GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

Presented for

CII

Confederation of Indian Industry

125 Years: 1895-2020

GeM - A DEPARTMENT OF COMMERCE INITIATIVE

GeM Webinar for MSME Organizations
CII – Andhra Pradesh
2nd September 2020

Government e Marketplace – The Genesis

- A one-stop online procurement portal for all Government Buyers including Central/State ministries, Departments, Bodies & PSUs. Launched on 9th August 2016. (https://www.gem.gov.in/).
- Rule 149 of GFR amended to "Procurement of Goods and Services by Ministries or Department will be mandatory for Goods or Services available on GeM"
- GeM aims to enhance efficiency, transparency, inclusiveness in public procurement.
- It provides the tools of e-Bidding, Reverse Auction and Direct Procurement to facilitate Government users achieve the best value for their money.

Shri Narendra Modi
Prime Minister of India

"The government is committed to curbing corruption. One of the key aspects of this objective is to minimize Governments human transactional interface."

Key Advantages for Seller

Direct access to all Government departments

One-stop shop for bids / reverse auction on products / services

Dynamic pricing: Price can be changed based on market conditions

Strong vendor rating system

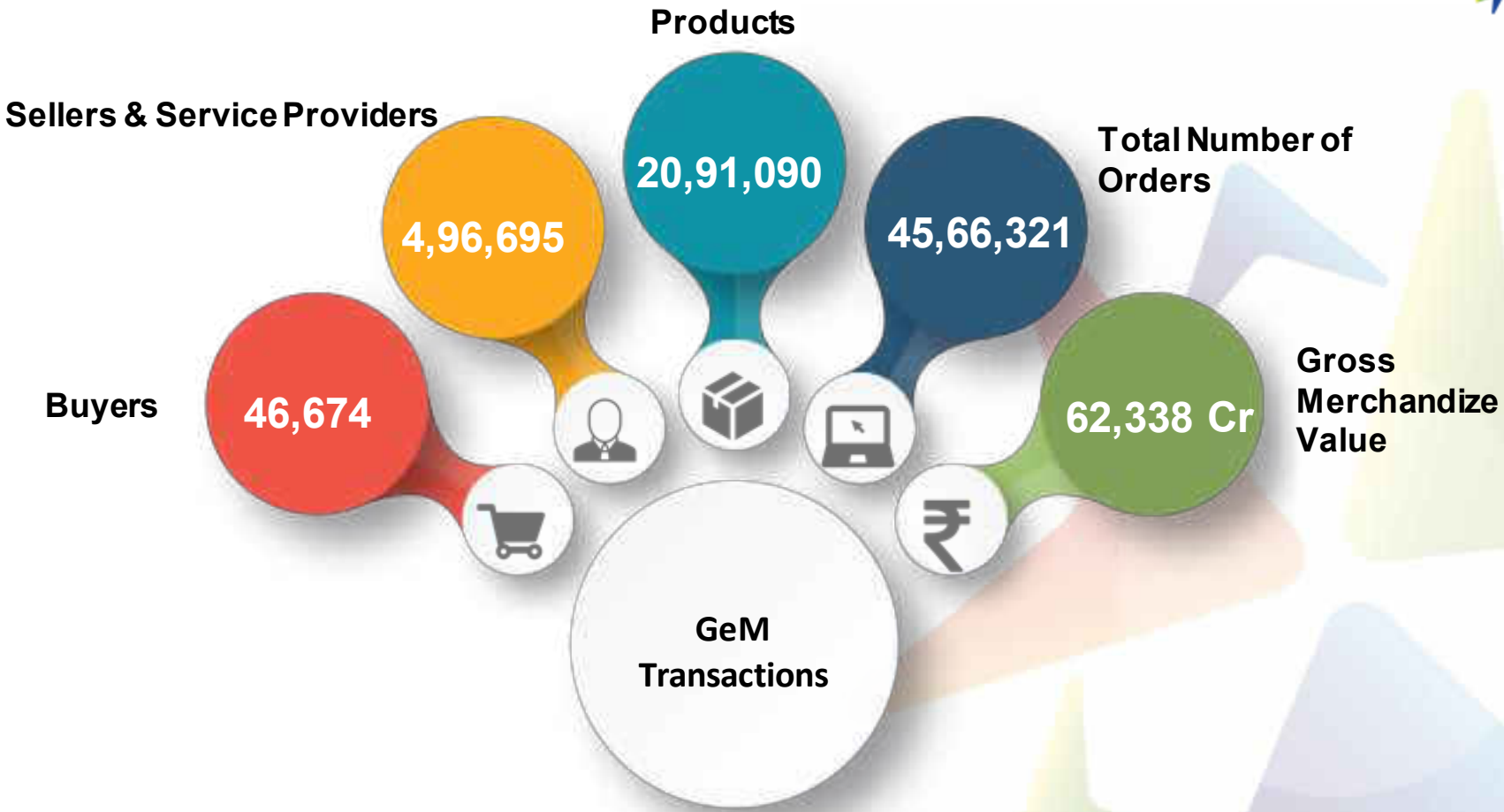
New Product suggestion facility available to Sellers

Seller friendly dashboard for selling, and monitoring of supplies and payments

News and Event Section for Regular Updates

New on GeM – Shows list of new product categories added

Key Statistics



Public Procurement Policy for MSEs

- Public Procurement Policy for MSEs Order, 2012 notified under section 11 of MSMED Act 2006.

- Policy mandates 25% of procurements of goods and services from MSEs including 4% from MSEs owned by SC/ST and 3% from MSEs owned by women out of total annual procurements

Benefits extended to MSEs:

- Tender sets free of cost .
- Exemption from Earnest Money (EMD).
- Purchase Preference for minimum 25% qty. to MSEs within L1+15% on matching L1.
- 358 items exclusively reserved for MSEs.

Current Functionalities deployed in GeM for PPP- MSEs

- API Integration with Udyog Aadhaar: All sellers claiming to be MSE are required to validate their MSE status through Udyog Aadhaar
- The Micro and Small Enterprises are exempted from EMD, if
  - MSE as manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyog Aadhaar and through uploaded supporting documents .
  - MSE registered with NSIC and DIC for the Primary Product Category whose credentials are validated through NSIC /DIC database and through uploaded supporting documents.
- Buyer has been provided with Option to Exempt the MSEs from Turn Over and Past Experience criteria at the time of creation of Bid as provided for in PPP - MSE Order.

- Further, suitable ATC clauses are already enabled for ensuring compliance of PPP - MSE orders.

Clauses provided in ATC library in GeM Bidding Module for effective implementation of all provisions of PPP MSEs Order for Central Govt :

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 dated 23.03.2012 issued by Ministry of Micro Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of ${requiredPercentage}% of total value.

Clauses provided in ATC library in GeM Bidding Module for effective implementation of all provisions of PPP MSEs Order for Central Govt :

Procurement under this bid is reserved for purchase from Micro and Small Enterprises: Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

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Introduction to Seller/Service Provider Functionality

28 FEBRUARY 2019

Designed by GeM Training

Pre-requisite For Registration

For Primary User Registration:

- ✔ Aadhaar Number / Virtual ID/ PAN of the User.
- ✔ Mobile number linked with Aadhaar/Mobile number in case of PAN
- ✔ Active Email id
- ✔ Documents as per Constitution type such as CIN,PAN,DIPP,UAM,ITR details to Complete profile.
- ✔ Address details (Registered address as per ITR)
- ✔ Bank account details

Secondary User Registration:

- ✔ Aadhaar number
- ✔ Mobile number should be linked with Aadhaar
- ✔ Active Email ID.

Key Notes

- Registration(Primary Seller) on GeM should be done by an authorized person of the organization (Director of the organization or a Key Person or authorized signatory of ITR).
- Primary seller have an option to create secondary seller's to assign roles like Bid Participation, Creation of Catalog and Order Fulfillment.
- For MSE , UAM (Udhyog Aadhaar Memorandum) and aadhar/mobile number linked with the same is required.
- For Start Up, DIPP (Department of Industrial Policy and promotion) number and mobile number linked with the same is required.
- No separate registration required for Seller and Service provider.

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Seller/Service Provider Registration-Using Aadhaar

GeM
Government e Marketplace

Bids | Login | Sign Up

Buyers
Sellers

THE WORLD BANK
IBRD • IDA

PROCUREMENT FOR **THE WORLD BANK** FUNDED PROJECTS ENABLED ON GeM

CLICK HERE FOR SPECIAL TERMS & CONDITIONS

Product | Looking for something on GeM?

Procure on GeM for:

CREATE YOUR ORGANISATION SELLER ACCOUNT

We don't share your personal and official details with anyone.

Welcome to Registration process for Government e Marketplace

Before you initiate your registration, please read the pre-requisites by clicking here

Registration on GeM should be done by an authorized person (Director of the organisation or a Key Person) Please read and agree to the Terms & Conditions of Government e-Marketplace (GeM) before Sign Up.

REVIEW TERMS & CONDITIONS

Why Sell On GeM?

