



eFile No. Admin-11027/1/2025-ADMN-ITPO

India Trade Promotion Organisation
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi
29 October 2025

Circular No. Admin/ 64 /2025

Subject: Mandatory Procurement of Goods and Services through GeM Portal – Reg.

The Rule 149 of GFRs, makes it mandatory to procure all Goods & Services through Government e Marketplace (GeM), if these are **available** on GeM. In terms of extant instructions, 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 issued by the Department of Expenditure, MoF in this regard is enclosed for ready reference.

2. It may please be noted that 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. Following key points may please be noted by all concerned officers/officials to facilitate procurement of goods & services through GeM:

a) The proof of non-availability of Goods or Services on GeM is GeMAR&PTS.

It is mandatory to generate GeM Availability Report and Past Transaction Summary (GeMART&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 issued by the DoE are enclosed for ready reference. 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 issued by the DoE is also enclosed.

b) 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.

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General Manager (BM-Coordination)

c) 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:

- i. 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.
- ii. Can submit a request for category updating through RMS, should s/he feel that category TP needs updating.
- iii. Suggest the specification of the required product for creation of a new category on GeM for future procurements, and proceed for procurement outside GeM.
- iv. Not propose any new category creation when the requirement is a one-time one.
- v. Not propose any new category creation immediately, but do so separately, post generation of GeMARPTS.

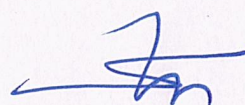
d) The Undertaking in GeMAR&PTS: When a Category is available/suggested on GeM, but the buyer opts to go out of GeM, then GeMAR&PTS can be generated only on the ground that the available categories and products/ services thereunder are "not matching requirements", with an undertaking as under:

"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."

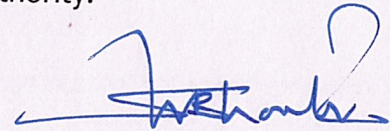
e) Caution & Due Care: Since the generator of the GeMAR&PTS is responsible for the veracity of the undertaking contained therein, due care and diligence need to be observed. Each buyer/ Indenter has to generate GeMAR&PTS in respect of his equipment/ item/product with due care & full consciousness of the contents of the undertaking, from his own login credentials on GeM.

3. Before opting for procurement outside GeM:

- a. Buyers must explore relevant categories thoroughly.
- b. Specifications may be modified using GeM's RMS (Request Management System) and ATC (Additional Terms and Conditions) functionalities.
- c. New category creation may be proposed, if requirement is recurring.



- d. Undertaking in GeMAR&PTS must certify that no suitable category or item exists on GeM, and that due diligence was carried out.
 - e. Any procurement outside GeM without valid GeMAR&PTS and justification will be treated as non-compliance of the extant instructions.
4. All Divisions/Sections/Units of ITPO are therefore requested to strictly adhere to the above guidelines to ensure optimal utilisation of GeM for procurement.
5. This issues with the approval of the Competent Authority.



(Shankra Nand Bharti)
GM(BM-Coord.)/HoD(Admin)

Encl: As above.

To :

All concerned officer/officials assigned with the responsibility of procurement of Goods & Services.

Copy to :

1. All HoDs
2. All DGMs
3. Notice Boards
4. Office Order Register

Copy for information to:

1. PA to CMD
2. PA to ED
3. PA to SGM