

# Single Packet Bid

**USER MANUAL – Buyer & Seller**

V1.0





## **Table of Contents**

|   |           |
|---|-----------|
| <b>1. OVERVIEW.....</b>                                     | <b>1</b>  |
| <b>2. USE OF SINGLE PACKET BID.....</b>                     | <b>1</b>  |
| <b>3. BID CREATION FLOW.....</b>                            | <b>1</b>  |
| <b>4. BID EVALUATION .....</b>                              | <b>2</b>  |
| <b>5. REPRESENTATION TO CHALLENGE BUYER’S DECISION.....</b> | <b>8</b>  |
| <b>6. ORDER CREATION.....</b>                               | <b>10</b> |
| <b>7. BID AND CONTRACT DOCUMENT.....</b>                    | <b>11</b> |



## 1. Overview

At present on GeM, bids are being evaluated by the buyer through two step process (*Double Packet Bid*) which means first bid opening officials assign the tender to a Technical Member (Tender Committee formation) for evaluation of technical bids. Technical member evaluates the technical bids submitted by bidders and mark either technically suitable or technically unsuitable against each and every bidder. Based on the recommendations received by the Tender committee buyer make decision and mark bidders as qualified and disqualified. Once the technical evaluation is completed then only buyer is able to open the financials of the bid.

Now GeM has introduced ***Single Packet Bid*** feature for the buyers where all bidders who had submitted the bids will be considered for evaluation based on the ranking at the time of bid opening. In this case name of all vendors will come in the comparative statement but their bids may be technically suitable or not. The envelopes will be opened at the date and time advised in the bidding document.

## 2. Use of Single Packet Bid

- 2.1. This will be used by the buyer for the limited categories available in the GeM marketplace as decided by the respective category managers.
- 2.2. The buyer will have the choice to choose the single packet bid process or the double packet bid when creating the bid.

## 3. Bid Creation Flow

- 3.1. The Single Packet Bid option is chosen by the buyer in the bid detail section.
- 3.2. Bid to RA is not available in the single packet bid
- 3.3. Schedule wise evaluation is not available; consequently, total value will function by default.
- 3.4. The remaining steps in the bid creation process will take place in the same way as the double packet bid and single packet details will be published in the Bid document



Type Of Bid <sup>?</sup>  Single Packet  Two Packet

**Advisory :** BID to RA is not applicable on selecting single packet bid but in case of multiple L1's, system will prompt for the forced RA in case of product Bids. For services, Item wise evaluation, QCBS and LCS based evaluations will not be applicable on selecting single packet

Do You Want To Take This Bid To RA Post Technical Evaluation? <sup>?</sup>  Yes  No

Primary Product Category <sup>?</sup>

Select Evaluation Method

#### 4. Bid Evaluation

- 4.1. To Open the Single Packet bid for the evaluation, user must click on the **Open Technical and Financial Bid** button available on the Bid Details page.
- 4.2. User will be able to open the bid post date and time which was selected while creating the bid.

**Bid Number:** GEM/2022/B/88499

|   |   |   |
|---|---|---|
| <b>Bid Status:</b> Active                                 | <b>Bid Start Date / Time:</b> 24-11-2022 16:47:05   | <a href="#">Consignees / Reporting Officer / Delivery Location(S)</a> |
| <b>Quantity:</b> 245                                      | <b>Bid End Date / Time:</b> 28-11-2022 10:23:48     |   |
| <b>Bid Validity (From End Date):</b> 30 (Days)            | <b>Bid Opening Date / Time:</b> 28-11-2022 10:23:48 |   |
| <b>Competent Authority Document:</b> <a href="#">View</a> |   |   |

**Buyer Details**

|   |   |   |
|---|---|---|
| <b>Name:</b> Kumar Agarwal  | <b>Ministry:</b> Ministry Of Information And Broadcasting | <b>Organisation:</b> Edit Organization From N/A |
| <b>Address:</b> Dummybuyer234@Gov.In,Dummy 12345456,India,122001,Kumar Agarwal,GURGAON,HARYAN A,0124-3434234- | <b>Department:</b> Edit Organization From Na 22July       | <b>Office:</b> All India Radio                  |

Cancel Bid

**Open Technical and Financial Bid**

- 4.3. System will prompt the user to extend the bid in case of less participation or if user is looking for more participation in the bid.



