



Transfer of Bid/RA

USER MANUAL





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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

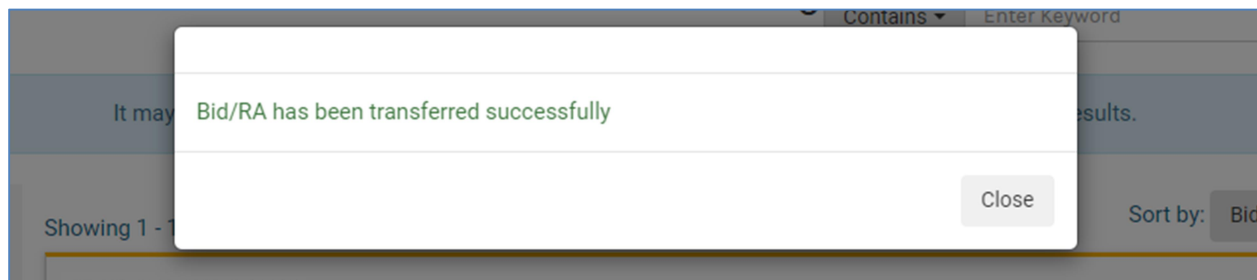
- Login to your buyer account with the registered credentials.
- Go to the dashboard and click on the Bids >> List of Bids to access the list of bids published or draft by the buyer.
- Click on the Transfer of Bid/RA option available on the bid listing page.

The screenshot displays the 'Bid Listing' interface. At the top, there is a search bar with a 'Contains' dropdown and a search icon. Below the search bar, a light blue banner states: 'It may take up to 15 mins to reflect newly published bids or modified bids to show up in search results.' The main content area shows 'Showing 1 - 10 records of 149 records' and a 'Sort by: Bid End Date: Latest First' dropdown. On the left, there is a 'Filters' sidebar with options like 'Published Bids/RA', 'Bid/RA Status', and 'By Bid Type'. The main bid details for 'BID NO: GEM/2023/B/' are shown, including 'Items: Specification(S)', 'Total Participations: View', 'Remaining Days: View', 'Notification(S): Bid Document', 'View Representations', 'Invite Bidder', 'Start Date', 'End Date', and 'Bid Status: Active'. A progress bar at the bottom indicates the bid status: 'Published' (green circle), 'Ended' (white circle), and 'Finalized' (white circle). Two buttons are visible: 'Open Bid' and 'Transfer of Bid/RA', with the latter highlighted by a red box.

- 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.

The screenshot shows the GeM dashboard with the following elements:

- Header: Government of India, GeM Government e Marketplace, Azadi Ka Amrit Mahotsav, and navigation links: Dashboard, Market, Forward Auction, IFA, Bids, Push Button Procurement, Users, View Past Performance.
- Search bar: All Categories, with a search icon.
- Notifications: A blue bar with 'NOTIFICATIONS' and a '+' icon.
- Navigation Menu: MY DASHBOARD, PRODUCT ORDERS, SERVICE ORDERS, ALL DEMANDS, ULPO DEMANDS, BULK PAYMENT UPDATE, INCIDENTS, ALL CARTS, REQUESTS, **TRANSFER BIDS** (highlighted with a red box), GEM AVAILABILITY REPORT, BID/RA REPORT.
- Footer: Number of People/Posts, Number of Divisions.

- 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.

The 'Transfer of Bids' dialog box contains the following elements:

- Title: Transfer of Bids
- Section: Transfer of Bid
- Form: Bid/RA Number: Search Bid

- 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.

The 'Transfer of Bids' dialog box displays the following details:

- Title: Transfer of Bids
- Section: Transfer of Bid
- Form: Bid/RA Number: Search Bid
- Details:

Bid/RA No: GEM/2021/B/	Item(s): Cricket Ball	Department Name And Address	Start Date:
	Buyer:		End Date:



- 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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