

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

\*\*\*

No. 28021/F.,

Dated. 16.08.2019

**FIN-COD-MISC-0002-2018**

From

**Sri P.K.Biswal, I.A.S  
Special Secretary to Government**

To

**Additional Chief Secretary to Government/  
Principal Secretary to Government/  
Commissioner-cum-Secretary to Government/  
All Departments**

Sub: **Registration of Goods or Services on Government e-Marketplace (GeM)**

Sir,

With reference to the above cited subject, I am directed to say that GeM portal facilitates public procurement with minimal human interface and without any entry barrier to bonafide suppliers, who wish to transact business with the Government and provides online time bound payment to vendors so as to reduce their administrative costs. The portal gives preferential market access to small scale industries through filters for selecting goods produced by them. It is incumbent upon all Administrative Departments to help the local Suppliers getting registered on GeM since the sellers on GeM will be OEMs and/or their authorized channel partner(s) /reseller(s) having general authorization/dealership of OEM to sell their product on GeM.

2. The procurement from GeM depends on availability of product as per the requirement of Government offices. Sometimes, it is found that some of the products with required specification are not available on GeM and keeping in view the requirement, some Government offices are compelled to procure the same through manual bidding process, which results in delay in procurement of the product and the State Government is yet to achieve the target of procurement on GeM.

3. With a view to providing level playing field for local suppliers and manufacturers on GeM platform, GeM, Government of India have invited new products categories with the name of OEM and authorized sellers in a format (copy enclosed) for enlistment on GeM to facilitate procurement from sellers. It is, therefore, requested that the format may be widely circulated among their current suppliers and local OEMs for registration of their products/services on GeM which are otherwise not available and submit the filled in format by **24<sup>th</sup> August, 2019** to State GeM Procurement Unit, O/o DTI, Odisha with a copy to Finance Department for onward transmission to GeM, Government of India.

Yours faithfully,

**Sd/-**  
**Special Secretary to Government**

**Form for request- New category/Sub Category Creation**

**Request form from Buyer**

<b>Details of Proposer</b>	
<b>Name-</b>	
<b>Organisation</b>	
<b>Email Address</b>	
<b>Phone number</b>	
<b>Product Details</b>	
<b>Name/Description of Product</b>	
<b>Function/Application</b>	
<b>Governing Standards</b>	
<b>Detailed Specifications</b>	<Attachments>
<b>LOVs/Ratings</b>	
<b>Certifications/Approval</b>	
<b>License</b>	
<b>Test requirements</b>	
<b>Estimated Annual Drawl</b>	
<b>One time/Recurring</b>	
<b>OEM Catalogues</b>	
<b>Expected price</b>	
<b>Variant/Range/Rating Of the Product</b>	
<b>Safety Standards Applicable or not (Optional)</b>	
<b>If any Statutory/Legal Requirement applicable for this product(Optional)</b>	
<b>Details of Legal Documentation (Optional)</b>	
<b>Spare parts details of the requisite product if applicable (Optional)</b>	
<b>OEMs/Sellers Details</b>	
<b>OEM-1/Seller-1</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>OEM-2/Seller-2</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	

<b>OEM-3/Seller-3</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Previous order copies/Tenders</b>	<b>Order-1,Order-2,Order-3 &lt;Attachments&gt;</b>
<b>Product Catalogues</b>	
<b>Priority of the requirement</b>	
<b>Details of 3 prospective Buyers</b>	
<b>Buyer-1</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Buyer-2</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Buyer-3</b>	
<b>Name</b>	
<b>Email id</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Previous order copies/Tenders</b>	<b>Order-1,Order-2,Order-3 &lt;Attachments&gt;</b>