4.4. If not extended, user can open the bid by confirming the OTP send to the registered mobile number.

4.5. Once Bid is opened, user will be redirected to the Evaluation screen of the single packet.

4.6. In this type of Bid, Tender Committee constitution will not be allowed and the evaluation process to be done by the buyer only.

4.7. Here, user can view the technical and financial details of the bid.

**2. Evaluation**

**Advisory:**

1. In the case of multiple L1, buyer must mandatorily qualify or disqualify all sellers/service providers whose price is equal to L1 price.
2. System will prompt for Forced RA if still multiple L1 are available after Technical Evaluation in case of Product Bids
3. In case of split bid, Buyer will evaluate the technical offers in the sequential order: L1, L2, L3, etc.
4. In the case of MSE/MII Purchase Preference, if L1 is not MSE, then all bids falling within the range of L1+X% must be evaluated, similarly if L1 is not MII, then all bids falling within the range of L1+X% must be evaluated.

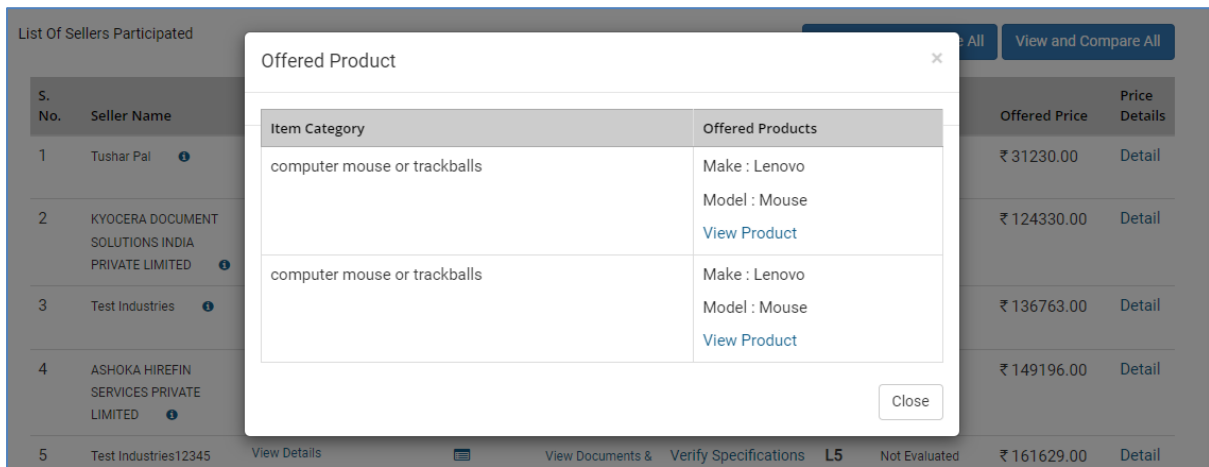
List Of Sellers Participated

[Download to Compare All](#) [View and Compare All](#)

