



## National Informatics Centre Services Incorporated

(A Government of India Enterprise Under NIC)

Ministry of Electronics and Information Technology

Hall no. 2<sup>nd</sup> Floor, NBCC Tower, 15 Bhikaji Cama Place, New Delhi-66

### Procurement Requisition Form- GeM BID Form- B

Please fill form and ✓ the appropriate box.

Date:- .....

1.	* User (Ministry / Department / Organization) Name			
2.	* Project Number of NICS I (if any)			
3.	* Project Co-ordinator details	* User	Name: Mobile No. Phone with ext/IP no.: Email address:	
		\$ NIC Officer	Name: Mobile No. Phone with ext/IP no.: Email address:	
4.	Project Manager (PM) NICS I			
5.	Name of Concerned person of NICS I associated with PM related to the specific project.			
6.	* GeM Procurement is for :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Goods	Service	Goods & Services
7.	* Name of item/s to be procured/RFP			
8.	* Quantity with units or annexure			
9.	* Pre-bid Required?	<input type="checkbox"/>	<input type="checkbox"/>	
		Yes	NO	
10.	* If Pre-bid is required, then may provide the date, time, venue details (if physical) or VC link (if online)	Date: Time: Venue details (if physical) or VC link (if online)		
11.	* Detailed specification of item/s (provide detailed specifications or RFP, attach annexure or provide GeM portal Link)			

12.	Additional Terms & Conditions or requirement to be included in bid.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	
13.	If Yes, provide Additional Terms & Conditions or requirement			
14.	* PAC (Proprietary Article Certificate) Attached, if applicable. Note: It is mandatory to fill all fields of the PAC form and PAC is not admissible on BOQ bids.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	
15.	* Procurement request is for Make in India (MII) or GTE goods/ Service?	<input type="checkbox"/> MII Complied	<input type="checkbox"/> Global Tender Enquiry(GTE)	
16.	* If GTE, then MII Exemption to be provided as per DPIIT guidelines. Note: "NA" is to be selected if procurement is for MII (Make in India) compliance.	<input type="checkbox"/> MII Exemption	<input type="checkbox"/> Exempted as per specific Order	<input type="checkbox"/> NA
17.	* Bid Estimated Value in Rs. (including GST)	Rs.		
18.	* Bid Estimated Value to be displayed in Bid	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	
19.	* Consignee already added in GeM portal	<input type="checkbox"/> Already added	<input type="checkbox"/> Not already added	
20.	* If consignee is "not already added" on GeM portal then duly approved "Consignee Addition Form" to be first sent at <a href="mailto:gem-nicsi@nic.in">gem-nicsi@nic.in</a> for addition on GeM portal and after addition only request to be forwarded to GeM division.  <b>Note: Procurement request should only be sent after successful addition of Consignee on GeM Portal.</b>	<input type="checkbox"/> Consignee role assigned/ already added on GeM portal.		
21.	* If Consignee is already added, then provide the following Consignee Details. Annexure may be attached.	Name: Designation: Mobile No.: IP Phone no.: Email (@nic.in or @gov.in):  Complete address with pincode:  Name of Project:		

22.	* In case of multiple consignee, location wise consignee details to be provided.  <b>Note: Procurement request should only be sent after successful addition of Consignee in GeM Portal.</b>	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Applicable		
23.	* Evaluation Criteria of the Bid/RFP.	<input type="checkbox"/> Least Cost Basis (L1)	<input type="checkbox"/> QCBS		
24.	* In case of QCBS (Quality & Cost Based Selection), all technical evaluation parameters shall be provided with cut-off and maximum marks. Enclosed?  Note: If least cost basis is selected in point 23 then “Not Applicable” should be selected.	<input type="checkbox"/> Annexure enclosed.	<input type="checkbox"/> Not applicable		
25.	* Co-opted member required for the Bid.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO		
26.	* Do you want to show documents uploaded by bidders to all bidders on GeM portal who participated in the bid post award of Contract.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO		
27.	* If co-opted member is “Yes” at point 25: User Competent Authority approval in case of User and HOG/SIO approval in case of NIC officer.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
28.	* Requested item/s for procurement is in compliance to the Land Border Sharing as per MoF, DOE PPD OM no. F.7/10/2021-PPD dated 11/09/2023.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO		
29.	* GeM Bid Type	<input type="checkbox"/> Category	<input type="checkbox"/> Bunch	<input type="checkbox"/> Custom	<input type="checkbox"/> BOQ

<b>In case of BOQ, Custom bid or procurement Outside GeM Portal</b>			
29.	* If Category is not available on GeM then, GeM availability report (GeMARPTS) enclosed or not? GeMARPTS is mandatory in case procurement type is Custom/ BOQ based bid.	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Request to generate

30.	* In case of BOQ Bid, location wise GeM portal pre-defined .CSV file format, enclosed? Note: Not applicable in case of Custom Bid.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
31.	* In case of Custom/ BOQ Bid, pre-defined undertaking enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	

<b>For User (Ministry / Department / Organization)</b>	<b>\$ For NIC Officials</b>	
	HoD/ Intending Officer	HoG/ SIO
Name & Emp. Code: .....	Name & Emp. Code: .....	Name & Emp. Code: .....
.....	.....	.....
Designation: .....	Designation: .....	Designation: .....
Group/Div./State Unit:	Group/Div./State Unit:	Group/Div./State Unit:
(Sign & Stamp with date)	(Sign & Stamp with date)	(Sign & Stamp with date)

Note:

1. The above fields marked as ‘\*’ are mandatory to be filled.
2. In case request is from NIC officer, fields marked as ‘\$’ are mandatory to be filled.
3. Forms can be downloaded from NICS website (<https://nicsi.com/>) under download section.

\*-----\*