-Sub: Proposal for Administrative approval and initial expenditure sanction to initiate Procurement Process (Domestic Procurement/ Foreign Procurement. *strike out which is not applicable)

1) Name of Department / Section/Office/ Lab etc. for which required   :

2) Brief Description of the good(s)/ work   :

3) Detailed Specifications / Tender Documents for inviting quotation / tenders
   (Place at Flag – 'A' in the File, with signature on all pages by the person initiating the Procurement) : Given in Justification for car hiring service

4) Tentative and estimated value of Procurement   :

5) Type of Tendering Process suggested (Market Survey / Limited Tender/ Open Tender/single-Proprietary Item/ DGS&D/ GeM / E-Procurement/ Global Tender Enquiry etc.)   :

6) Name and address of parties to whom invitation for quotation should be sent, in case of Limited Tender/ Single Tender.
   (Not applicable for Market Survey / Open Tender/GeM / E-Procurement/ Global Tender Enquiry etc.)

7) Names of Members of Procurement Committee / Tender-Opening-Cum-Evaluation

Reason for Single Tender/ Proprietary Purchase (if Applicable):

Certified that Specifications are Generic/ Broad and not specific to suit one particular Brand/ Manufacturer (not applicable in case of Proprietary Item and procurement on Single Tender basis). I also declare that the goods requested in this form are searched at https://gem.gov.in/ and the same are available/ not available in Government e-Marketplace.

(Signature of the person initiating the note, with Name, Date, Designation, Dept/ Section)

HOD of Dept/ Sectional Head   **Concerned Dean (if applicable)**

Director may kindly accord approval.

Registrar   **Director**

Indenter/ Sectional Head (if rejected)   **Registrar (if approved by Director)**

<u>**Undertaking for Custom Bid/BoQ Creation on GeM**</u>

(to be filled by the HoD)

File number:

Date:

Subject: <u>**Undertaking for Creation of Custom Bid/BoQ for Goods/Services required on GeM**</u>

1. Goods/Services Required (Please specify the exact goods/services required):

2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories):

3. GARPTS ID (mention GeM Availability Report ID):

4. Categories to which notification was sent:

Category 1: (Category name)

Category 2: (Category name)

Category 3: (Category name)

5. Undertaking:

   I understand that the creation of a custom bid/BoQ is an exceptional process and should only be used when existing categories on GeM are not suitable for the required goods/services.

   I, (Your Name), undertake the following:

   - I have conducted a thorough search using the search string mentioned above and determined that existing categories are not appropriate for the required goods/services.
   - I have provided an accurate and detailed description of the required goods/services in Section 1.
   - I have selected the most relevant categories for notification in Section 4.
   - I am fully prepared to justify the need for a custom bid/BoQ to GeM upon request.

Signature

(Your Name)

(Designation, Organisation, Department, State)