

AIRPORTS AUTHORITY OF INDIA
O/o MEMBER (PLANNING)

Ref. No.AAI/Member (Plg)/Tech-Inst./2022/P-181/96

Date: 29. August, 2022

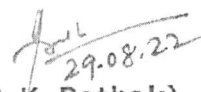
Technical Instruction No. - 98

Sub: Procurement of Goods/ Services/ Works through Government e-Marketplace (GeM) - reg.

1. Government e-Marketplace (GeM) has been setup with the approval of Union Cabinet as the National Public Procurement Portal for facilitating procurement of Goods & Services required by the Central and State Government organizations. As per rule-149 of GFR, procurement of common use goods & services by all Ministries or Departments shall mandatorily be procured through GeM for the available goods & services in GeM Portal.
2. Hon'ble Prime Minister during a recent review meeting, has desired that all Ministries/ Departments should target 100% procurement by 31.03.2023.
3. The Standing Committee of MoCA on GeM conducted a meeting on 17.08.2022 wherein a great concern was shown about abysmally low Procurement by AAI through CPP Portal for the Goods and Services which are already available on GeM.
4. In view of above, it is enjoined upon all the procuring Directorates of CHQ, Regions & Stations that the following are to be adhered strictly:
 - i. All GMs of concerned Dept./ Region appointed as Nodal Officer to monitor all the Procurement of Goods and Services from GeM and to interact with PMQA Dte. about all GeM related issues.
 - ii. All Directorates of CHQ, Regions and Stations shall mandatorily procure all goods and services from GeM to the maximum extent.
 - iii. If the Goods/ Services not available on GeM, GeM Authorities shall be contacted either directly or through PMQA to get the item or category of services listed on GeM along with necessary amendment/ incorporation in the specification and conditions to suit the operational requirement.
 - iv. In case of emergent works, prior approval of concerned Executive Director/ RED/ APD Grade-I shall be needed to procure the item through CPP Portal with detailed reasons along with production of GeM Availability Report and Past Transaction Summary (GeMAR and PTS) to substantiate the non-availability of required

Goods/ Services and action must be taken in coordination with GeM Authorities to incorporate/ listed the required goods/ services for future.

- v. Concerned ED/ RED/ APD Grade-I shall submit a monthly report of procurement of Goods and Services through GeM Portal in the format as **Annexure-A** and also a monthly report for the procurement of Goods and Services made through Outside GeM Portal with reasons in the format attached as **Annexure-B** to PMQA Dte. at email id jgmpmq@aaiaero
- vi. To furnish the difficulties/ training needs etc. if any faced by AAI on GeM Portal and to further indicate measures or requirement of additional functionalities for accelerating procurement through GeM Portal may be taken up with GeM Authorities either directly or through PMQA Dte. The details of contact in GeM is Shri Ayush Aggarwal, Director (Mobile No. 9731971611, E-mail [ID-ayush.aggarwal@gem.gov.in](mailto:ayush.aggarwal@gem.gov.in)).
- vii. All Directorates of CHQ, Regions shall immediately get all their vendors mandatorily registered on GeM Portal so that such registered suppliers should be boarded on GeM as and when the goods or services gets listed on GeM.
5. The above procedure may be brought to the notice of all the concerned for strict compliance.
6. All Technical Instructions/Technical Circulars issued are available at AAI website under following path:
www.aaiaero/en => Emp. Login => Circular & Orders => Dept. (Engineering)
 => Circular Types (Technical Instructions) => Search


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Distribution: As per standard list