Ask GeMmy

Review Terms And Conditions

General terms and conditions on GeM 3.0 (Version 1.13)

1. Introduction

This document is an electronic record published by GeM under the provisions of the Information Technology Act, 2000 and the rules made there under (as applicable) and shall act as valid agreement between Seller / Service Provider and Buyer. Further the use of GeM Portal for Sale / Purchase of Goods / Services and the **resulting Contracts shall be governed by the following General Terms and Conditions (GTC) (unless otherwise superseded by Product / Service specific Special Terms and Conditions (STC), Product / Track / Domain Specific STC of Particular Service including its SLA (Service Level Agreement) and BID/Reverse Auction Specific Additional Terms and Conditions (ATC) as applicable).**

Government e-Marketplace (GeM) is the National Public Procurement Portal; an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Sector Undertakings (CPSUs & SPSUs),

☐ * I have read and agree to the Terms & Conditions of Government e-Marketplace (GeM).

Ask GeMmy

Person).Please read and agree to the Terms & Conditions of Government e-Marketplace (GeM) before Sign Up.

REVIEW TERMS & CONDITIONS

1 Organisation Details

Business / Organisation Type * ⓘ

Select

Business / Organisation Name * ⓘ

Select
Proprietorship
Firm
Company
Trust Or Society
Central Government/State Government

Why Sell On GeM?

Ask GeMmy

Person).Please read and agree to the Terms & Conditions of Government e-Marketplace (GeM) before Sign Up.

REVIEW TERMS & CONDITIONS

1 Organisation Details

Business / Organisation Type * ⓘ

Proprietorship

Business / Organisation Name * ⓘ

Test Company

Business / Organisation Name is not editable once saved. Kindly ensure you enter correct name.

NEXT

Ask GeMmy

Why Sell On GeM?

REVIEW TERMS & CONDITIONS

Organisation Details

Business / Organisation Type * Proprietorship

Business / Organisation Name * Test Company

2 Personal Verification

Authenticate yourself using * Aadhaar Personal PAN

Ask GeMmy

Why Sell On GeM?

REVIEW TERMS & CONDITIONS

Organisation Details

Business / Organisation Type * Proprietorship

Business / Organisation Name * Test Company

2 Personal Verification

Authenticate yourself using * (•) Aadhaar ( ) Personal PAN

Aadhaar Number / Virtual ID * ⓘ Please enter Aadhaar number/Virtual Aadhaar

Mobile number linked with Aadhaar * Please enter your 10 digit mobile number

VERIFY AADHAAR

Ask GeMmy

REVIEW TERMS & CONDITIONS

Organisation Details

Business / Organisation Type * Proprietorship

Business / Organisation Name * Test Company

2 Personal Verification

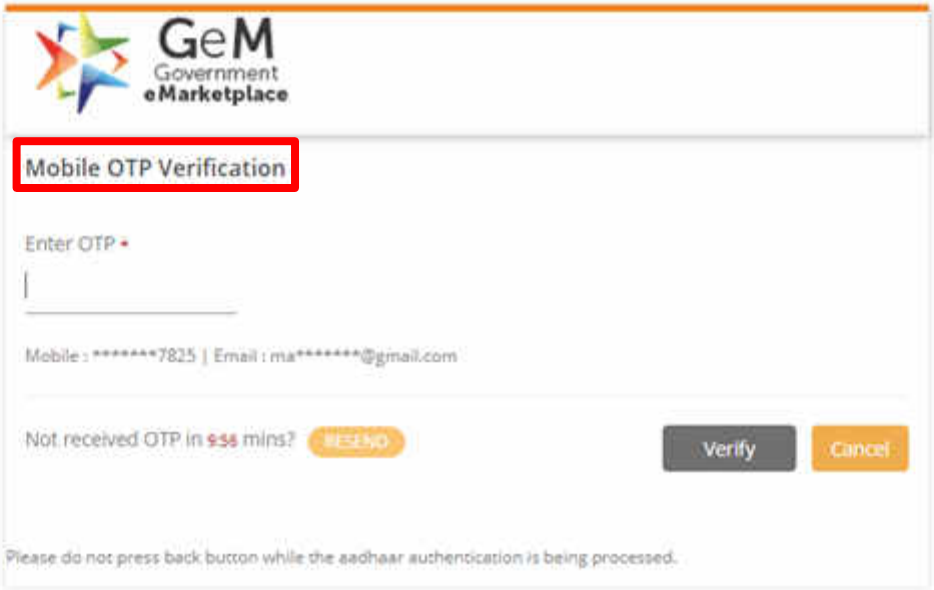
Authenticate yourself using * (•) Aadhaar ( ) Personal PAN

Aadhaar Number / Virtual ID *

Mobile number linked with Aadhaar *

VERIFY AADHAAR

Ask GeMmy


GeM
Government
eMarketplace
Mobile OTP Verification
Enter OTP *
Mobile : *******7825 | Email : ma*******@gmail.com
Not received OTP in 9:56 mins?
RESEND
Verify
Cancel
Please do not press back button while the aadhaar authentication is being processed.

Organisation Details

Business / Organisation Type * Proprietorship

Business / Organisation Name * Test Company

2 Personal Verification

Authenticate yourself using * (•) Aadhaar ( ) Personal PAN

Mobile number linked with Aadhaar * [redacted]

First Name * Manender

Last Name Pal Singh

[ ] I confirm I am the Key Person of the Organization

Ask GeMmy

Organisation Details

Business / Organisation Type * Proprietorship

Business / Organisation Name * Test Company

2 Personal Verification

Authenticate yourself using * (•) Aadhaar ( ) Personal PAN

Mobile number linked with Aadhaar * [redacted]

First Name * Manender

Last Name Pal Singh

[x] I confirm I am the Key Person of the Organization

NEXT

Ask GeMmy

Personal Verification

Chosen registration type *	Aadhaar
Mobile number linked with AADHAAR *	[redacted]
First Name *	Manender
Last Name	Pal Singh

3 Email Verification

Email Id *

Verify Email Id *

SEND OTP

Ask GeMmy

First Name * Manender

Last Name Pal Singh

③ Email Verification

Email Id * ••••••••••••••••••••

Verify Email Id * m

SEND OTP RESEND OTP

OTP has been sent successfully to your Email ID.
09:51

Click "Resend OTP" if not recieved within 10 min.

Enter OTP *

VERIFY OTP

Ask GeMmy

Personal Verification

Chosen registration type *	Aadhaar
Mobile number linked with AADHAAR *	8
First Name *	Manender
Last Name	Pal Singh

3 Email Verification

Email Id * m

NEXT

Ask GeMmy

Email Verification

Email * m[redacted]

4 User Credentials

User Id * ⓘ

Please provide a userid for login to GeM

Password * ⓘ

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

Confirm Password *

CREATE ACCOUNT

Ask GeMmy

Email Verification

Email *

4 User Credentials

User Id *

manender.seller1

Password *

Password must contain minimum of

- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

Confirm Password *

CREATE ACCOUNT

Ask GeMmy

Seller Account created successfully

Email Verification

Email * m[redacted]

4 User Credentials

User Id * manender.seller1

Password * ••••••••

Password must contain minimum of
- One Upper Case
- One Lower Case
- One Numeric
- One Special Character
- 8 characters and maximum of 16 characters

