



F. No. AAI/CHQ/ITD/ Tech- Circular/2021/243-54

Dated: 24/09/2021

TECHNICAL CIRCULAR NO - 02/2021

Subject: Systematic Improvement - GeM Procurement

It has been observed that in some of the tenders being executed on GeM, defined processes as per procurement manual such as approval by TS authority, formation of committee for specification / evaluation of bids have not been followed.

In order to streamline the process for all IT procurement, ensure strict compliance towards obtaining required approvals as per defined process / procurement manual / DoP. Evaluation of the bids shall be carried out by the duly constituted Technical Evaluation Committee to ensure transparency and objectivity in the tendering process.

Also, it should be ensured that each and every software that was purchased separately for implementation in various systems is installed in a timely manner and a proper record of utilization of each such software purchased is maintained.

This is issued with the approval of competent authority.

Roshan Popli
24/9/2021

Roshan Popli

Chief Information Officer (IT)

Distribution List

1. EA to Chairman, AAI, CHQ
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4. Chief Vigilance Officer, AAI, CHQ
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6. GM IT, AAI, CHQ for further circulation and uploading on the website