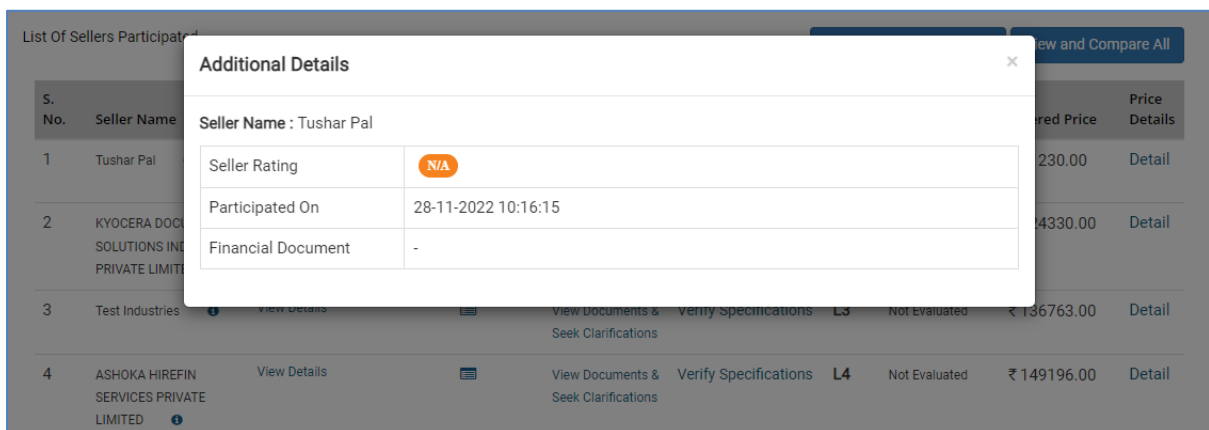
| S. No. | Seller Name                                      | Offered Item                 | Additional/Financial details | Verify Doc   | Evaluate                              | Rank | Status        | Offered Price | Price Details          |
|--------|--|------------------------------|------------------------------|--|---------------------------------------|------|---------------|---------------|------------------------|
| 1      | Tushar Pal                                       | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L1   | Not Evaluated | ₹ 31230.00    | <a href="#">Detail</a> |
| 2      | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L2   | Not Evaluated | ₹ 124330.00   | <a href="#">Detail</a> |
| 3      | Test Industries                                  | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L3   | Not Evaluated | ₹ 136763.00   | <a href="#">Detail</a> |
| 4      | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L4   | Not Evaluated | ₹ 149196.00   | <a href="#">Detail</a> |



4.8. User can view the details of the offered item by clicking on the **View Details** under the Offered Item.



4.9. User can view the financial documents (if uploaded) of the bidder and other details like seller rating, participated on by clicking on the icon available under **Additional/Financial Details** section.



4.10. User can view the documents uploaded by the bidders and seek clarification against each upload or generic clarification using the options available under the **Verify Doc** section.



Seller Uploaded Documents

Bid Documents Experiences Certificates Other Certificates

| Buyer Requirement              | Document           | Evaluation Status | Clarifications                                      |
|--------------------------------|--------------------|-------------------|---|
| Certificate (Requested in ATC) | 16696106719131.pdf | Pending           | <a href="#">Create</a> <a href="#">View History</a> |
| Generic Clarifications         |                    | Pending           | <a href="#">Create</a> <a href="#">View History</a> |

[Download All](#)

[Close](#)

4.11. User will be able to verify the MSE/MII Status of the bidders by clicking on the **Verify Status** option available under MSE Status section.

| S. No. | Seller Name                                      | Extra Details | MSE Status                             | Verify Doc   | Evaluate                              | Review | Rank | Status | Offered Price | Price Details                                    |
|--------|--|---------------|--|--|---------------------------------------|--------|------|--------|---------------|--|
| 1      | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED |               | <a href="#">Verify Status</a><br>MSE ✓ | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | N/A    | L1   | -      | ₹ 480000.00   | <a href="#">Detail</a><br><a href="#">Select</a> |
| 2      | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          |               | <a href="#">Verify Status</a><br>MSE ✓ | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | N/A    | L1   | -      | ₹ 480000.00   | <a href="#">Detail</a><br><a href="#">Select</a> |

4.12. User can verify the technical specifications of the offered item by clicking on the **Verify Specification** under Evaluate section.

4.13. User can accept or reject the offering of the bidders by clicking on the **Accept** and **Reject** buttons respectively available on the Technical Specifications Comparison screen.

Technical Specifications Comparison

Bid Number : GEM/2022/B/88499

Seller Name : Tushar Pal

[Print](#) [Accept](#) [Reject](#)

Comment Here :-

[Add Comment](#)

computer mouse or trackballs

| Specification | Title            | Bid Requirement (Allowed Values) | Offered   |
|---------------|------------------|----------------------------------|-----------|
| Ungrouped     | Warranty (years) | 1, 2, 3                          | 1         |
|               | Weight (gram)    | 10, 20, 30, 40, 50               | 10        |
|               | Connectivity     | Wired, Wire-less                 | Wire-less |



**Technical Specifications Comparison** ✕

**Bid Number :** GEM/2022/B/88499 Print Accept Reject

**Seller Name :** Tushar Pal

**Note:** The reasons of rejection as being recorded shall be communicated / visible to the Bidder. Please ensure that the same are genuine, authentic and comprehensive enough to avoid subsequent representations.

