

भारत सरकार / Government of India
मंत्रिमण्डल सचिवालय / Cabinet Secretariat

Subject: Standard Operating Procedure (SoP) for processing Global Tender Enquiry(GTE) proposals - reg.

Kind reference is invited to the Group of Officers (GoO) meeting held on 31st October, 2025 at 10 AM under the Chairmanship of Secretary (Coordination) to discuss the Global Tender Enquiry proposals.

2. During the GTE meeting, a brief discussion was held on the procedure being followed for approval of GTE proposals. It was decided that a Standard Operating Procedure (SoP) will be followed by the concerned Ministry/Department/Agencies in order to minimize delays. The following recommendations were made:

- Proposing Agency (PA) is required to submit GTE proposal on the GTE portal. Administrative Ministry/Department (AMD) is responsible for detailed examination of the proposal submitted by the PA. The AMD shall also consult any other concerned Ministry/Department whose comments may be required for examining the proposal.
- The AMD should make efforts to consolidate current and future demand for the product within agencies under their purview.
- When the AMD decides to agree with the PA's proposal (with or without modification) it shall be parallelly forwarded to Department of Expenditure (DoE), Department for Promotion of Industry and Internal Trade (DPIIT) and the concerned Ministries/Departments for examination according to established norms. DoE, DPIIT and the concerned Ministries/Departments shall have **01 month time** for examination of the GTE proposal and to submit their recommendations on the portal.
- DPIIT will examine the proposal and conduct the vendor meeting with the representatives of potential vendors, academic institutions, R&D institutions, local companies, concerned Ministries/Departments and examine whether the goods of the required quantity, specification etc. are available within the country. DPIIT to also ensure that all concerned Ministries/Departments are called for the vendor meeting and attempt to build domestic capacity in coordination with the Administrative Ministry/Department. Thereafter, DPIIT would submit their recommendations on the portal.
- In cases where the **one-month time** (as mentioned in point (iii) above) lapses without any action by concerned Ministry/Department (from whom comments have been sought by AMD), the proposal would be auto forwarded to the GTE Cell, Cabinet Secretariat, and the concerned Ministries/Departments will give their comments during the GTE meeting.

(Sweta Mohanty)
Director
Tel. No. 23792357

Secretary, D/o Expenditure
Secretary, D/for Promotion of Industry and Internal Trade

Cabinet Secretariat's I.D. No.1/18/2025-GTE dated

3rd December, 2025

Copy for information to:

Secretaries of all Ministries/Departments.

Copy for necessary action to:

HoD, NIC (Cabinet Secretariat) with a request to incorporate the above-mentioned changes on GTE portal.