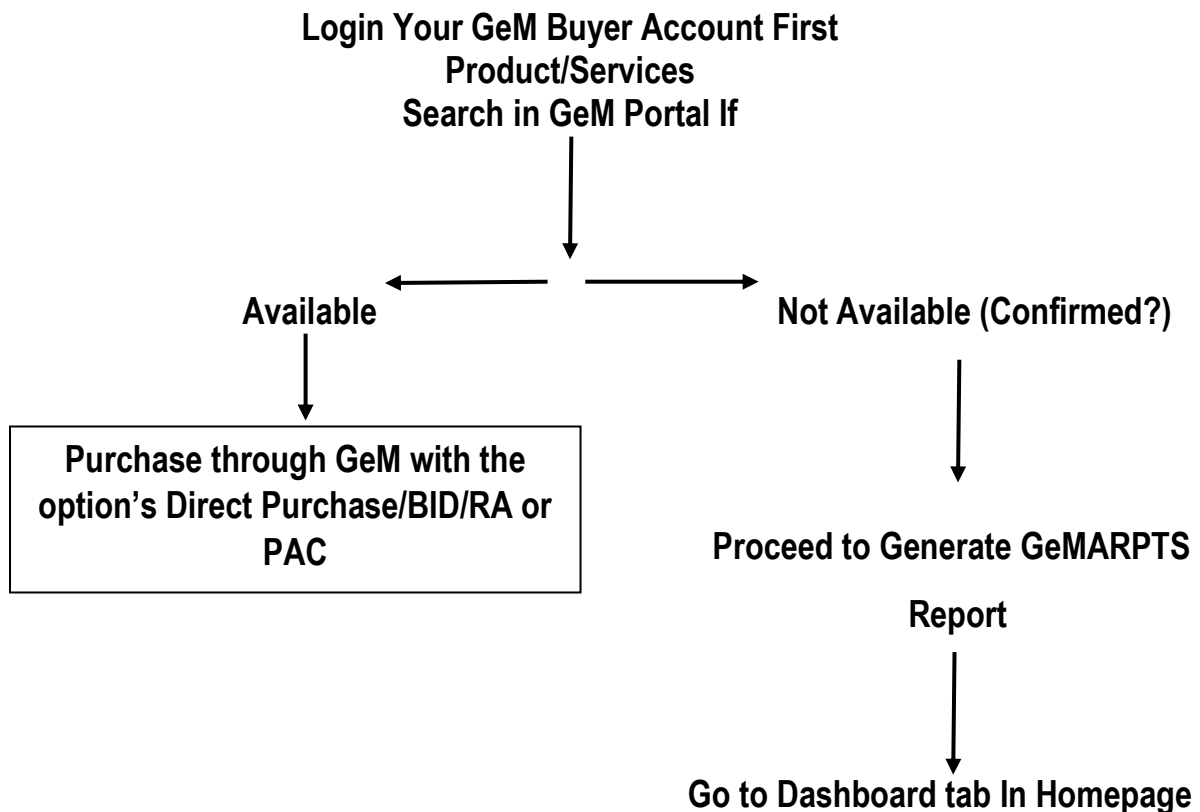
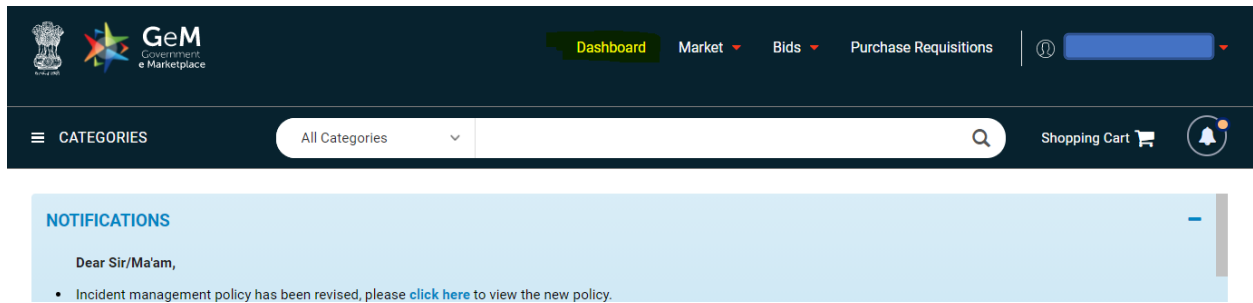


