GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

AN OVERVIEW

A DEPARTMENT OF COMMERCE INITIATIVE

Government of India
Ministry of Commerce & Industry
Department of Commerce

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.

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

KEY STAKEHOLDERS OF GeM

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Internal Stakeholders

Execution Engine

* GeM SPV
* MSP
* PMU

Buyers

* Central Govt
* Central PSUs
* State Govt.
* State PSUs
* Autonomous Bodies

Sellers

* OEMs
* MSE
* Startup
* Authorized Resellers
* Service Providers

External Govt. Systems

* UIDAI
* GSTN
* PFMS
* MCA 21
* PAN Database

Inspection Systems

* CAG
* CVC
* CGDA
* RTI

Partners

* Banks
* Rating Agencies
* 3PL
* Other Commercial Agencies

ESTABLISHED FOOTPRINT ACROSS INDIA

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Ministry of MSME, Govt. of India

MCA21 | PFMS | AADHAAR

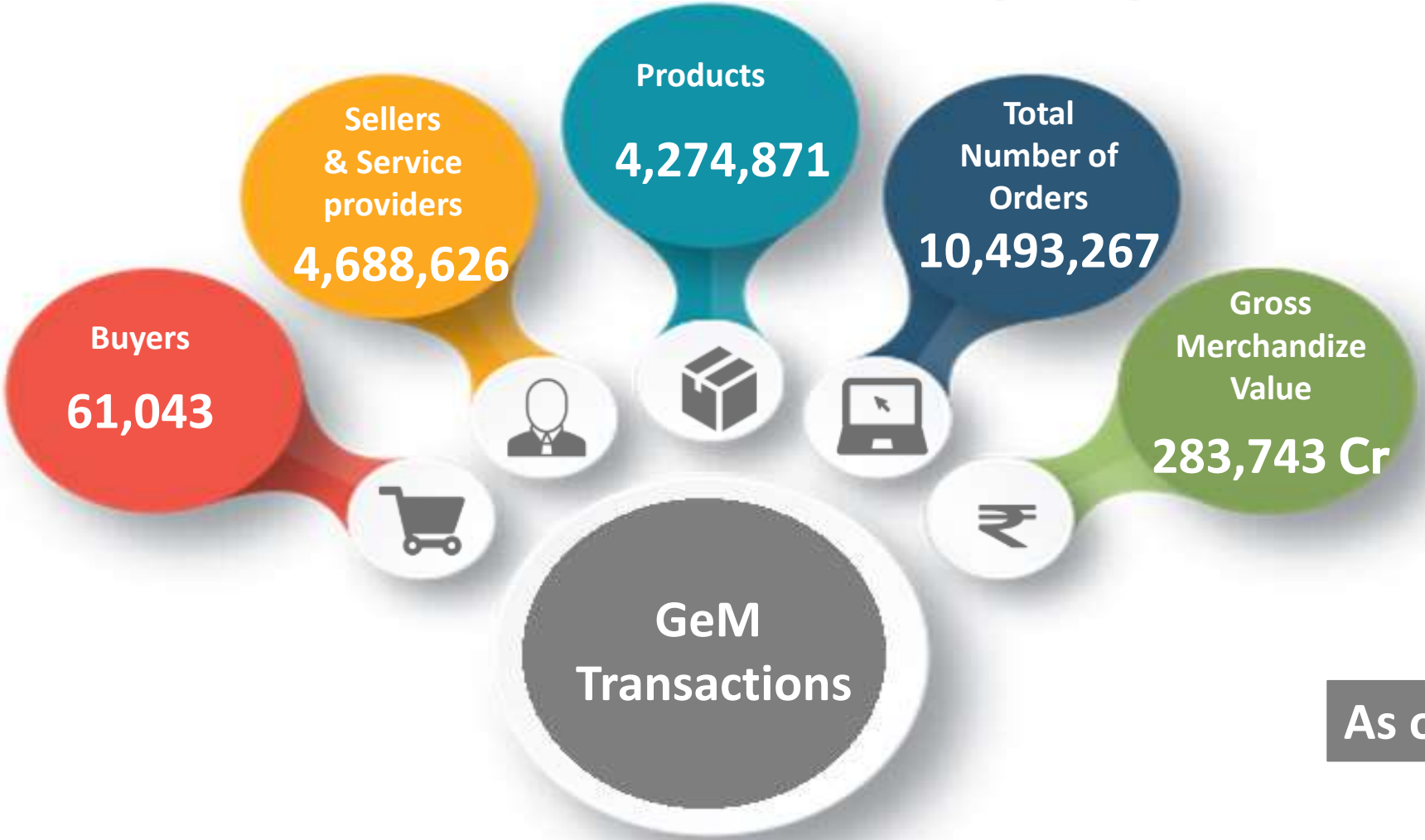
Partnered with Industry Associations & Other Institutes

