



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

समुद्रीय प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

File No.: 14-25011/10/20245-FA-DGS

Date: 15/09/2026

DGMA OFFICE ORDER No. 131 / 2026

Subject: Procedure for Circulation, Concurrence and Uploading of Procurement Evaluation Reports on Procurement Portals-

In continuation of the DGS Office Order No. 89 of 2026, to ensure uniformity, transparency, accountability, proper documentation and timely processing of procurement cases, the following procedure shall be adhered to by all Branches/Wings/Divisions of the Directorate General of Maritime Administration (DGMA) in respect of procurement cases involving Technical Evaluation, Financial Evaluation or both:

2. Upon completion of the technical and/or financial evaluation of bids/proposals, the concerned Indenting Branch shall prepare the draft Evaluation Report in the prescribed format, incorporating the evaluation findings, observations, results and recommendations of the duly constituted Evaluation Committee.
3. The draft Evaluation Report shall be circulated through the official e-mail to all members of the concerned Evaluation Committee for their review and concurrence. Each member of the Evaluation Committee shall convey his/her concurrence or observations, as the case may be, through official e-mail. Such e-mail communication shall form part of the procurement record and shall be retained in the concerned procurement file.
4. Where any member raises an observation, seeks clarification or suggests any modification in the Evaluation Report, the same shall be examined by the concerned Procurement/Indenting Branch and, where necessary, minor factual or procedural corrections may be incorporated without repeated circulation of the report. In case of any substantive issue affecting the evaluation outcome, the matter shall be considered by the Evaluation Committee; where differing views persist and consensus cannot be reached, the respective views shall be duly recorded and the matter shall be placed before the Competent Authority for a final decision. The decision of the Competent Authority shall be final and shall be incorporated in the Evaluation Report and recorded in the procurement file, after which the Evaluation Report shall be treated as final for further processing.
5. Upon receipt of the requisite concurrence and completion of the prescribed approval process, the final Evaluation Report shall be uploaded on the applicable procurement portal, including GeM/CPPP, as per the applicable procurement rules, guidelines and portal requirements.

6. For the purpose of uploading the Evaluation Report on the procurement portal, the report shall be authenticated by affixing "Sd/-" in the signature block. The name of the individual officer shall not be mentioned in the copy of the Evaluation Report uploaded on the procurement portal. The signature block shall contain only the designation and official e-mail ID of the authorized officer, in the following format:

Sd/- [Designation of the Competent/Authorized Officer] Directorate General of Maritime Administration
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This procedure shall be followed uniformly for Evaluation Reports uploaded on procurement portals, unless disclosure of the name/signature of the authorized officer is specifically required under any applicable statutory provision, procurement rule, portal requirement or direction of the Competent Authority.

7. The concerned Procurement/Indenting Branch shall ensure proper preservation of the complete evaluation trail, including the Evaluation Report circulated to the Evaluation Committee, e-mail communications conveying concurrence/observations, the final Evaluation Report, approval/concurrence of the Competent Authority wherever applicable, and the final version uploaded on the procurement portal.
8. The concerned Procurement/Indenting Branch shall be responsible for ensuring that the Evaluation Report is duly prepared, circulated, finalized, concurred upon, appropriately authenticated, uploaded on the applicable procurement portal and properly documented within the prescribed timelines.
9. These instructions shall apply to all procurement cases processed by DGMA involving evaluation by a Technical Evaluation Committee, Financial Evaluation Committee, Tender Evaluation Committee or any other duly constituted Evaluation Committee.

This Office Order shall come into force with immediate effect and shall be followed in all applicable procurement cases processed thereafter. All concerned Branches/Wings/Divisions are directed to ensure strict compliance with the above procedure.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Dinesh Hariram Mate)
Dy. Director General of Maritime Administration
(FAAPP)