

## **Undertaking for Custom Bid / BoQ Creation on GeM**

***(to be filled by the Competent Authority)***

File number:

Date:

**Subject: Undertaking for Creation of Custom Bid / BoQ for Goods / Services required on GeM**

1. Goods / Services Required (Please specify the exact goods / services required):

2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories):

3. GARPTS ID (mention GeM Availability Report ID):

4. Categories which will be selected for sending notification from GeM:

Category 1: (Category name)

Category 2: (Category name)

Category 3: (Category name)

5. Undertaking:

I acknowledge that the creation of a custom bid/BOQ is an exceptional process, warranted only when categories are unavailable on GeM for the required goods/services. I, (Your Name), undertake to the following:

1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for goods/services.
2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required goods/services in para 1 above.
3. We have meticulously selected the most relevant categories for notification in para 4 above.
4. Our office/organization stands fully prepared to justify the necessity for a custom bid/BOQ to GeM upon request.

Signature

(Name of Competent Authority)  
(Designation, Organization, Department, State)

Note - This undertaking will be attached to BoQ/Custom bid published and will be available in public domain.