AIMA | PHD CHAMBER | CII Confederation of Indian Industry | MAIT | CSC | GS1 | FICCI | ASSOCHAM | Competition Commission of India | sidbi

MoU with Financial Institutions/Banks:

AXIS BANK | ICICI Bank | State Bank of India | HDFC BANK | RBL BANK | Union Bank of India | IndusInd Bank | kotak Kotak Mahindra Bank | Bank of India | IDBI BANK | DBS | Indian Bank | Canara Bank | punjab national bank | YES BANK | FEDERAL BANK | Central Bank of India | Bank of Baroda | DCB BANK

KEY STATISTICS



As on 7th July 2022

KEY ADVANTAGES FOR BUYERS

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End to End System from Registration to Payment

EASE-OF-USE

Provides transparency and ease of buying

Provides options for search, compare, select and buy facility

Offers rich listing of products for individual categories of Goods/Services

Up-to date and user-friendly dashboard for buying, monitoring supplies and payments

Order Process redesigned for ease of use

Option to provide multiple consignee locations and quantity after authentication

Bunching for products/services

Price Trend for Products

KEY ADVANTAGES FOR SELLERS

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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

BUYER USER ROLES BASED ON SEGREGATION OF DUTIES

BUYER

Buyer & Consignee can be the same entity Makes purchases and draft BILLS

CONSIGNEE

Accepts & Rejects consignment.
Also generates CRAC

PRIMARY USER

Scope of Primary User:

1. Register Organization.
2. Creation/Modification of Secondary Users.
3. Manage users and Deactivation.
4. Monitoring of Orders placed.

DDO

Processes bills and pushes bills to PFMS

PAO

Process bills for payment (Non PFMS Payment mode)

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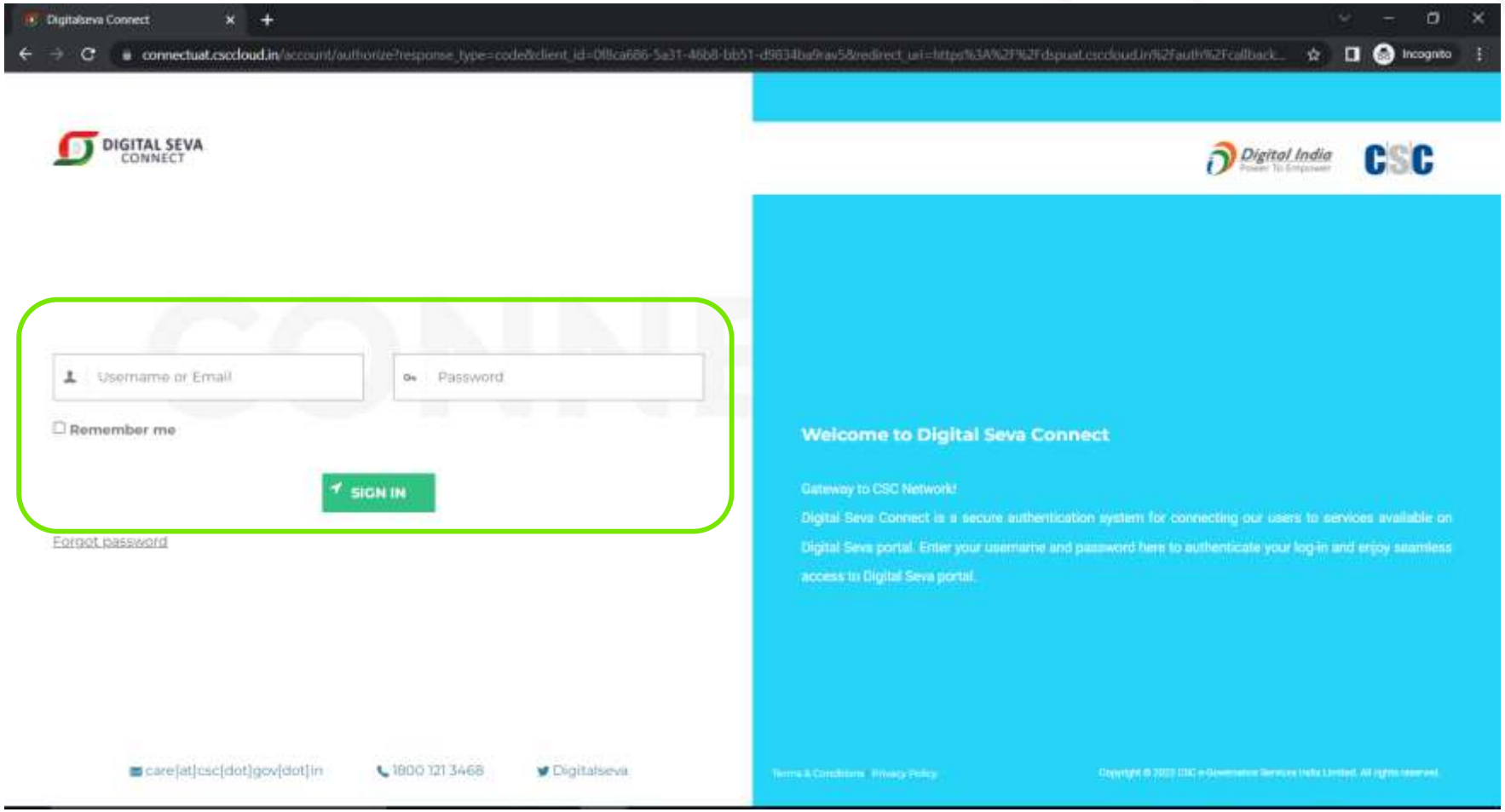
GeM – Primary, Secondary User Creation and Profile Updation by VLE

