



Mandatory Circular

CEO/AIESL/2024/103

22nd Jan 2024

Subject: Strict Adherence to Procurement Manuals and Tender Guidelines

AIESL has published procurement manuals to ensure efficient and transparent procurement processes. It is to bring to the attention of all officials that the following procurement manuals have been duly approved and circulated for the guidance:

- (i) Government e-Marketplace Manual (GeM);
- (ii) Procurement Manual for Aircraft Parts;
- (iii) Procurement Manual for Non-Aircraft Parts

It is imperative for all concerned officials involved in any type of purchases pertaining to Goods/Services/Works (including civil works) to strictly adhere to these procurement manuals while initiating and executing any procurement processes. The manuals provide comprehensive guidelines and procedures that must be followed to ensure transparency, fairness, and efficiency in the procurement processes.


It is **mandatory** for all Public Sector Undertaking (PSUs) to procure commonly used goods and services using GeM platform. GeM portal is a centralized platform that facilitates on-line procurement of Goods and Services, ensuring transparency and ease of access for all stakeholders.

For Goods and services not available on GeM, customized tendering process of GeM portal may be used to upload the tender and obtain e-bids. All such tenders uploaded on GeM are also visible on CPPP (Centralized Public Procurement Portal) and meets the mandatory guidelines of e-tendering. Further, any work related tenders (for civil works) also need to be uploaded on GeM portal and online bids are invited through GeM portal only. **Off-line tendering requiring submission of bids in tender boxes is not permitted.**

Any deviation in the procurement processes defined in these manuals will require prior approval of the competent authority. Similarly, any off-line tendering (not being done through GeM portal) will require prior permission and approval from CEO.

Above guidelines are to be strictly followed without any deviation. It will be zero tolerance and necessary action will be taken against any official found involved in non-compliance without proper approval.

In case, any guidance or clarification is required regarding the procurement manuals or tendering through GeM portal, regional DGM (E-PPMM) or GM (E-PPMM) at Hqrs may be contacted.


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