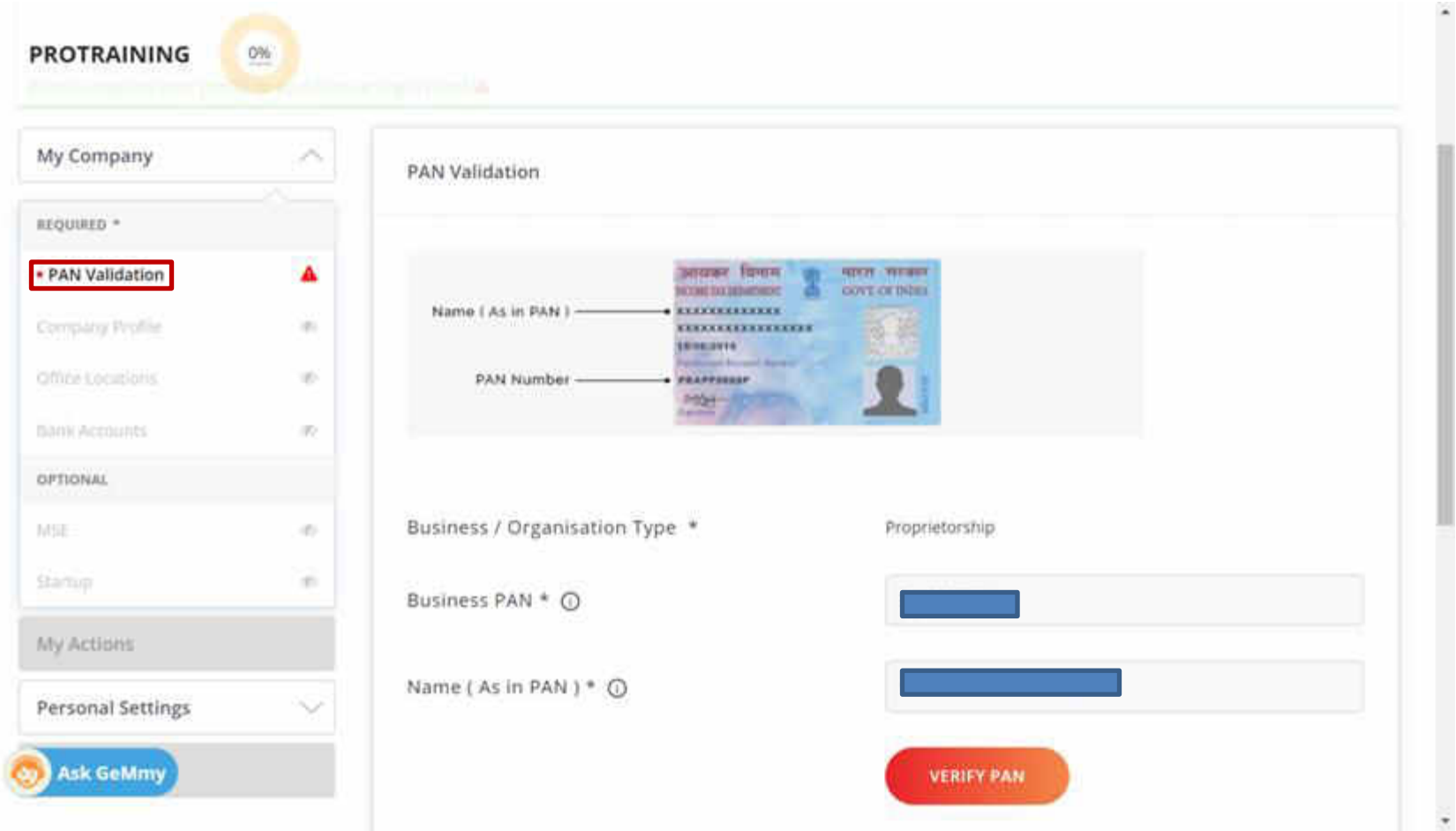
Confirm Password * ••••••••

CREATE ACCOUNT

Ask GeMmy

Seller/Service Provider Profile Updation

Seller Profile Completion



PAN validation successfull

Please complete your profile to start transacting on GeM

My Company

REQUIRED *

- PAN Validation
- Company Details
- Company Profile
- Office Locations
- Bank Accounts

OPTIONAL

- Tax Assessment
- MSE
- Startup

Ask GeMmy

PAN Validation

Business PAN *

Name (As in PAN) *

PROTRAINING 50%

Please complete your profile to start transacting on GeM

My Company

REQUIRED *

PAN Validation

Company Details

Company Profile

Office Locations

Bank Accounts

OPTIONAL

Tax Assessment

MSE

Startup

Ask GeMmy

Company Details

Business / Organisation Name * Protraining

Date Of Incorporation *

2018

JANUARY FEBRUARY MARCH

APRIL MAY JUNE

JULY AUGUST SEPTEMBER

PROTRAINING 70%

Please complete your profile to start transacting on GeM

My Company

REQUIRED *

- PAN Validation
- Company Details
- • Company Profile
- Office Locations
- Bank Accounts

OPTIONAL

- Tax Assessment
- MSE
- Startup

Ask GeMmy

Company Profile

Business / Organisation Type	Proprietorship
Business / Organisation Name	Protraining
Date Of Incorporation	03/02/2016
Are you a Startup ?	(•) Yes ( ) No
Are you registered with MSME as a Micro or Small Enterprise ?	( ) Yes (•) No
Do you want to participate in Bid ?	( ) Yes (•) No

Once Startup has been self-declared or verified with Startup DIPP number and mobile number, you cannot select 'No' for 'Are you a Startup?'.

SAVE

CATEGORIES

All Categories

PROTRAINING 50%

Please complete your profile to start transacting on GeM

My Company

Company Profile

REQUIRED *

PAN Validation

Company Details

Office Locations

Bank Accounts

• Startup

OPTIONAL

Ask GeMmy

Startup

If you are a Startup, please choose to provide your Startup details to avail benefits on GeM

Registered with Startup India

Not registered with Startup India

DIPP number

If your Startup registration number starts with DPIIT or any other format, please insert DIPP instead of DPIIT or any other format.

DIPP linked Mobile

VERIFY AND SAVE

PROTRAINING

50%

- Company Profile
- REQUIRED *
- PAN Validation
- Company Details
- Office Locations
- Bank Accounts
- Startup
- OPTIONAL
- Tax Assessment
- MSE

My Actions

Personal Settings

Ask GeMmy

If you are a Startup, please choose to provide your Startup details to avail benefits on GeM

( ) Registered with Startup India (•) Not registered with Startup India

Dear Startup, You are eligible to get yourself enlisted as a DPIIT recognised Startup if you fulfill the following eligibility criteria -

- Upto a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India.
- Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded one hundred crore rupees.
- Entity is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.
- An entity formed by splitting up or reconstruction of an existing business shall not be considered as a "Startup".

Exemptions from prior turnover, prior experience and Earnest Money Deposit [EMD] are offered to DPIIT-certified Startups ONLY.

We encourage you to sign-up for DPIIT recognition and avail the exemptions offered to DPIIT-certified Startups.

Register Now with Startup India

Furnishing incorrect / misrepresentation of information pertaining to status of Startup on GeM portal will invite

PROTRAINING 60%

Please complete your profile to start transacting on GeM

My Company

Company Profile

REQUIRED *

PAN Validation

Company Details

Startup

Office Locations

Bank Accounts

• MSE

OPTIONAL

Tax Assessment

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MSE

Only Micro or Small Enterprise can register.

UAM

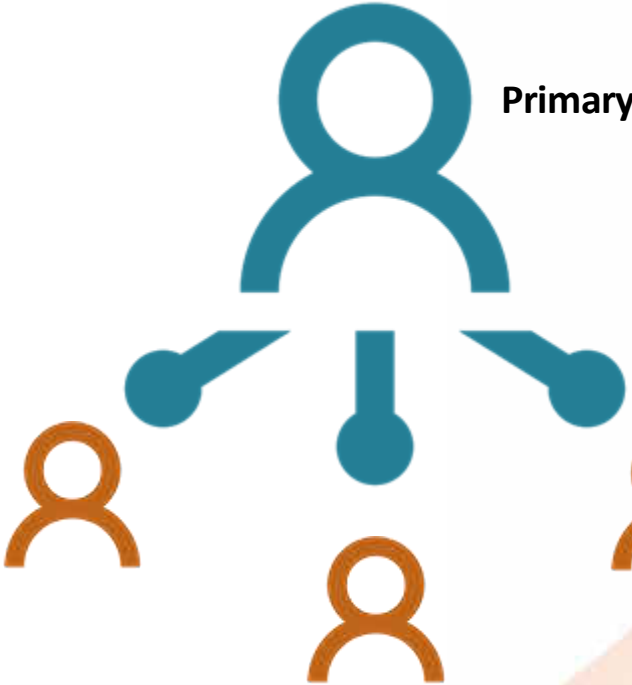
Please enter your Udyog Aadhaar Memorandum (UAM) Number alloted by MSME