(*GeM Availability Report & Past Transaction Summary)

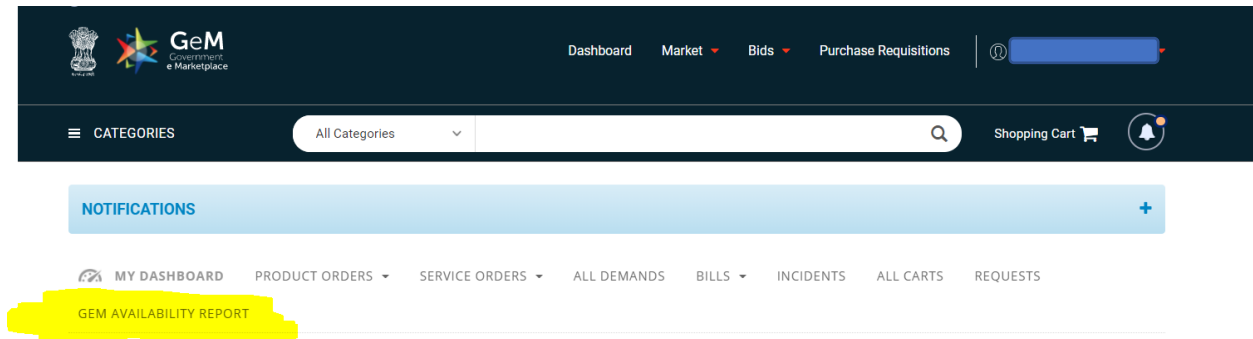
- ✓ This GEMARPTS* report must be generated by the indenter itself i.e. their own GeM User Account & created only & only if product/service is not available/listed under any category of GeM Portal
- ✓ You must be taking care of this before generating the GeMARPTS Report because once it is generated can't be modified or deleted.
- ✓ Different strings/keywords may show different results. Did you check all the possible combinations of strings/keywords to find your product/service/category at GeM?