The rejection reason should be on the basis of technical qualification or document verification.

**Comment Here :-**

Please select reason ▼

Add Comment

4.14. User will be able to view the financial breakup like Unit Price, GST and other details by clicking on **Details** option available under Financial Details section.

**Financial Bid Detail** ✕

**Seller Name :** Tushar Pal

| Category  | Quantity | Unit Price                   | Total Price                   |
|---|----------|------------------------------|-------------------------------|
| computer mouse or trackballs                      | 123      | ₹ 120,000<br>(Inclusive GST) | ₹ 14760.00<br>(Inclusive GST) |
| <b>GST as per Forward Charge Mechanism (Item)</b> |          |                              |                               |
| Item Goods and services tax (%) - 1.5             |          |                              | ₹ 212.4                       |
| Item Goods and services tax (Cess) (%) - 1        |          |                              | ₹ 141.6                       |
| Item Goods and services tax (Cess 2) - 2          |          |                              | ₹ 246                         |
| computer mouse or trackballs                      | 122      | ₹ 125,000<br>(Inclusive GST) | ₹ 15250.00<br>(Inclusive GST) |
| <b>GST as per Forward Charge Mechanism (Item)</b> |          |                              |                               |
| Item Goods and services tax (%) - 5               |          |                              | ₹ 706.916                     |
| Item Goods and services tax (Cess) (%) - 2        |          |                              | ₹ 282.766                     |
| Item Goods and services tax (Cess 2) - 1          |          |                              | ₹ 122                         |

4.15. Based on the evaluation, system will update the status of evaluated bidder and if a bidder is not evaluated then the same will be displayed as **Not Evaluated**.





List Of Sellers Participated Download to Compare All View and Compare All

| S. No. | Seller Name                                      | Offered Item | Additional/Financial details | Verify Doc                           | Evaluate              | Review               | Rank | Status        | Offered Price | Price Details |
|--------|--|--------------|------------------------------|--------------------------------------|-----------------------|----------------------|------|---------------|---------------|---------------|
| 1      | Tushar Pal                                       | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | View Representations | L1   | Disqualified  | ₹ 31230.00    | Detail        |
| 2      | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | N/A                  | L2   | Qualified     | ₹ 124330.00   | Detail        |
| 3      | Test Industries                                  | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | N/A                  | L3   | Qualified     | ₹ 136763.00   | Detail        |
| 4      | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          | View Details |                              | View Documents & Seek                | Verify Specifications | N/A                  | L4   | Not Evaluated | ₹ 149196.00   | Detail        |

4.16. User can view and download the technical specifications of the bidders to compare by clicking on the **Download to Compare All** or **View and Compare All** option available on the top right of the evaluation screen.

2. Evaluation

**Advisory:**

1. In the case of multiple L1, buyer must mandatorily qualify or disqualify all sellers/service providers whose price is equal to L1 price.
2. System will prompt for Forced RA if still multiple L1 are available after Technical Evaluation in case of Product Bids
3. In case of split bid, Buyer will evaluate the technical offers in the sequential order: L1, L2, L3, etc.
4. In the case of MSE/MII Purchase Preference, if L1 is not MSE, then all bids falling within the range of L1+X% must be evaluated, similarly if L1 is not MII, then all bids falling within the range of L1+X% must be evaluated.

List Of Sellers Participated Download to Compare All View and Compare All

| S. No. | Seller Name                                      | Offered Item | Additional/Financial details | Verify Doc                           | Evaluate              | Rank | Status        | Offered Price | Price Details |
|--------|--|--------------|------------------------------|--------------------------------------|-----------------------|------|---------------|---------------|---------------|
| 1      | Tushar Pal                                       | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | L1   | Not Evaluated | ₹ 31230.00    | Detail        |
| 2      | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | L2   | Not Evaluated | ₹ 124330.00   | Detail        |
| 3      | Test Industries                                  | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | L3   | Not Evaluated | ₹ 136763.00   | Detail        |
| 4      | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          | View Details |                              | View Documents & Seek Clarifications | Verify Specifications | L4   | Not Evaluated | ₹ 149196.00   | Detail        |

4.17. In case of Multiple L1, system will prompt the user for the **Forced RA**.

4.18. For services, user will be able to opt for the RunL1 Selection option and the bidder needs to accept the offer within 72 hours.