Please enter your 12 character UAM number issued by MSE

Mobile

VERIFY AND SAVE

Function Based Flexibility for Seller Users



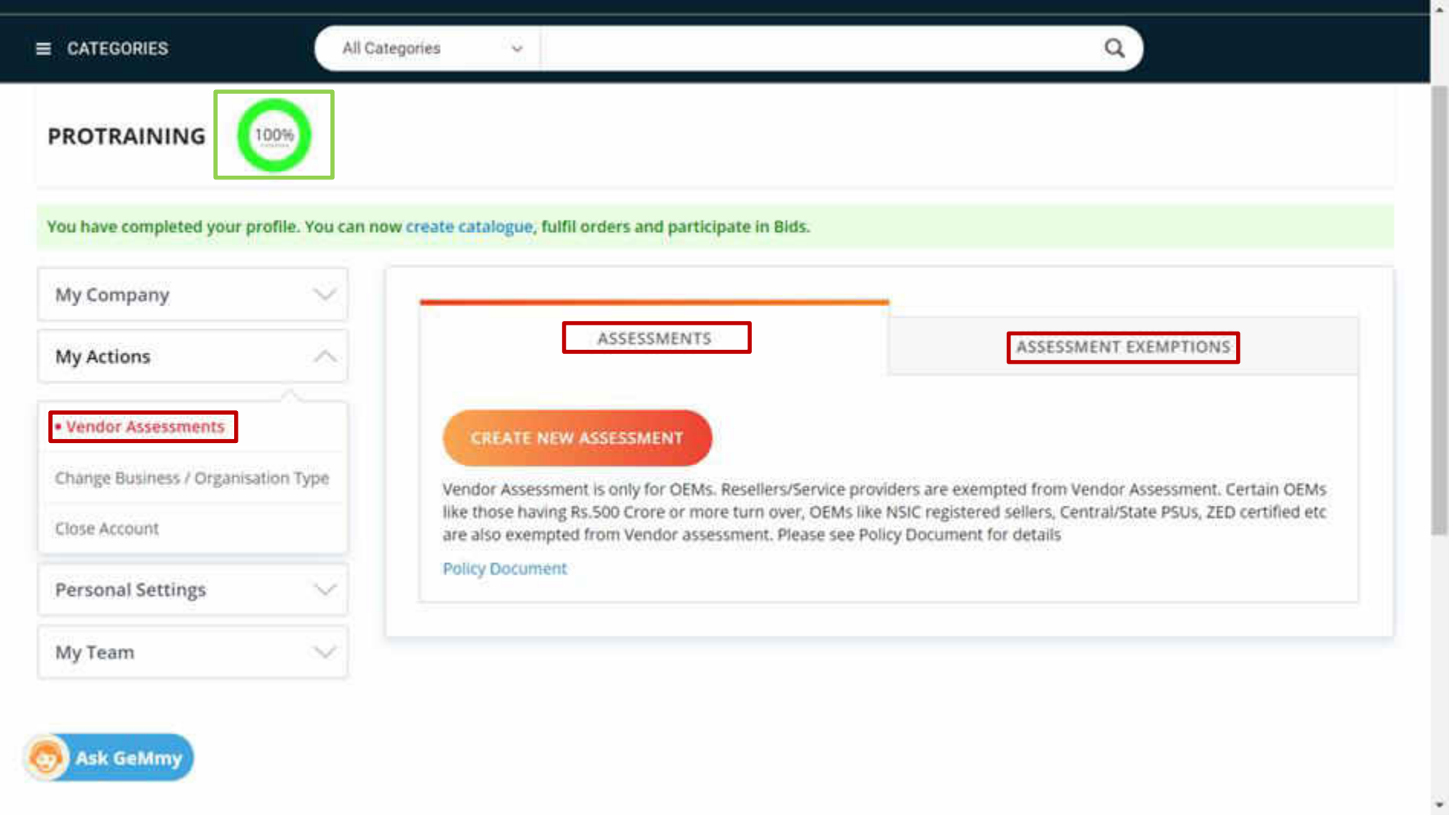
Primary User

Secondary User – BID Participation

Secondary User – Process Order

Role-based Secondary Users – Bid Participation, Product Upload, Process Order, Payment Confirmation

NOTE: All roles can be performed by single secondary seller


CATEGORIES
All Categories
PROTRAINING
100%
You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.
My Company
My Actions
Vendor Assessments
Change Business / Organisation Type
Close Account
Personal Settings
My Team
ASSESSMENTS
ASSESSMENT EXEMPTIONS
CREATE NEW ASSESSMENT
Vendor Assessment is only for OEMs. Resellers/Service providers are exempted from Vendor Assessment. Certain OEMs like those having Rs.500 Crore or more turn over, OEMs like NSIC registered sellers, Central/State PSUs, ZED certified etc are also exempted from Vendor assessment. Please see Policy Document for details
Policy Document
Ask GeMmy

OEM Vendor Assessment Methodology

VA for OEMs is based on three broad parameters:

- Physical location (vendor profile)
- Financial capacity
- Production capability

2 stage Vendor Assessment:

- **Desktop Assessment**–
  - Information and documents will be submitted by the vendor in the Desktop Assessment (DA) stage and if any discrepancy is found, then on-compliance (NC) would be raised.
- **Video Assessment**–
  - Video Assessment is conducted by an expert using the mobile based application through video calling.
  - It will validate the entire process submitted by the vendor through documents in Desktop Assessment.

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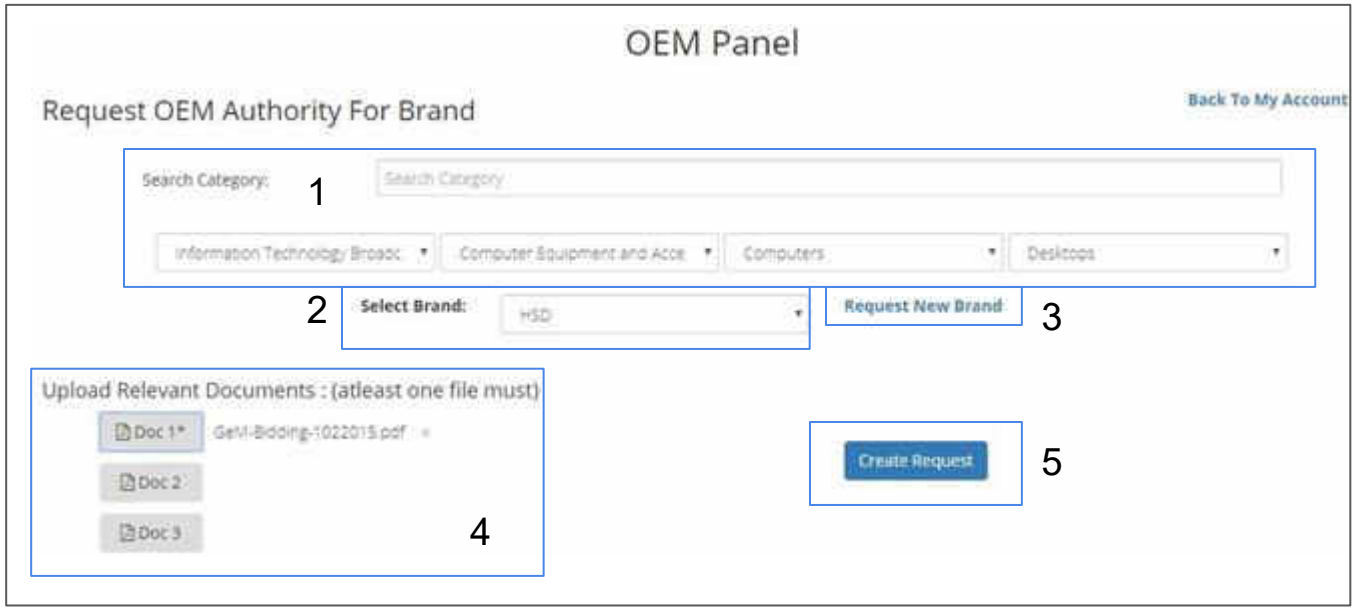
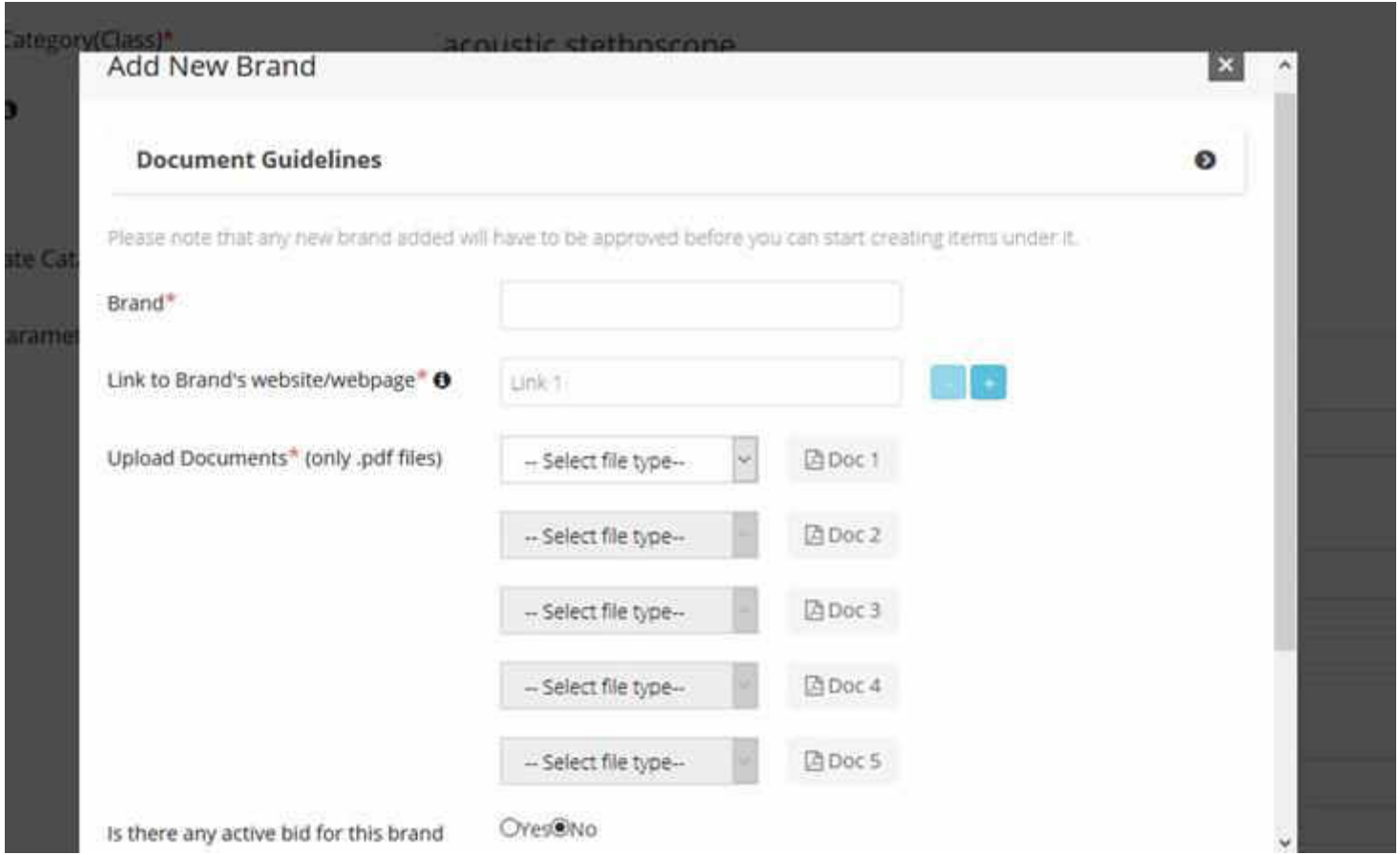
Catalogue Management – Product