VLE needs to login on CSC website https://dspuat.csccloud.in/



Post login, VLE needs to search for GeM Services and click on it

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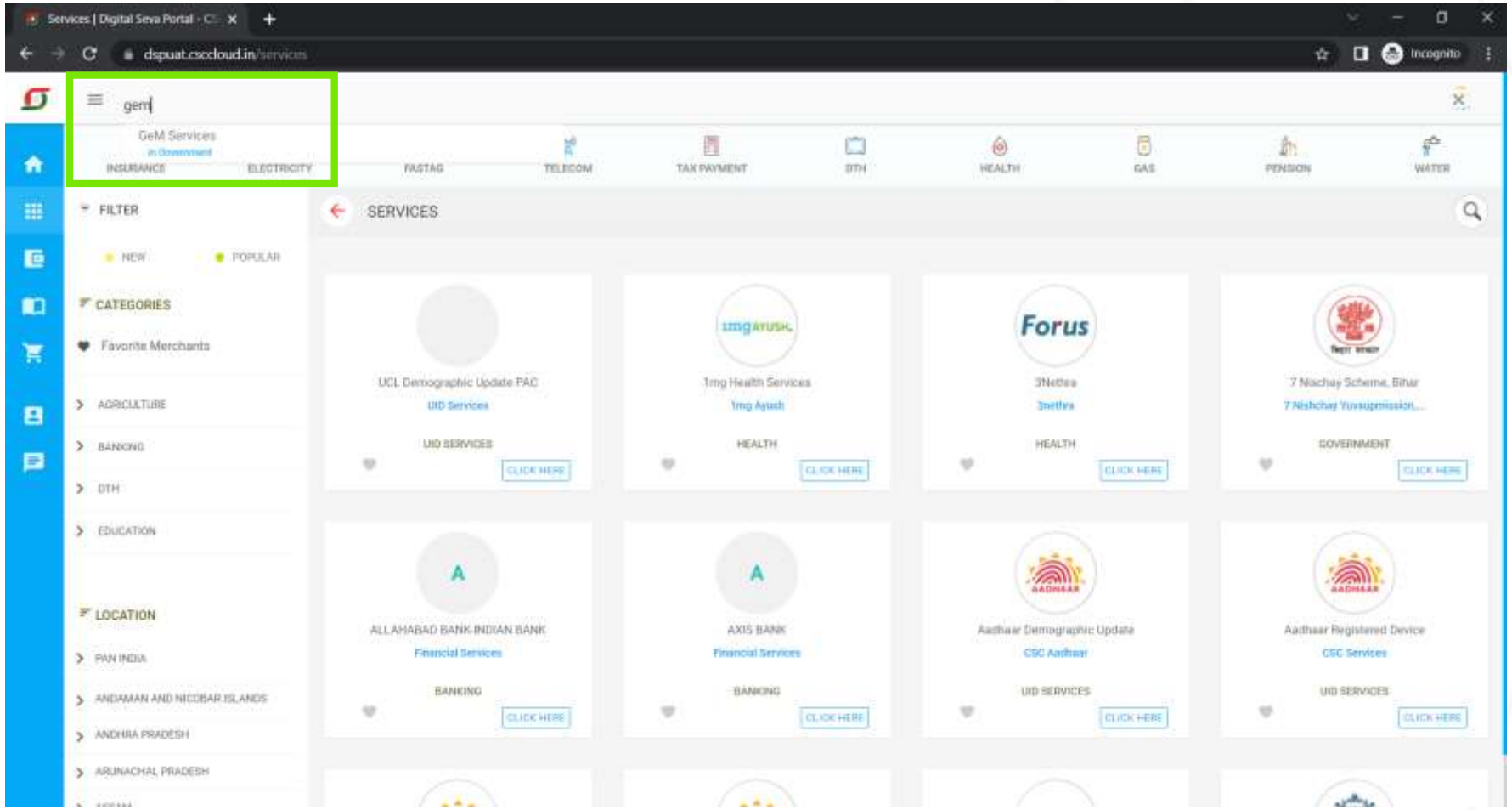
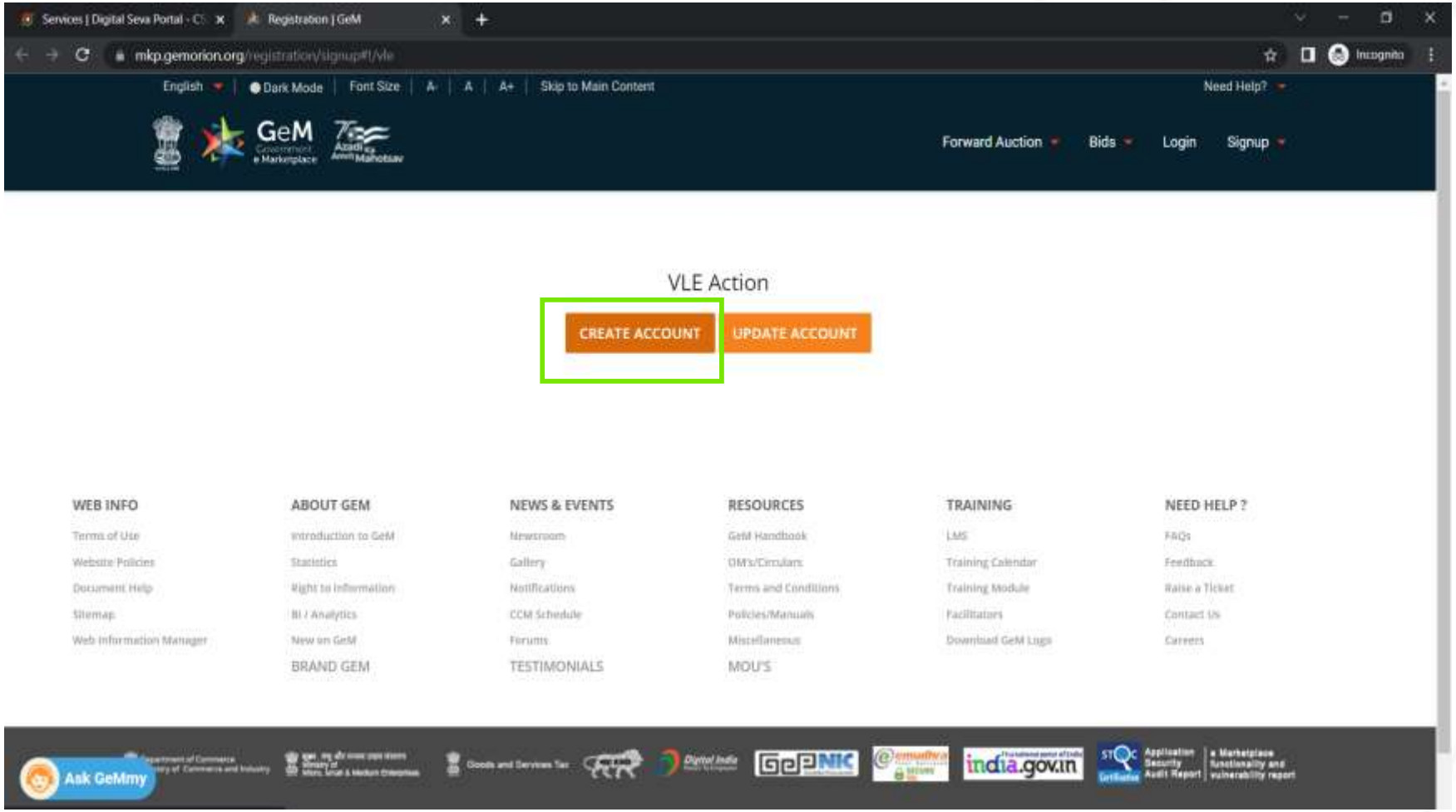
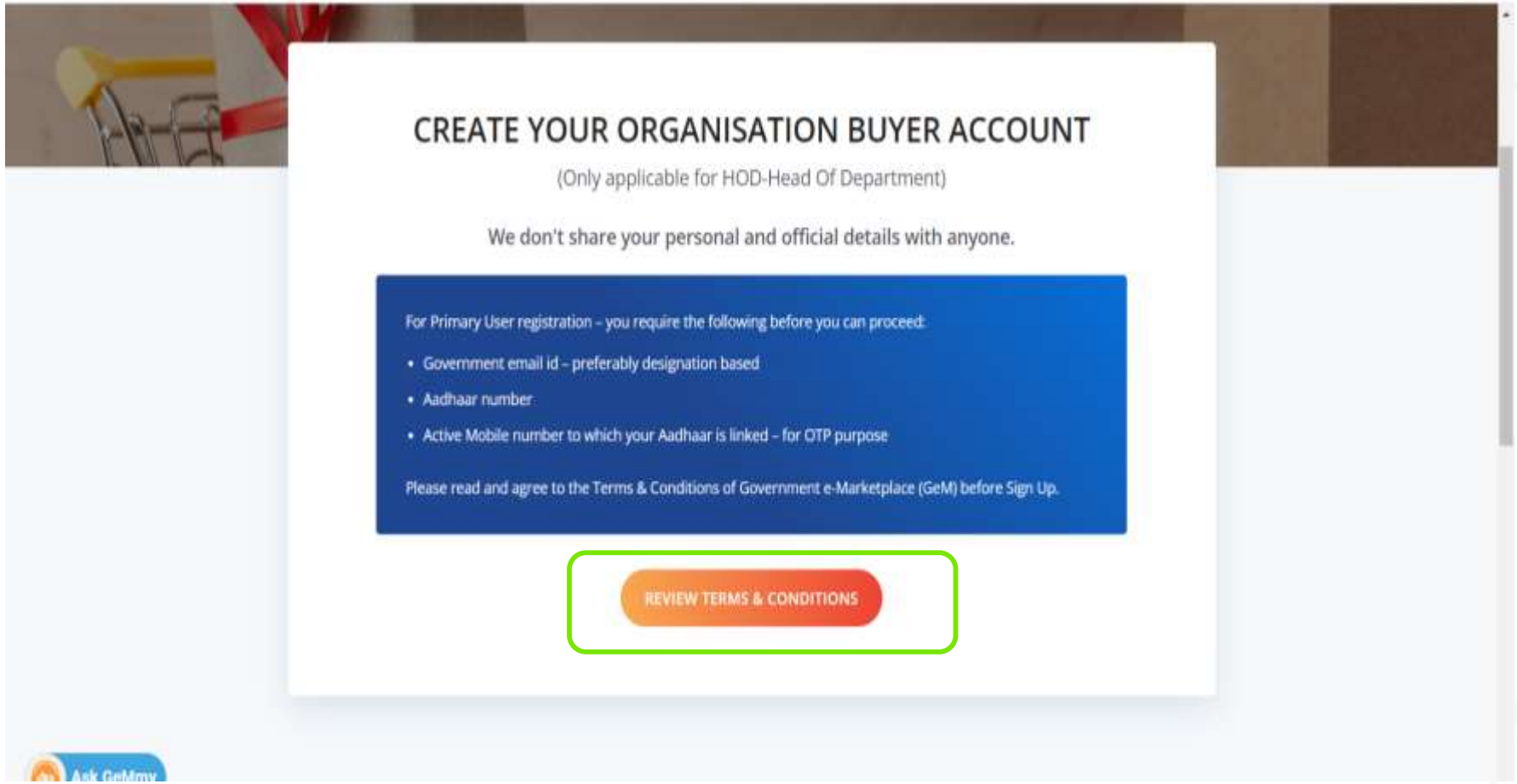


