Transfer of Bid/RA

USER MANUAL

Table of Contents

1. Overview

At present on GeM, bids are being drafted, published, evaluated and finalized by a single buyer of an organization. There is no provision to transfer a bid or RA from one secondary buyer to another secondary buyer. So, now in order to capture the detailed process of transferring a bid/RA, GeM has introduced a new feature through which a secondary buyer can transfer bids/RA to another secondary buyer within the same office zone i.e. under the same HOD. Bids/RA can be transferred to another buyer by HOD as well as the buyer of the bid.
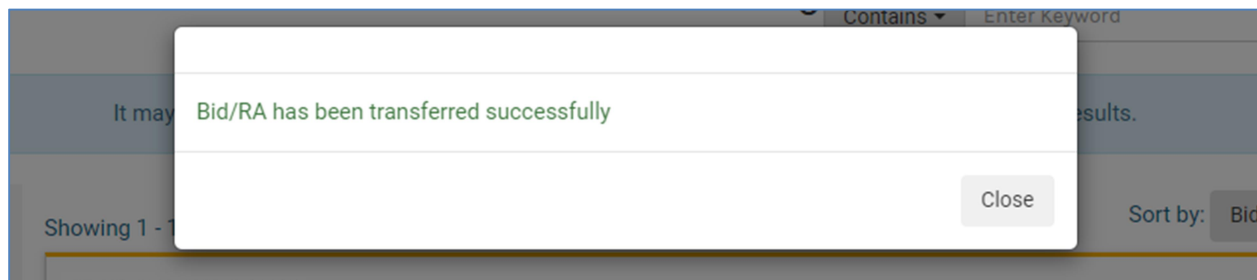
2. Transfer of Bid/RA by Buyer

- Login to your buyer account with the registered credentials.
- Go to the dashboard and click on the Bids >> List of Bids to access the list of bids published or draft by the buyer.
- Click on the Transfer of Bid/RA option available on the bid listing page.

- Once clicked on the Transfer of Bid/RA, a dialogue box will open to capture the further details of the transfer.

- User need to select the name of the buyer to whom s/he wants to transfer that Bid/RA.

- User the search the buyer with the help of Buyer's name or User Id.

- User need to enter the transfer remark with minimum 50 and maximum 500 characters.

- Once all details are filled, user can transfer the Bid/RA by clicking on the Transfer Bid/RA button available on the same screen.

- Upon successful transfer, system will display a confirmation message to the user.

- Now the bid/RA will available with the selected buyer for further processing of the Bid/RA.

- User can transfer a Bid/RA at any stage before the bid is awarded.

3. Transfer of Bid/RA by HOD

- Login to your HOD account with the registered credentials.

- Transfer of Bid/RA option is available on the dashboard of the HOD.

- Click on Transfer of Bid/RA to transfer a Bid/RA from one secondary buyer to another secondary buyer.
- Once clicked, a dialogue box will open to capture the further details of the transfer.

- User need to enter a valid Bid/RA number in search box to get the details of the bid before transferring to other secondary buyer.
- System will fetch some basic details of the bid/RA for user's reference.

- User need to select the name of the secondary buyer to whom s/he wants to transfer the Bid/RA.

- User need to enter the remarks for the transfer and submit the request.
- User will get a confirmation message upon successful transfer of the bid/RA.

4. Bid/RA Transfer History

- Buyer can view the transfer history by clicking on the Bid/RA Transfer History button available on the Bid Listing page.

- This will be available only if any transfer happened for bid/RA.
- User can view the Date/Time and other details related to the transfer of that particular Bid/RA.

Bid transfer history for BID/RA No. **GEM/2023/B/**

Date Time	Transferred From	Transferred To	Transferred By	Reason
YYYY-MM-DD HH:MM:SS	Buyer A (buyer_1)	Buyer B (buyer_2)	Buyer A (buyer_1)	View Reason

Close

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