Submit Request for New Brand

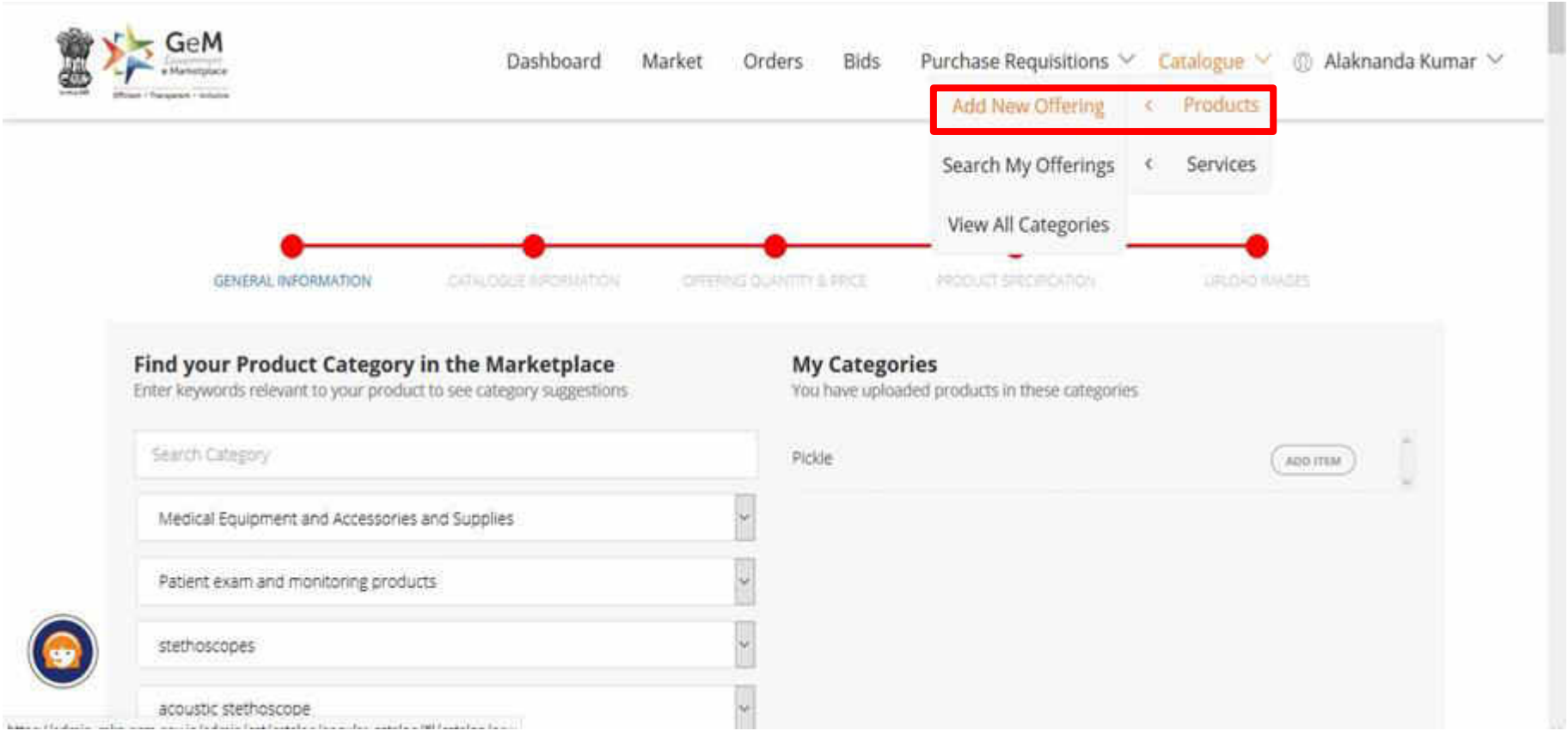
1. Select Category
2. Select your Brand from list OR
3. If brand not available in list, Request New Brand. On Submitting New Brand Request, it will come to GeM for approval. Please refer Notifications panel for checking approval status of Brand
4. After Selecting your Brand, upload relevant documents (Trademark\Brand Ownership document mandatory)
5. Click on Create Request
6. The Request will be submitted to GeM team for approval. You can track the status of requests in Approved Requests \ All Requests areas of OEM panel



