



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
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No.2020/IRCTC/CO/P&T/General Policy

Dt. 25-06-2021.

**GGM's  
Corporate Office  
All IRCTC Zones**

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

**Reference:** i). Department of Expenditure (DoE) OM No. 6/14/2020-PPD dated 11.06.2021  
circulated vide Deputy Director, DPE OM dated 21.06.2021.

As per OM's referred above, Department of Expenditure (DoE) has circulated instructions on the issue of generation of GeM Availability Report and Past Transaction Summary(GeMAR&PTS) ID in all cases of procurement outside GeM. Copies of the above referred OM's are enclosed herewith for information and implementation.

DA:- As above.

  
(Sanjeev Misra)  
GGM/P&T

CC: 1). PS to CMD – For kind information of DTM as CMD.

2). AGM/IT – For uploading on IRCTC portal.

Date: 21.06.2021

OFFICE MEMORANDUM

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


Reference is invited to this Office OM of even number dated 12.02.2020 forwarding inter alia a copy of D/o Expenditure OM No. F.6/18/2019- PPD dated 23.01.2020 on the subject cited above.

2. In continuation of the above reference, the undersigned is directed to forward a copy of the D/o Expenditure's OM N.6/14/2020-PPD dated 11.06.2021 regarding generation of GeM Availability Report and Past Transaction Summary (GeMAR&PTS) ID for information and compliance by CPSEs.

3. The D/o Expenditure OM's No.F.6/14/2020-PPD dated 27.08.2020 and F.6/18/2019-PPD dated 23.01.2020 mentioned are also enclosed for reference.

4. All the administrative Ministries/Department of CPSEs are requested to direct their CPSEs for the compliance of the above directions.

5. This issue with the approval of competent authority

  
(Shankar Lal)  
Deputy Director

Encl: As above.

To

- i. All the Secretary to the Administrative Ministries/ Department of CPSEs
- ii. Chief Executives of CPSEs

Copy to:

Shri Kanwalpreet, Director, Public Procurement Division, D/o Expenditure, 264-C, North Block, New Delhi

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) OM 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.



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).

*Kn Reddy*

(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.



**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.

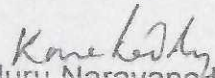
3. Considering the above, the following modifications are made to the OM No.F.6/18/2019-PPD dated 23<sup>rd</sup> January 2020 with immediate effect: -

- 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*



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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.