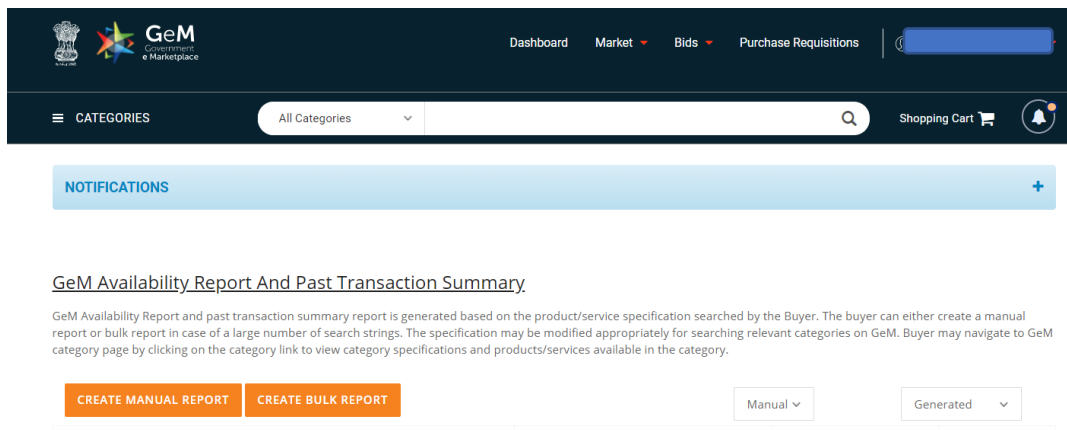
1. Go to Dashboard



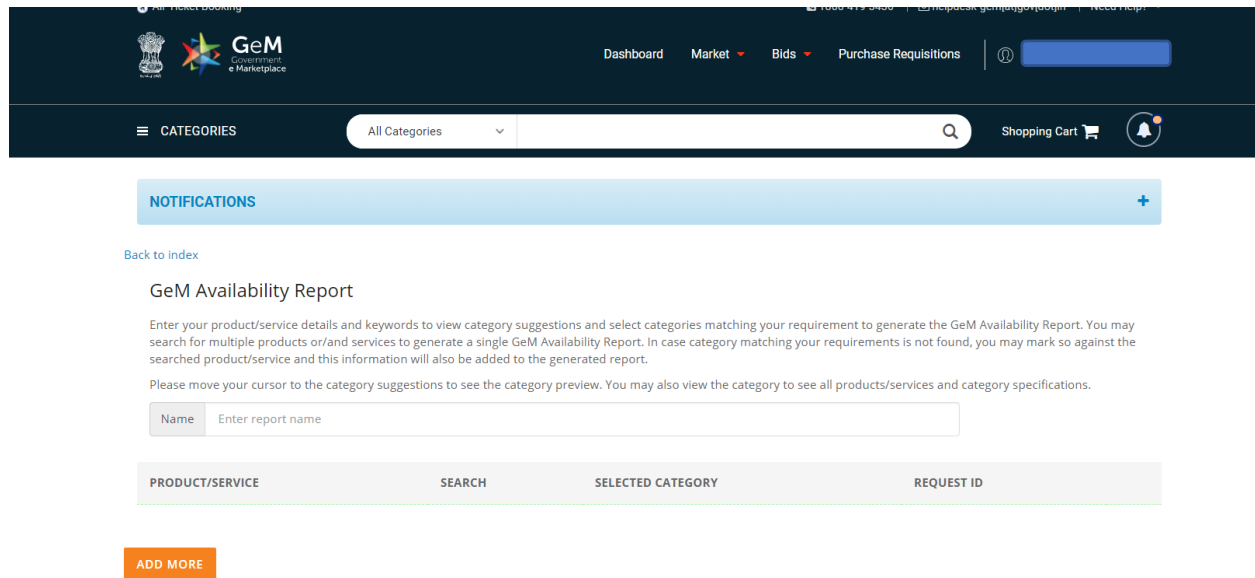
2. After Clicking Dashboard, you will see the page having option GeM Availability Report