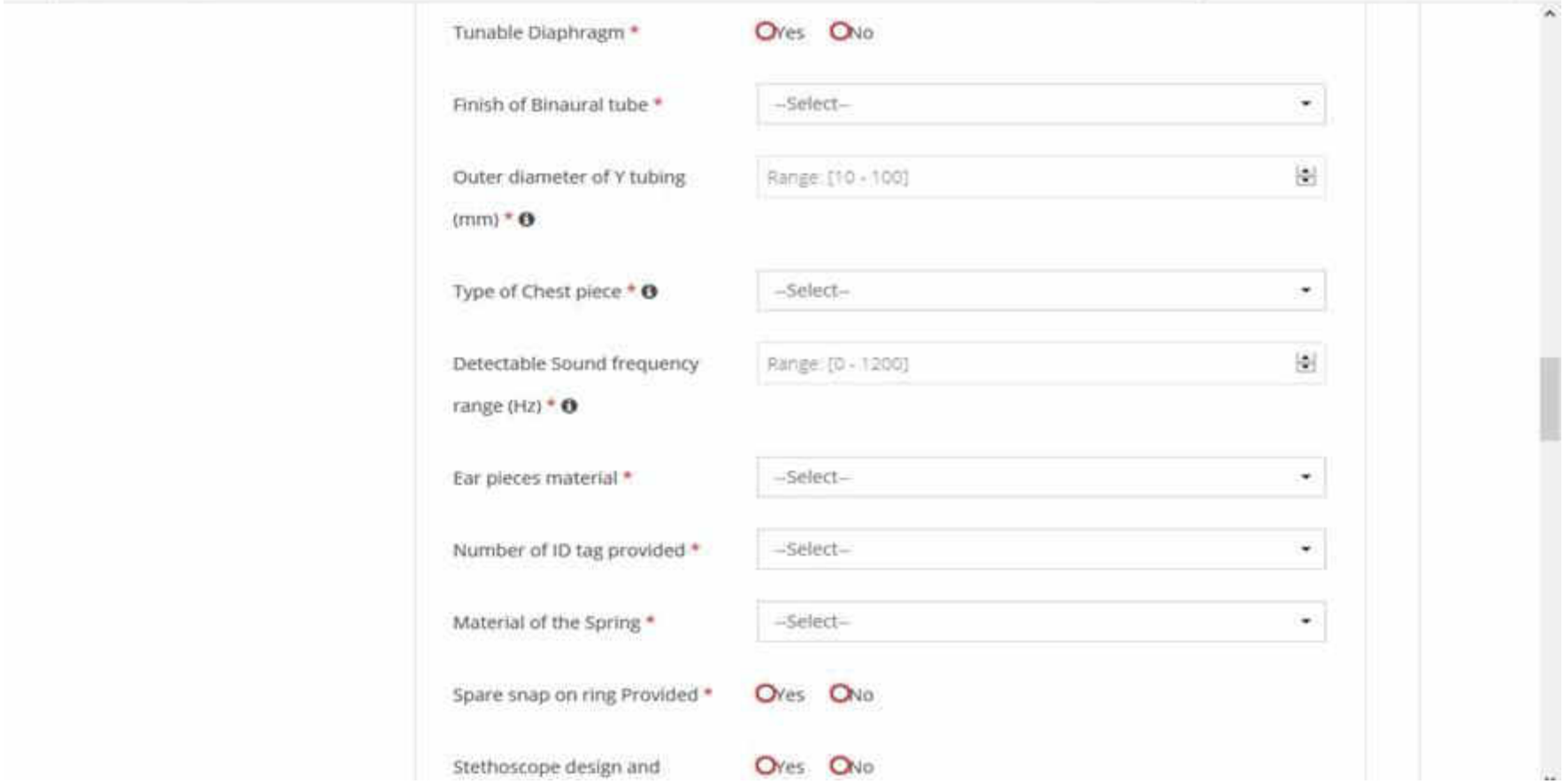
Sellers: Brand Request



Sellers: Product Upload-1



Sellers: Product Upload -2



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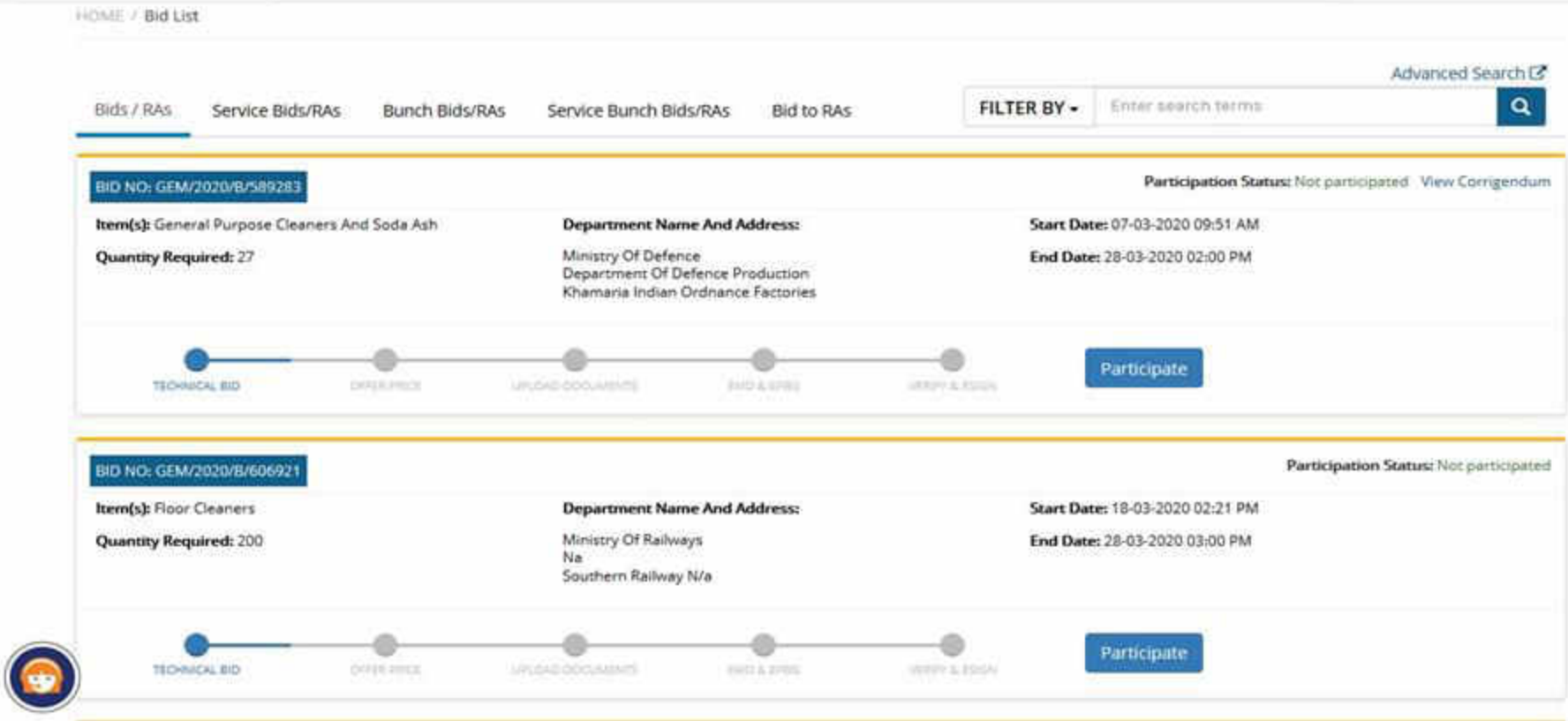
Bid Participation

Sellers: Product Bid participation



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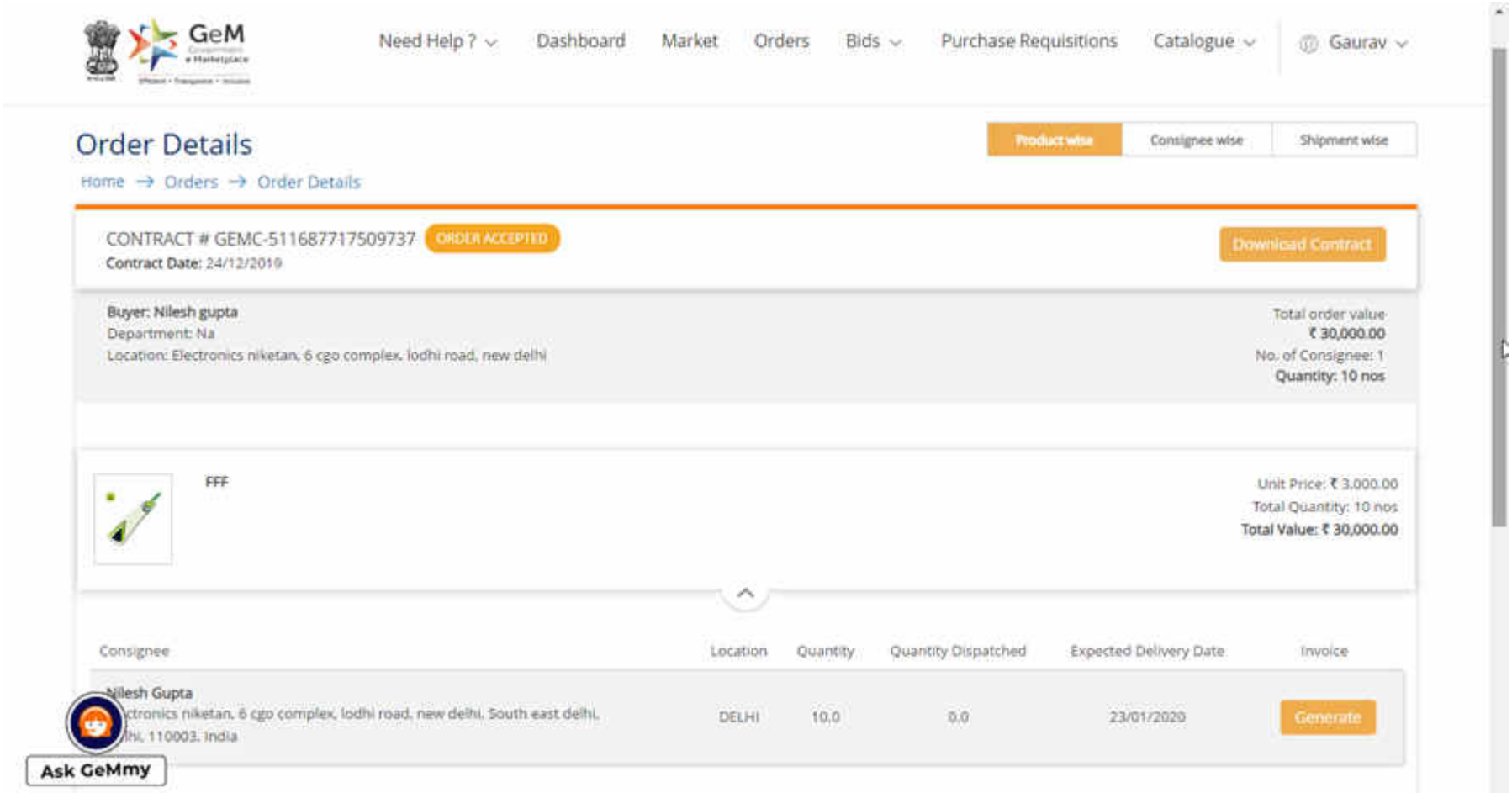
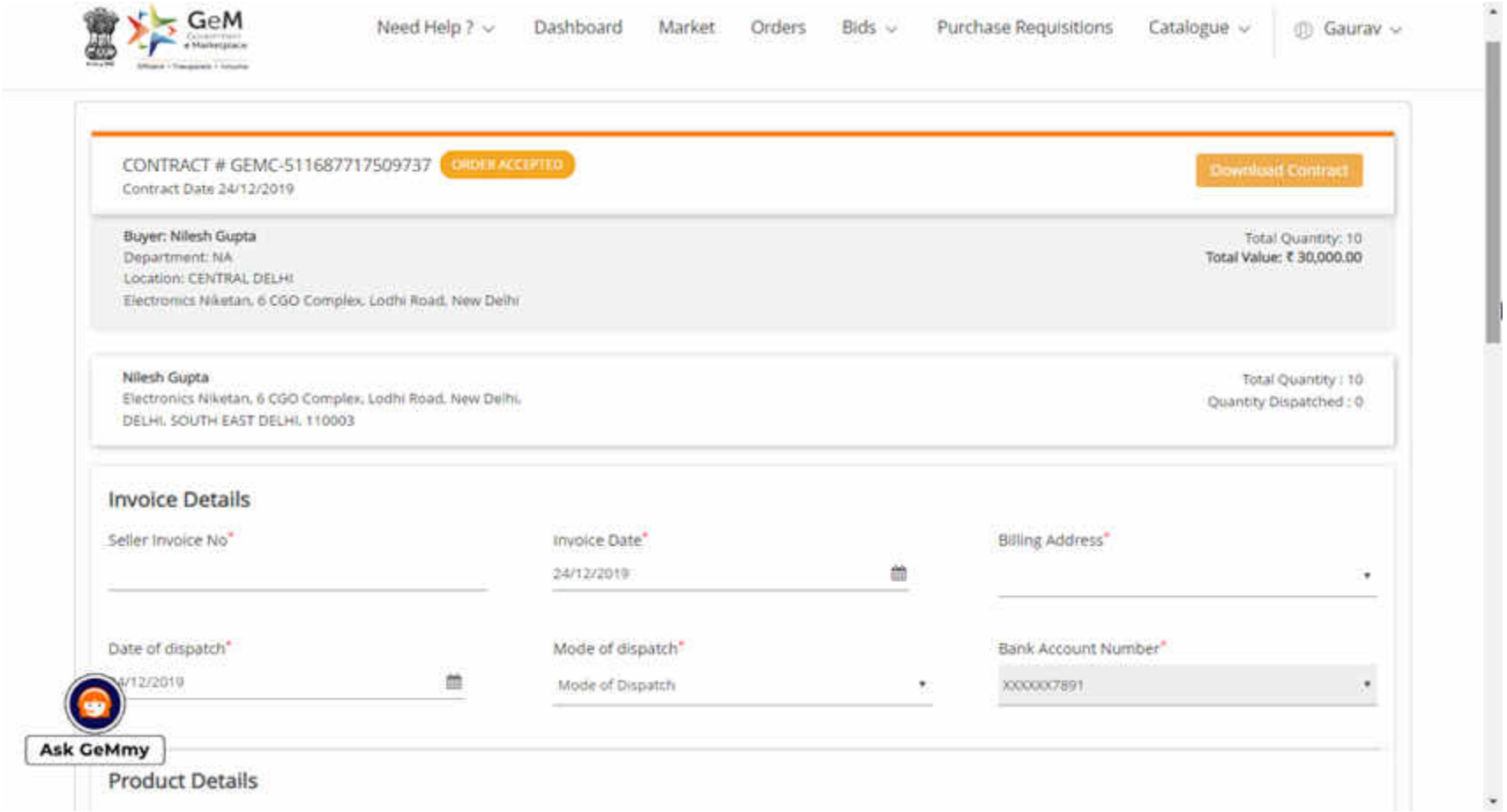
Invoice Generation - Order Process