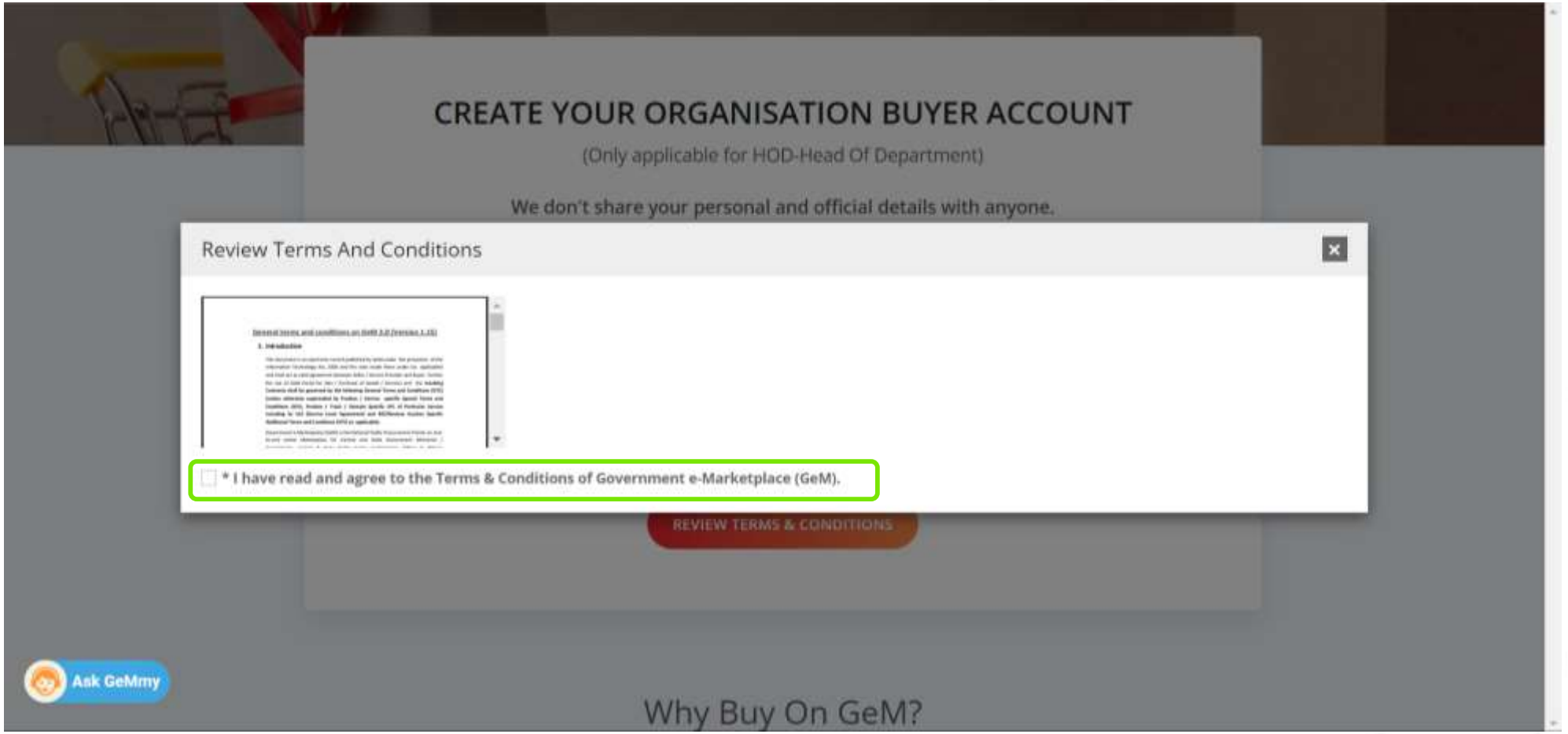
On clicking, VLE is redirected to the landing page on GeM. Here, VLE needs to click on ‘Create Account’ to create HOD account.