3. Choose option to Create the report as options are there



4. Create Report name i.e. for which you want to generate report (Category of the Product)



GeM Availability Report

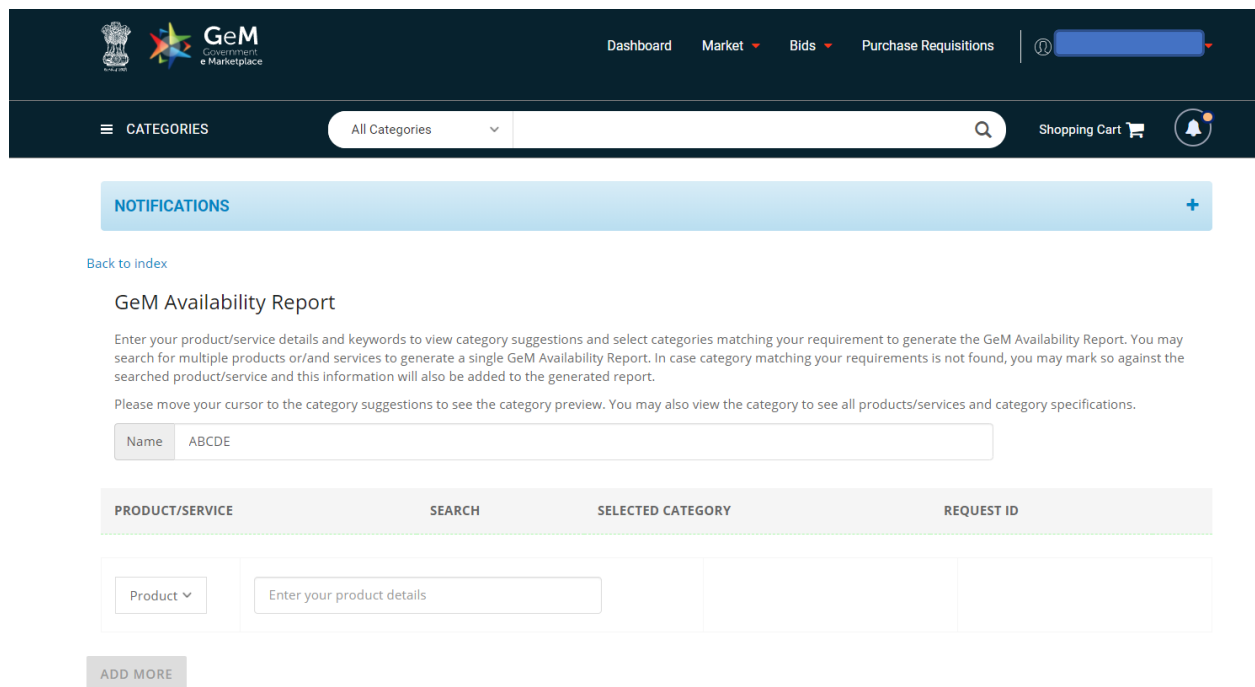
Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
ADD MORE			

5. After Report Name Click Add More option for Report Creation



GeM Availability Report

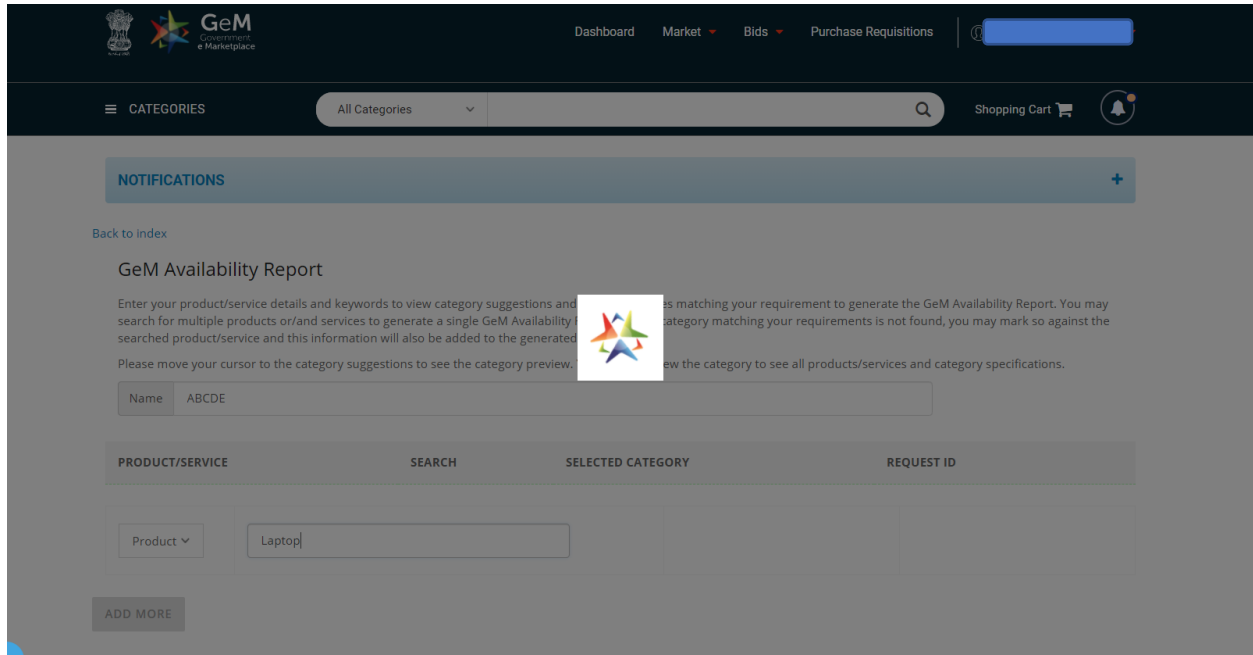
Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
<div>Product ▾</div>	<input type="text" value="Enter your product details"/>		
ADD MORE			