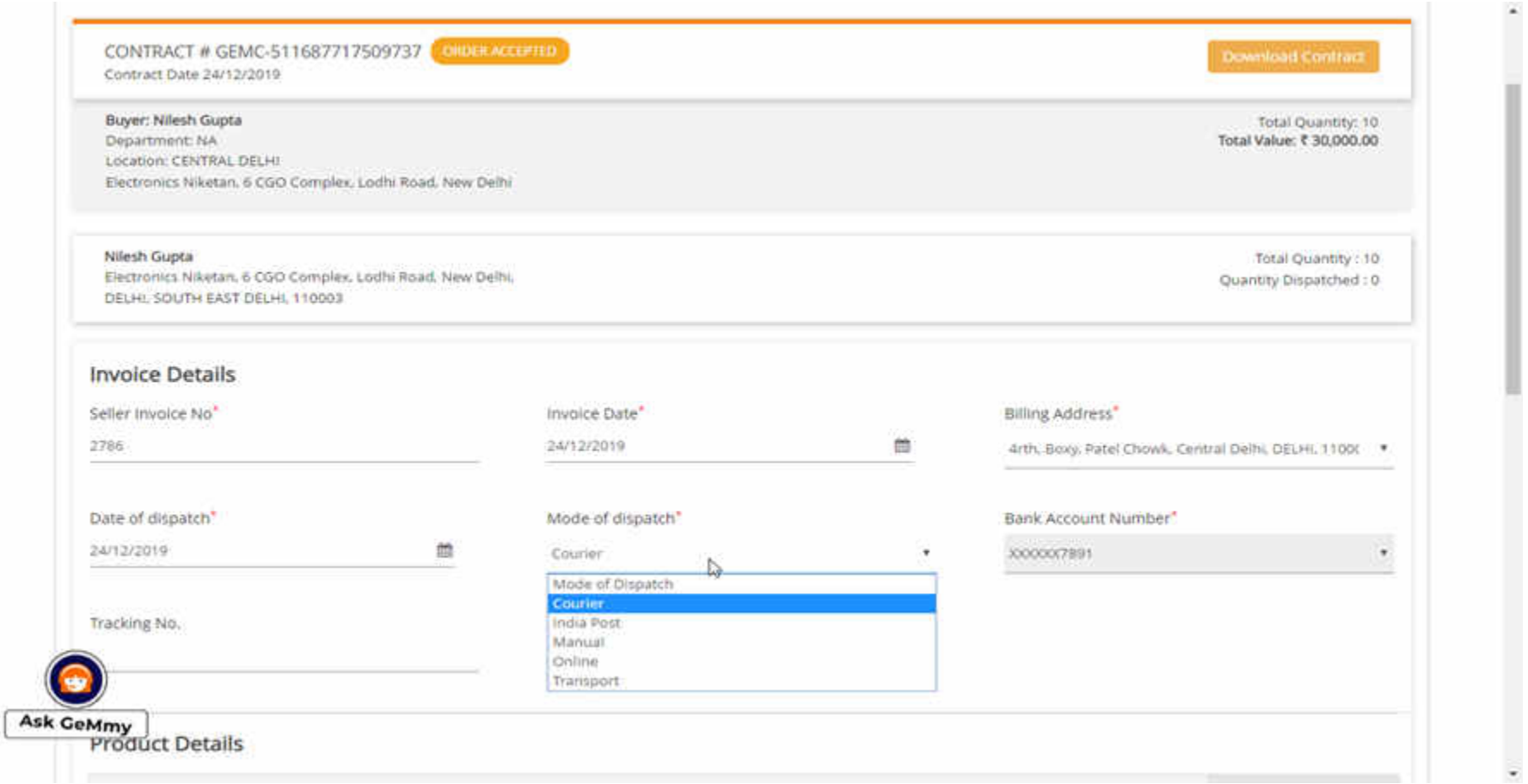
Sellers: Invoice Generation



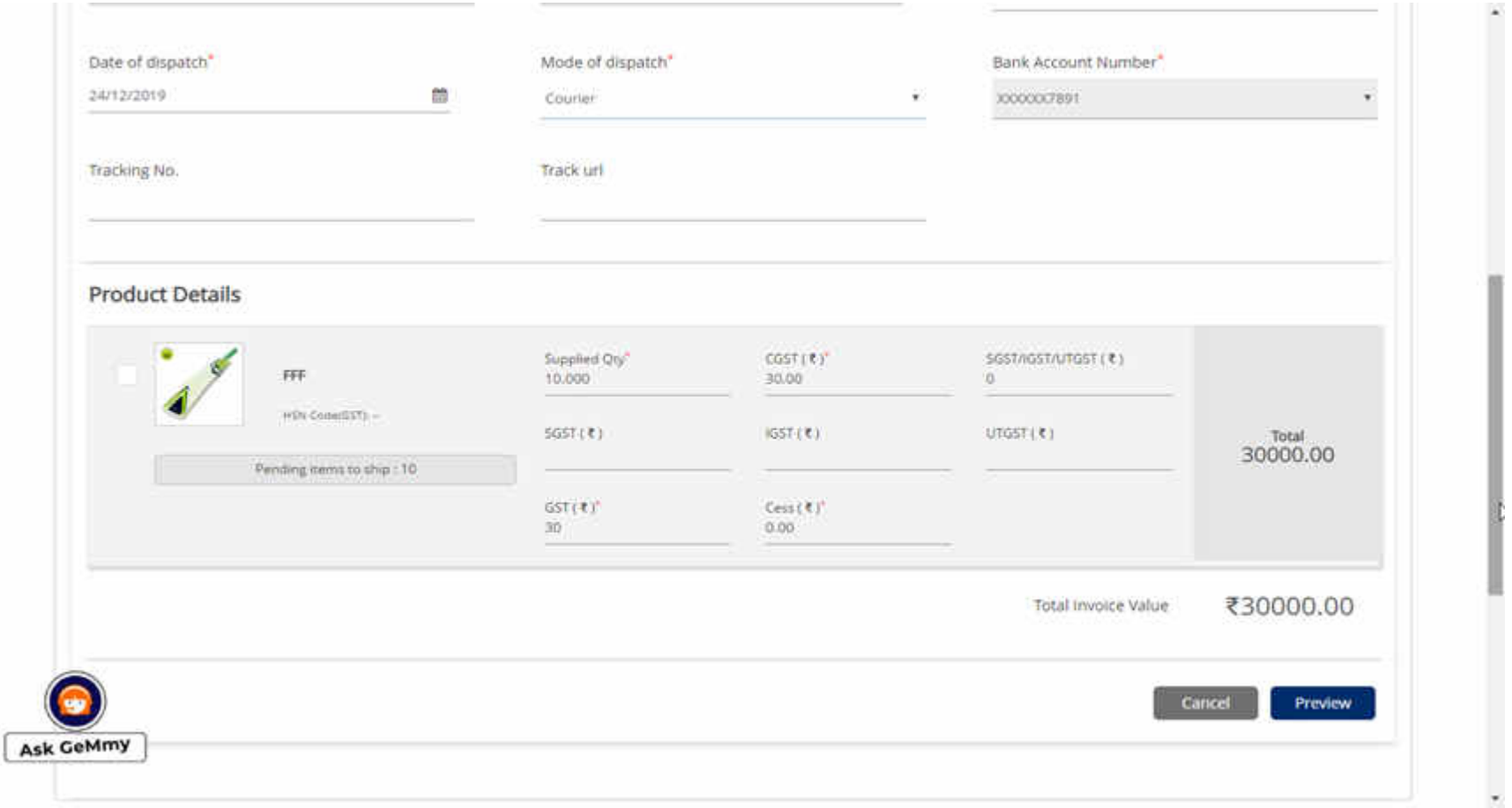
Sellers: Invoice Generation



Sellers: Invoice Generation



Sellers: Invoice Generation



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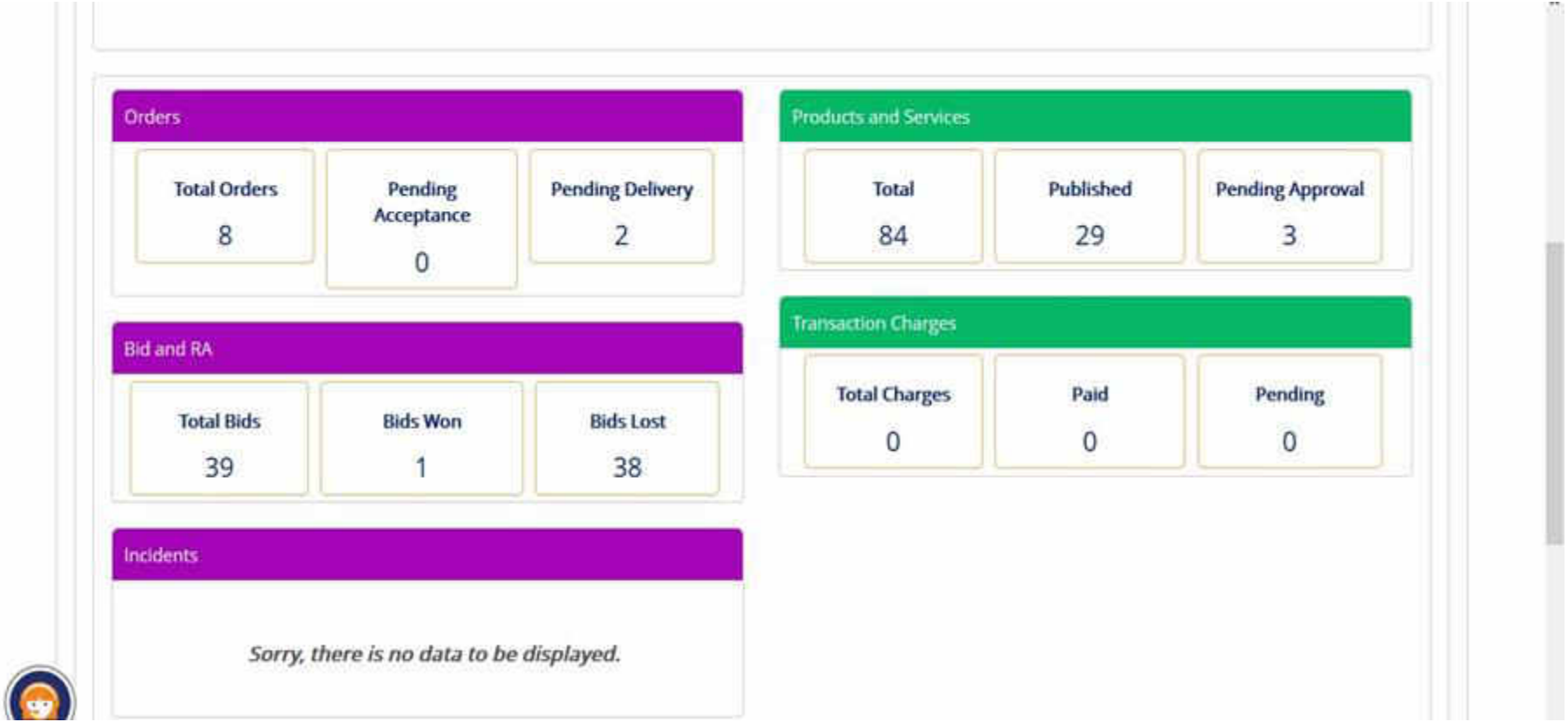
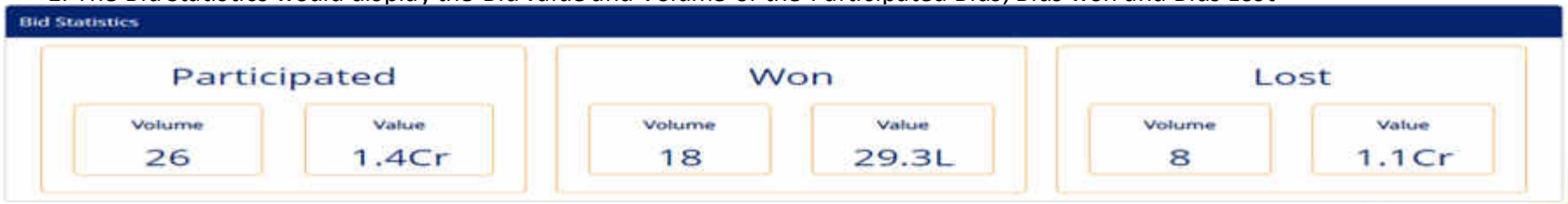
Seller Dashboard

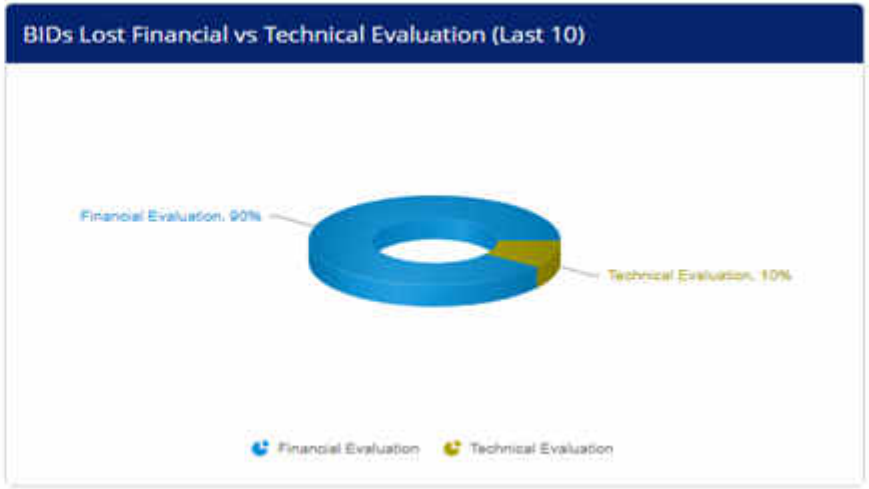
Sellers: Dashboard



1. The Bid Statistics would display the Bid value and Volume of the Participated Bids, Bids won and Bids Lost



2. The Recent 10 Bids lost and the Stage of evaluation in which those bids were lost would be displayed.
3. Drill Down on the Graph would display the Technical and financial comparative analysis



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New/Upcoming Features

New Features

- At the time of bid creation buyer can now choose delivery period upto 365 days.
- Buyers can now validate sellers credentials if they are eligible for exemption of EMD in technical evaluation.
- Additional Terms and Conditions for buyback added in ATC library for buyers to easily pick and include in bid.
- To improve fair participation in Bid / RA, GeM now ensures that at least 3 sellers have participated and offered products from at least 2 different OEMs. In case buyer wants to proceed with less than 3 Resellers or two OEMs/Brand, they have to upload approval from Competent Authority.
- Buyers shall take necessary approval from competent authority before placing request on GeM for additional Terms and Conditions w.r.t Bid.
- Buyers can select bid duration to 3 days for COVID categories.

New Features….contd.

- Detailed list of product categories is made available in downloadable pdf format for easy category search by GeM users.
