

Summary of Procedure for Procurement through the GeM and CPP Portal (SOP)

1. Initiation of Procurement

The User shall submit a procurement request to the NICS Project Manager (PM) for the procurement of a particular good or service, along with the Request for Procurement Form, Specifications, TOR, SOW, or RFP, as applicable.

2. Verification by Project Manager

The concerned PM shall ensure that the request complies with NICS procurement requirements and that all necessary forms and procurement details have been provided.

The PM shall verify the requirement and ensure that:

- Hardware items available on GeM with an estimated value of up to ₹50,000 are procured through the Direct Purchase mode.
- Hardware items available on GeM with an estimated value exceeding ₹50,000 and up to ₹10 lakh are procured through the L1 procurement method, in accordance with the prevailing procurement guidelines.

3. Approval Process

The PM shall obtain concurrence of FA and approval from the Competent Authority and thereafter forward the e-File to the GeM Division.

4. Processing by GeM Division

The GeM Division shall assess the requirement and:

- Prepare the procurement draft in cases of Direct Purchase or L1 procurement; or
- Prepare the bid document in cases where procurement is to be carried out through the GeM bidding process.

5. Procurement Process

A. Direct Purchase / L1 Procurement

- A GeM Contract may be issued in cases of Direct Purchase or L1 procurement.
- The PM shall ensure the availability of funds in the project before the issuance of the GeM Contract.
- After issuance of the GeM Contract, the PM shall ensure the blocking of funds in the ERP system.


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B. GeM Bid Process

- a. The bid shall be published on the GeM Portal.
- b. The GeM Division shall inform the NICS Social Media Team for publication of the bid on social media platforms.
- c. The PM and the User shall coordinate in responding to pre-bid queries.
- d. In case any representations are received, responses shall be prepared and submitted by the PM/User.
- e. The GeM Portal shall permit opening of bids for evaluation only after all representations raised on the portal have been duly addressed.

6. Provision for Bid Extension (Optional)

If fewer than three bidders participate in the bid by the due date, the bid shall be automatically extended once for an additional seven days to encourage wider participation.

7. Technical Evaluation

On the bid opening date, the documents submitted by participating bidders shall be forwarded to the Technical Evaluation Committee (TEC) for evaluation and recommendation.

8. Financial Evaluation

The financial bids of technically qualified bidders shall be opened on the GeM Portal.

The financial bid details along with the submitted documents shall be forwarded to the Financial Evaluation Committee (FEC) for evaluation and recommendation.

9. Fund Blocking

The PM shall block the required funds in the project based on the recommendation of the FEC, duly approved by the Competent Authority.

10. Payment Process

Upon successful completion of the contract in all respects, the PM shall process the payment and provide payment details, including applicable deductions, for uploading on the GeM Portal.

Encl.: Flow chart


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GeM Procurement SOP – Final Flow Chart





