



National Informatics Centre Services Incorporated

(A Government of India Enterprise Under NIC)

Ministry of Electronics and Information Technology

Hall no. 2nd 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 (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		
5.	Name of Concerned person of NICS associated with PM related to the specific project.		
6.	* GeM Procurement is for :	<input type="checkbox"/> Goods <input type="checkbox"/> Service <input type="checkbox"/> Goods & Services	
7.	* Name of item/s to be procured/RFP		
8.	* Quantity with units or annexure		
9.	* Pre-bid Required?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 OM
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 gem-nicsi@nic.in for addition on GeM portal and after addition only request to be forwarded to GeM division. Note: Procurement request should only be sent after successful addition of Consignee on GeM Portal.	<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.	<p>* In case of multiple consignee, location wise consignee details to be provided.</p> <p>Note: Procurement request should only be sent after successful addition of Consignee in GeM Portal.</p>	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Applicable		
23.	* Evaluation Criteria of the Bid/RFP.	<input type="checkbox"/> Least Cost Basis	<input type="checkbox"/> QCBS		
24.	<p>* In case of QCBS (Quality & Cost Based Selection), all technical evaluation parameters shall be provided with cut-off and maximum marks. Enclosed?</p> <p>Note: If lease cost basis is selected in point 23 then “Not Applicable” should be selected.</p>	<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.	* If co-opted member is “Yes” at point 25: User Competent Authority approval in case of User and HOG approval in case of NIC officer.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
27.	* Land Border Sharing compliance of the requested item/s for procurement as per MoF, DOE PPD OM no. F.7/10/2021-PPD dated 11/09/2023.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO		
28.	* GeM Bid Type	<input type="checkbox"/> Category	<input type="checkbox"/> Bunch	<input type="checkbox"/> Custom	<input type="checkbox"/> BOQ

In case of BOQ, Custom bid or procurement Outside GeM Portal				
29.	<p>* 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.</p>	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Request to generate	
30.	<p>* In case of BOQ Bid, location wise GeM portal pre-defined .CSV file format, enclosed?</p> <p>Note: Not applicable in case of Custom Bid.</p>	<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
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For User (Ministry / Department / Organization)	\$ For NIC Officials	
	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.