4.19. As it is not mandatory for the user to evaluate all the bids in the single packet bid process, so user can evaluate the minimum number of bids as per the Splitting or MSE/MII Purchase Preference (if applicable) and confirm the same by clicking on **Confirm and Notify Bidders**.



|   |  |                              |  |  |                                       |    |               |             |                        |
|---|--|------------------------------|--|--|---------------------------------------|----|---------------|-------------|------------------------|
| 2 | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED | <a href="#">View Details</a> |  | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L2 | Qualified     | ₹ 124330.00 | <a href="#">Detail</a> |
| 3 | Test Industries                                  | <a href="#">View Details</a> |  | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L3 | Qualified     | ₹ 136763.00 | <a href="#">Detail</a> |
| 4 | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          | <a href="#">View Details</a> |  | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L4 | Not Evaluated | ₹ 149196.00 | <a href="#">Detail</a> |
| 5 | Test Industries12345                             | <a href="#">View Details</a> |  | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | L5 | Not Evaluated | ₹ 161629.00 | <a href="#">Detail</a> |

Please Note:  
 1) Verify all the products offered, technically evaluate the product specification offered by the seller to open financial Bid.  
 2) Please verify genuineness of any EMD receipt uploaded offline.  
 3) Buyers should disqualify any Sellers submitting incorrect MSE certificates or EMD Exemption document with respect to the Bid and may raise incidents for disablement of the Sellers furnishing wrong information.  
 4) As per para 7.3.5 on (Clarification of Bids/Shortfall Documents) of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, During evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.

[Confirm And Notify Bidders](#)

**Actions**

**Confirm Evaluation And Notify Bidders**

Are you sure you want to end evaluation? Evaluation results will be published to sellers and public.

[Confirm & Proceed](#)

## 5. Representation to Challenge Buyer’s Decision

- 5.1. Once buyer confirm and notify the bidders, results will be available publically.
- 5.2. Bidder will be able to view the Technical Status of the participated bids and can challenge the buyer’s decision by clicking on the representation option available on Bid listing page. *(Time available to raise representation – 48 hours from bid result publish)*

**BID NO: GEM/2022/B/88499** Status: Evaluation  
Bid/RA Status: Active

---

Items: Computer Mouse Or Trackballs,Computer Mouse Or Trackballs  
 Quantity Required: 245  
**Technical Status: Disqualified**  
[Representation/Challenge Rejection: Click Here To Submit](#)

Department Name And Address:  
 Ministry Of Information And Broadcasting  
 Edit Organization From Na 22July  
 All India Radio Edit Organization From N/A

Start Date: 24-11-2022 04:47: Pm  
 End Date: 28-11-2022 10:23: Am  
[Download BID Document](#)  
[Download Participation Document](#)

---

EVALUATION BID AWARD [View BID Results](#)



- 5.3. Bidder will be able to enter the representation description and upload documents in support of the representation and submit.

Representation/Challenge Rejection

Bid Number: GEM/2022/B/88499

|                          |  |
|--------------------------|--|
| Disqualification Reason  | Technical specification Mismatch   |
| Disqualification Comment | The rejection reason should be on the basis of technical qualification or document verification.The... <a href="#">(Read more)</a> |

Representation Description: (Max 1000 Characters Allowed)

sample representation for demo purpose only

Upload Supporting Document: (Only Pdf File Of Less Than 5 MB.)

Compliance Doc.pdf

**Advisory :** Please submit a one-time representation to the Buyer. Buyer can review the representation and seek further clarification or Accept/Reject your representation.

- 5.4. Bidder can view the history of the representation by clicking on the view Representation History option available on the bid listing page.