6. After Typing Product details, it checks itself & fetch the details

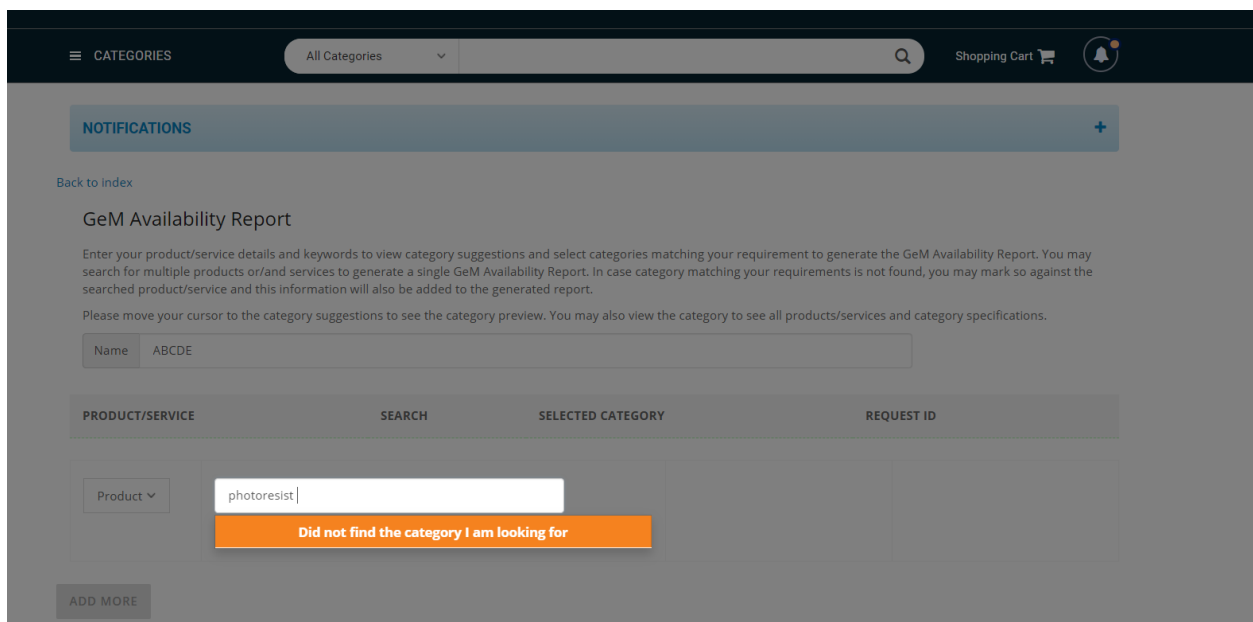


The screenshot shows the GeM Availability Report page. The header includes the GeM logo, navigation links (Dashboard, Market, Bids, Purchase Requisitions), and a user profile. The main content area has a 'NOTIFICATIONS' bar and a 'Back to Index' link. The 'GeM Availability Report' section contains instructions and a search form. The search form has a 'Name' field with 'ABCDE' and a 'PRODUCT/SERVICE' table. The table has columns for 'PRODUCT/SERVICE', 'SEARCH', 'SELECTED CATEGORY', and 'REQUEST ID'. The 'PRODUCT/SERVICE' column has a dropdown menu set to 'Product'. The 'SEARCH' column has a text input field containing 'Laptop'. Below the table is an 'ADD MORE' button.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product ▾	Laptop		

ADD MORE

7. If Product is not available in various categories it will show this result Then Choose Last option i.e. Did not find the category I am looking for!