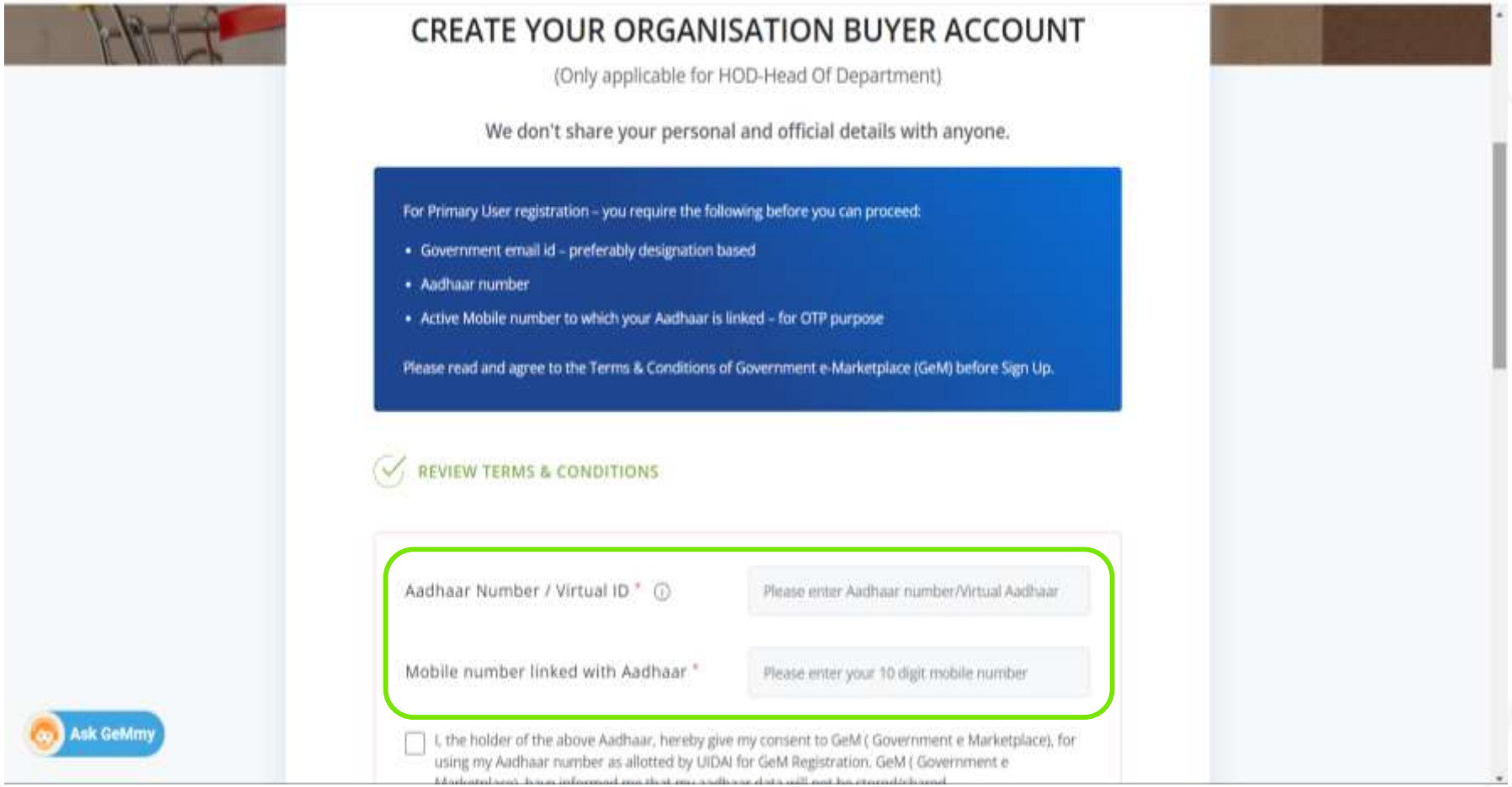
Click on ‘Review Terms & Conditions’ button