Representation History

Representation Initiated At: 29-11-2022 14:54

|                                      |  |
|--------------------------------------|--|
| Representation/Challenge Description | sample representation for demo purpose only  |
| Seller Uploaded Document             | <a href="#">View file</a>  |
| Representation Status                | <span style="background-color: orange; color: white; padding: 2px;">Pending</span> |

Representation History: [View](#)

- 5.5. Buyer can view and address the representations by clicking on the ***View Representation*** under the Review section.



| List Of Sellers Participated   |  |                              |                              |  |                                       |                                      |      |               |               |                        |
|--|--|------------------------------|------------------------------|--|---------------------------------------|--------------------------------------|------|---------------|---------------|------------------------|
| <a href="#">Download to Compare All</a> <a href="#">View and Compare All</a> |  |                              |                              |  |                                       |                                      |      |               |               |                        |
| S. No.   | Seller Name                                      | Offered Item                 | Additional/Financial details | Verify Doc   | Evaluate                              | Review                               | Rank | Status        | Offered Price | Price Details          |
| 1  | Tushar Pal                                       | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | <a href="#">View Representations</a> | L1   | Disqualified  | ₹ 31230.00    | <a href="#">Detail</a> |
| 2  | KYOCERA DOCUMENT SOLUTIONS INDIA PRIVATE LIMITED | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | N/A                                  | L2   | Qualified     | ₹ 124330.00   | <a href="#">Detail</a> |
| 3  | Test Industries                                  | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek Clarifications</a> | <a href="#">Verify Specifications</a> | N/A                                  | L3   | Qualified     | ₹ 136763.00   | <a href="#">Detail</a> |
| 4  | ASHOKA HIREFIN SERVICES PRIVATE LIMITED          | <a href="#">View Details</a> |                              | <a href="#">View Documents &amp; Seek</a>                | <a href="#">Verify Specifications</a> | N/A                                  | L4   | Not Evaluated | ₹ 149196.00   | <a href="#">Detail</a> |

5.6. Buyer will be able to accept or reject the representation from the View Representation Details screen.

**View Representation Details** ✕

**Seller Name:** Tushar Pal **Representation Initiated At:** 29-11-2022 14:54

**Representation/Challenge Description:** sample representation for demo purpose only

**Seller Uploaded Document:** [View file](#)

**Response Description:**

Accepted - sample text

**Advisory:** If required, Buyers can seek clarification from the seller in the clarification window.

Accept The Representation And Mark Seller As Qualified   
 Reject The Representation And Leave Seller As Disqualified

5.7. It is mandatory for the buyer to address all the representations raised by the bidders against their disqualification.

## 6. Order Creation

6.1. Once all the representations are addressed by the buyer then buyer will be able to proceed for the order creation.

6.2. Buyer can perform following actions before creating demand and draft order:

- a) Need to Negotiate with L-1



- b) Price Match with the eligible bidders
- c) Seek offer validity extension
- d) Cancel Bid

6.3. Buyer will be able to create order by clicking on the **Create Demand and Draft Order** Option available on the Evaluation screen.

**Actions**

1. Request for Price match with L1. Price match requests will be initiated from the buyer panel and sent to eligible(MSE/MII/Others in case of split Bid) sellers.
2. Allocate quantity to be awarded. Allocation of quantity to eligible MSE & MII seller will have to done by the buyer as per his judgement as per MSE-MII policy.
3. Offer Validity extension - Buyer and L1 sellers can mutually extend the offer validity online.
4. Cancel Bid - Buyer has an option to cancel the Bid before award of bid.
5. Negotiation with L1 is not allowed after the 'Create Demand and Draft Order' step.
6. Quantity amendment is only allowed after 'Create Demand and Draft Order', If option clause is published in the Bid document. Pre contract quantity can be Increased/Decreased. Post contract creation, quantity can only be increased.
7. DP Extension is allowed after the 'Create Demand and Draft Order' step.

Cancel Bid Seek Offer Validity Extension Need to Negotiate with L-1?

**Create Demand and Draft Order**

Create Demand and Draft Order

## 7. Bid and Contract Document

- 7.1. Type of Bid will be published in the bid document for bidder’s reference.
- 7.2. There is no change in the contract generation and contract document.

|  |                              |
|--|------------------------------|
| <b>Bid to RA enabled</b>   | No                           |
| <b>RCM Applicable</b>  | Yes                          |
| <b>Annual Maintenance Charges Required</b>                                   | Yes                          |
| <b>Type of Bid</b>   | Single Packet Bid            |
| <b>Primary product category</b>  | computer mouse or trackballs |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 2 Days                       |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

\*\*\*\*\*End of Document\*\*\*\*\*