The screenshot shows the GeM Availability Report page. The header is the same as the previous screenshot. The 'GeM Availability Report' section contains instructions and a search form. The search form has a 'Name' field with 'ABCDE' and a 'PRODUCT/SERVICE' table. The table has columns for 'PRODUCT/SERVICE', 'SEARCH', 'SELECTED CATEGORY', and 'REQUEST ID'. The 'PRODUCT/SERVICE' column has a dropdown menu set to 'Product'. The 'SEARCH' column has a text input field containing 'photoresist'. Below the table is an 'ADD MORE' button. An orange message box is displayed below the search input field, stating 'Did not find the category I am looking for'.

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product ▾	photoresist		

ADD MORE

Did not find the category I am looking for

8. Must Ensure that you checked all the possible combinations of Strings/Keywords to find your product/service category at GeM?

The screenshot shows the GeM Availability Report page. A confirmation dialog box is displayed in the center, asking the user to confirm if they have checked all possible combinations of strings/keywords to find their product/service category at GeM. The dialog box has two buttons: YES and CANCEL.

Confirm

Different strings/keywords may show different results. Did you check all the possible combinations of strings/keywords to find your product/service/category at GeM?

YES CANCEL

GeM Availability Report

Enter your product/service details to generate an availability report. You may search for multiple product/service categories by entering multiple strings/keywords. Please move your cursor to the end of the string/keyword to add more.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	photoresist		

ADD MORE

9. Choose Option: Whether for category creation/upgradation of category w.r.t. your product/service or Generate GeMARPTS & request later for the same!

The screenshot shows the GeM Availability Report page. A confirmation dialog box is displayed in the center, asking the user to choose an option for category creation/upgradation. The dialog box has two buttons: PROCEED and CANCEL.

Confirm

☐ Before generating GeMARPTS, I want to upload the specifications of the required product which may be taken up by GeM for new category creation.

☒ This is a one time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

PROCEED CANCEL

GeM Availability Report

Enter your product/service details to generate an availability report. You may search for multiple product/service categories by entering multiple strings/keywords. Please move your cursor to the end of the string/keyword to add more.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	photoresist		

ADD MORE

10. After this option is visible to Generate the Report

Dashboard Market Bids Purchase Requisitions

CATEGORIES All Categories Shopping Cart

NOTIFICATIONS

Back to index

GeM Availability Report

Report ID: GEM/GARPTS/29102020/00HR27TJEE5G

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	photoresist	Not Available	X

ADD MORE SAVE GENERATE REPORT

11. Sure to confirm before Generating the Report!

CATEGORIES All Categories Shopping Cart

NOTIFICATIONS

Back to index

GeM Availability Report

Report ID: GEM/GARPTS/06112020/BK55MF2WJ8II

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name ABCDE

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
Product	12345895	Not Available	X

ADD MORE SAVE GENERATE REPORT

Confirm

Once the report is generated it cannot be edited. Are you sure you want to generate the report?

YES NO

12. After Generation Report/Reports You can see here as well as download

GeM Availability Report And Past Transaction Summary.

