



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301 (उ०प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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Date: 15.12.2025

CIRCULAR

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

Copy of GTE cell's I.D. No.1/18/2025-GTE dated 3rd December, 2025 issued by Cabinet Secretariat, is herewith enclosed for information and necessary action.

This issues with the approval of the Competent Authority.

Encl: As above.

(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

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- PCSA (IT), IWAI, Noida- for uploading on IWAI website
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PPS/PS/PA to Chairman /Vice-Chairman/Member (Fin.)/ Member (Tech.)/ Member (Tr. & Log.- I/c)/Secretary, IWAI.

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.

- i. 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.
- ii. The AMD should make efforts to consolidate current and future demand for the product within agencies under their purview.
- iii. 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.
- iv. 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.
- v. 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.

December, 2025