- Seller can now directly search for a particular product that they have uploaded using the product id or catalog id.
- Buyers get the option to cancel the product contract(s) even if the invoice has been generated by seller provided 15 days have expired from delivery period.
- GeM Pool Account – Non Challan Model has been launched for all PSU buyers and Non-PFMS entities
- ITR Verification exemption during Registration of proprietors from North-East states, J&K and Laddakh UT.
- Seller can now provide alternate contact number, which could be a landline number, in order for buyer to contact them in case of any query.

GeM: New features for Sellers

1. Priority product and brand approval for COVID-19 related categories.
2. Exquisitely handcrafted products from finest Self Help Groups (SHGs) in India - The SARAS collection, launched on GeM in collaboration with National Rural Livelihood Mission (NRLM).
3. Enabled capture of Country of Origin for GeM catalogues
4. GeM enables crowd-sourcing of categories, Sellers can now suggest new categories on GeM
5. Sellers can now mention the lead time to deliver a product, this will help set buyer's expectations in terms of minimum days required for delivery of the procurement.
6. Added ability for OEMs to apply for Brand Approval and OEM status Approval in a single request to enable faster onboarding of OEMs.

GeM Support – Channels to Assist You

Need help?

helpdesk-gem@gov.in
manager-training@gem.gov.in

Through the GeM Portal

Ask GeMmy

1-800-102-3436
1-800-419-3436

Monday to Saturday

08:00 AM to 08:00 PM

Stay Connected…

@Gem_India

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