Click on the declaration after reading Terms & Conditions

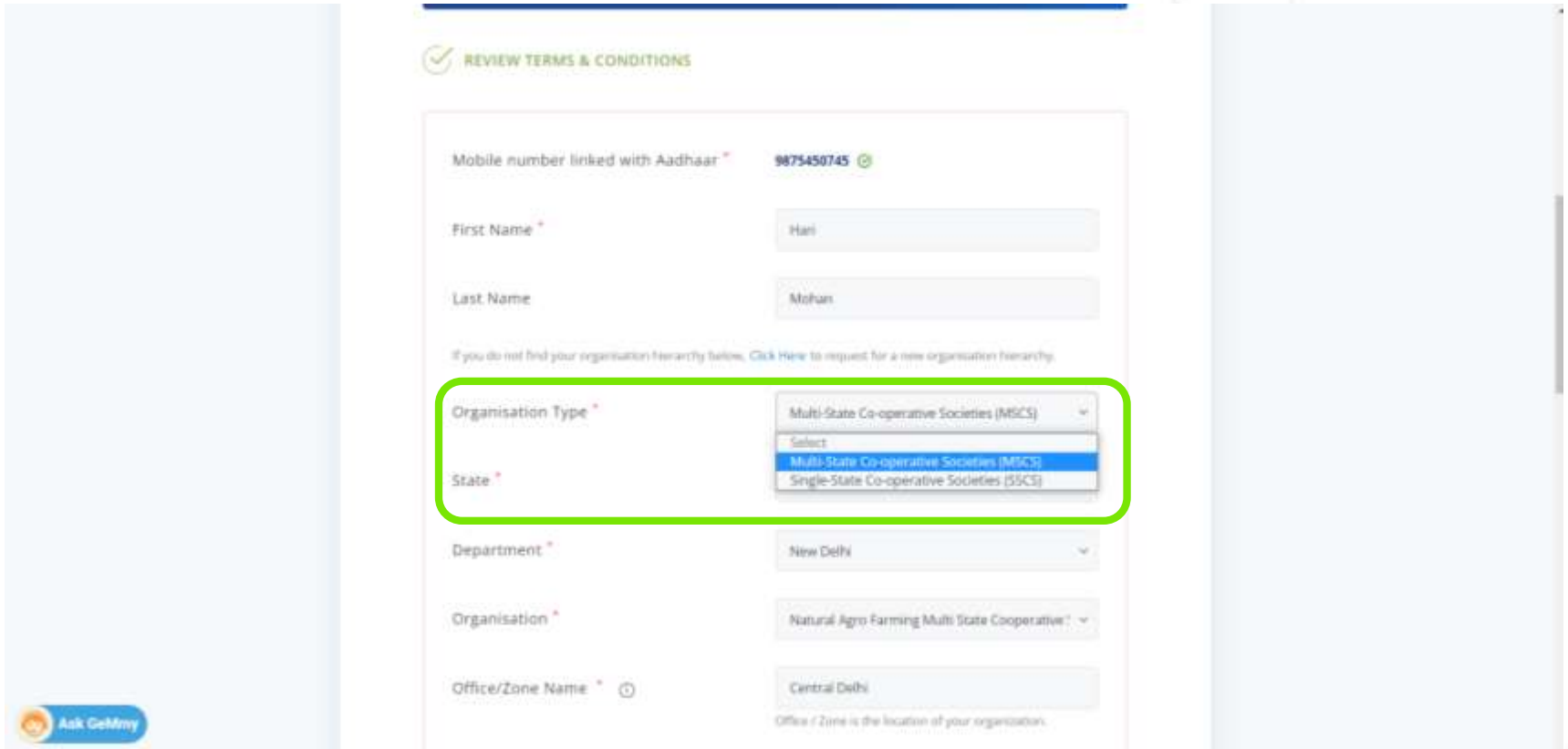


VLE can enter the Aadhar/VID Details and Aadhar linked mobile number of HOD

