the product.

6. A buyer can create any number of "Custom Item" catalogues in his profile based on non-availability as per GeM Availability Reports and use them for creating bids on GeM. A bunch bid can also be floated with one or more custom items so created by a buyer and also with bunching of existing regular category products on GeM with custom items.

7. With the introduction of the above new features, GeM has taken a step closer towards establishing a **Unified Procurement System**. The enhanced version of GeM, viz. GeM 4.0, that is being rolled out will be anchored in the Unified Procurement System. Now the buyers of Defence, CPSEs and Railways may not need to float any tender outside GeM for goods and services since irrespective of availability of categories in GeM, they would now be able to create Custom Item Bids as per their own specifications and drawings. All bids which were hitherto being floated on CPPP or any other e-procurement portal for procurement of goods and services can now be created on GeM directly. This is in accordance with para 48 of the budget speech for FY 2020-21 which states, inter alia, "Government e-Marketplace (GeM) is moving ahead for creating a Unified Procurement System in the country". The Unified Procurement System will provide a single user flow for government buyers, consolidating all government procurement onto a single platform leading to economies of scale, better price discovery and sharing of best practices. All buyers of Central Government organisations will be required to obtain a "GeM Availability Report and Past Transaction Summary" in accordance with the OM dated 23/1/2020 of Department of Expenditure to take informed procurement decisions. GeM will prompt buyers to publish a bid on GeM itself if the products or services that a buyer is looking for are not on the platform. If a buyer decides to publish the bid outside GeM on the Central Public Procurement Portal (CPPP) for example, the corresponding ID of GeM Availability Report will be required as a mandatory input before publishing of a bid can be allowed on platforms other than GeM. This ID will be validated in real time with GeM. After validation, a copy of the published tender will be returned to GeM for analysis. The integration of GeM with CPPP is live.

8. I would, therefore, request you kindly to issue suitable directions to the CPSEs & organisations under your Department / Ministry to utilize the above new functionalities to the maximum extent possible for procurement of goods & services from GeM.

With regards,

Yours sincerely,


15/10/2020
(Talleen Kumar)

All Secretaries to Government of India.

5. Acronyms

Abbreviation	Description
AMC	Annual Maintenance Contract
API	Application Programming Interface
ATC	Additional Terms and Conditions
CSP	Cloud Service Provider
DIT	Directorate of Information Technology
EMD	Earnest Money Deposit
GAR	GeM Availability Report
GeM	Government e-Marketplace
GFR	General Financial Rules
GoM	Government of Maharashtra
HoD	Head of Department
IT	Information Technology
MIS	Management Information System
MSE	Micro and Small Sellers
MSP	Managed Service Provider
OEM	Original Equipment Manufacturer
OTP	One-Time Password
PAC	Proprietary Article Certificate
PPS	Public Procurement System
PSU	Public Sector Undertaking
RA	Reverse Auction
RC	Rate Contract
SLA	Service Level Agreement
STC	Special Terms and Condition
TEC	Technical Evaluation Committee
UPS	Unified Procurement System
VPN	Virtual Private Network