GeM Availability Report and past transaction summary report is generated based on the product/service specification searched by the Buyer. The buyer can either create a manual report or bulk report in case of a large number of search strings. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

CREATE MANUAL REPORT CREATE BULK REPORT		Manual ▾	Generated ▾
Report ID	Report Name	Created At	Actions
GEM/GARPTS/28102020/9HDTA09VM6OZ	OBD GPS Data Logger	Oct 28, 2020	View Download
GEM/GARPTS/02112020/G00937NJ6SJ9	Smart Pack Purification Pack for Direct-Q3	Nov 2, 2020	View Download
GEM/GARPTS/05112020/FIRF6D1FO05Z	Mass Flow Controller	Nov 5, 2020	View Download
GEM/GARPTS/05112020/EH8U9JFX5U8D	Chilled Water Circulator	Nov 5, 2020	View Download

13. GeMARPTS Report Look's Like in this format & Valid for One Month Only!



Report ID: GEM/GARPTS/02112020/01YTHZG6QDAR

Report Name: Insurance Services for Library

Generated By: [Redacted], Department of Higher Education, Ministry of Human Resource Development

Generated On: 02/11/2020

Valid till: 02/12/2020

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Insurance

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

Below Points Must be kept in mind while Generating GeMARPTS-

- *Integration with CPPP to archive unified procurement system. The bids published on CPPP will have to get GEMARPTS ID generated and verified through GeM portal. The tender details published on CPPP will also be mirrored on GeM.*
- *GeM Availability and past transaction report has been implemented for buyers. Buyers can get this report generated for all product and category searches on GeM portal.*
- *GeMARPTS is a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM. The Buyer can check the available categories at GeM& past transaction summary and take their procurement decisions accordingly*

There are categories available on GeM matching your requirements ([as listed here](#) & [New/Updates](#)). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.

1. If you feel that category technical parameters (TP) needs updating you can submit category updating request also through Request Management System (RMS)
2. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Disclaimer You will accept:

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 cannot 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 cannot be covered even by adding specification parameters using Additional Terms and Conditions (ATC) in any of the GeM suggested categories.

For Further any confusion or facing any difficulty to Generate GeMaARPTS or GeM Procurement methods, can contact to GeM through Mail at: helpdesk-gem@gov.in & Toll Free Numbers: 1800-419-3436; 1800-102-3436 or Sh. K.K. Bajpai (GeM-Helpdesk-7275) S & P Section, IIT Kanpur.

B.S. Negi
Asstt. Registrar (S&P)

GeM Advantages

For Buyers

Why buy on GeM? (Please Go Through)

- ✓ Provide transparency and ease of buying
- ✓ Offers rich listing of products for individual category of goods/services
- ✓ Direct purchase for amounts up to INR 25000
- ✓ L1 purchase from amounts greater than INR 25000 and less than INR 5 Lakhs
- ✓ Proprietary Article Certificate Bid- Procurement of specific product as per requirement
- ✓ Price Trends and Price Comparison from Multiple Suppliers
- ✓ Direct notifications to sellers
- ✓ Integrated Payment System
- ✓ Easy to comprehend interface to search, compare, select and buy
- ✓ User friendly dashboard for monitoring supplies and payments
- ✓ Online grievance redressal mechanism for quick resolution
- ✓ Float bid among population of 3 lakhs sellers
- ✓ Buyers can now select bid duration between 10 & 21 days.
- ✓ Delivery period up to 180 days
- ✓ Option to provide multiple consignee locations and quantity
- ✓ Multiple consignees can be selected for Services
- ✓ Pin-code based seller selection for Direct Purchase Mode
- ✓ ATC library available for addition of terms and conditions
- ✓ Additional Deductions can be applied by buyers at the time of bill generation
- ✓ Notification to buyers regarding:
 - ✓ expiry of DP (Delivery Period) for the contract
 - ✓ Initiation of cancellation of contract in case of non-delivery by sellers
- ✓ Buyer during technical evaluation can make a MSE seller eligible or ineligible for MSE purchase preference.
- ✓ Now buyers get the option to cancel the Product contract(s) even if the invoice has been generated by seller provided 15 days have expired from delivery period.
- ✓ 11 Banks have enabled GeM Pool Account
- ✓ To improve fair participation in Bid / RA, GeM now ensures that at least 3 sellers have participated and offered products from at least 2 different OEMs. In case buyer wants to proceed with less than 3 Resellers or two OEMs/Brand, they have to upload approval from Competent Authority.