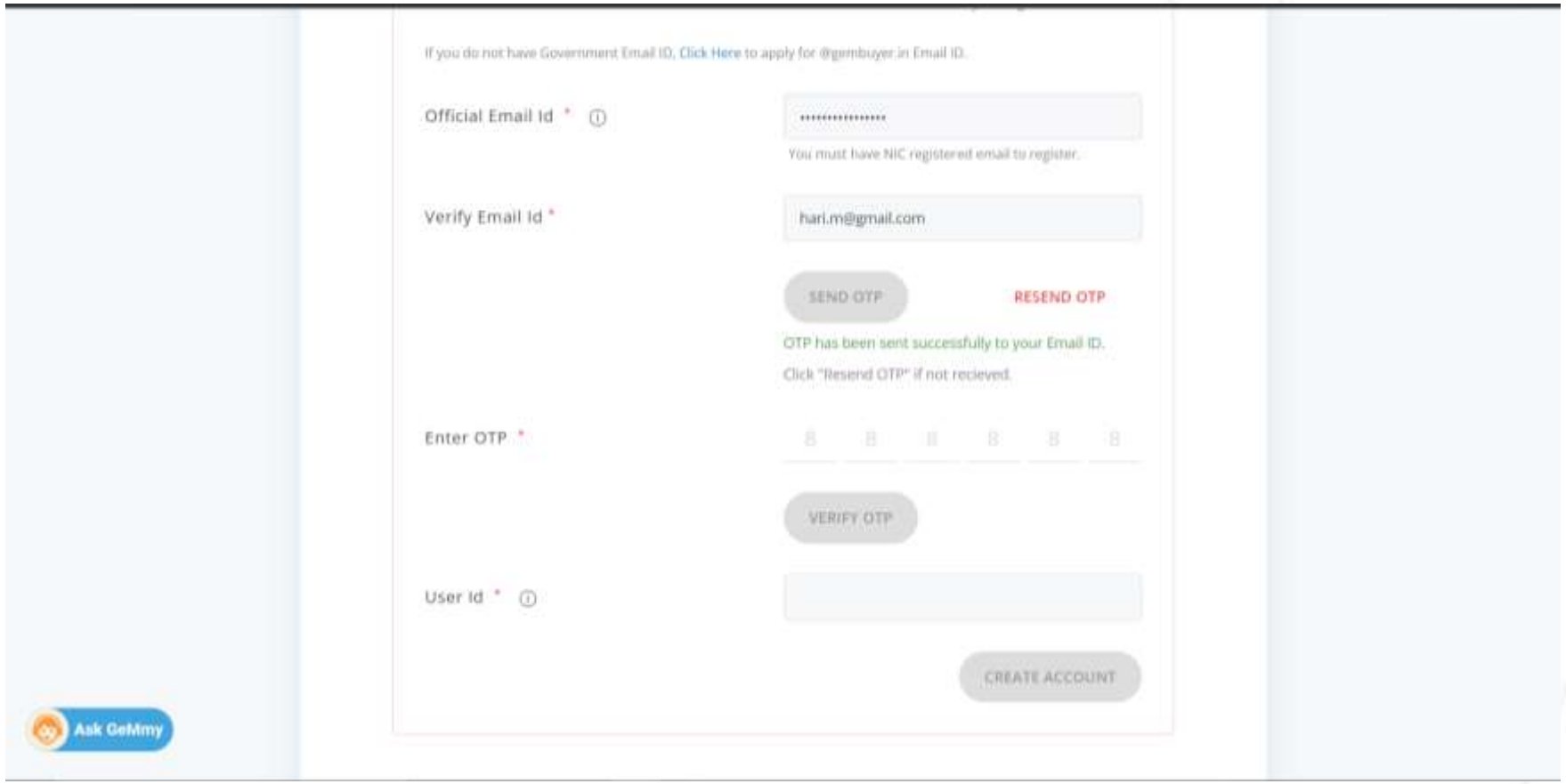


After successful OTP verification of Aadhar, VLE needs to enter the organization details of HOD

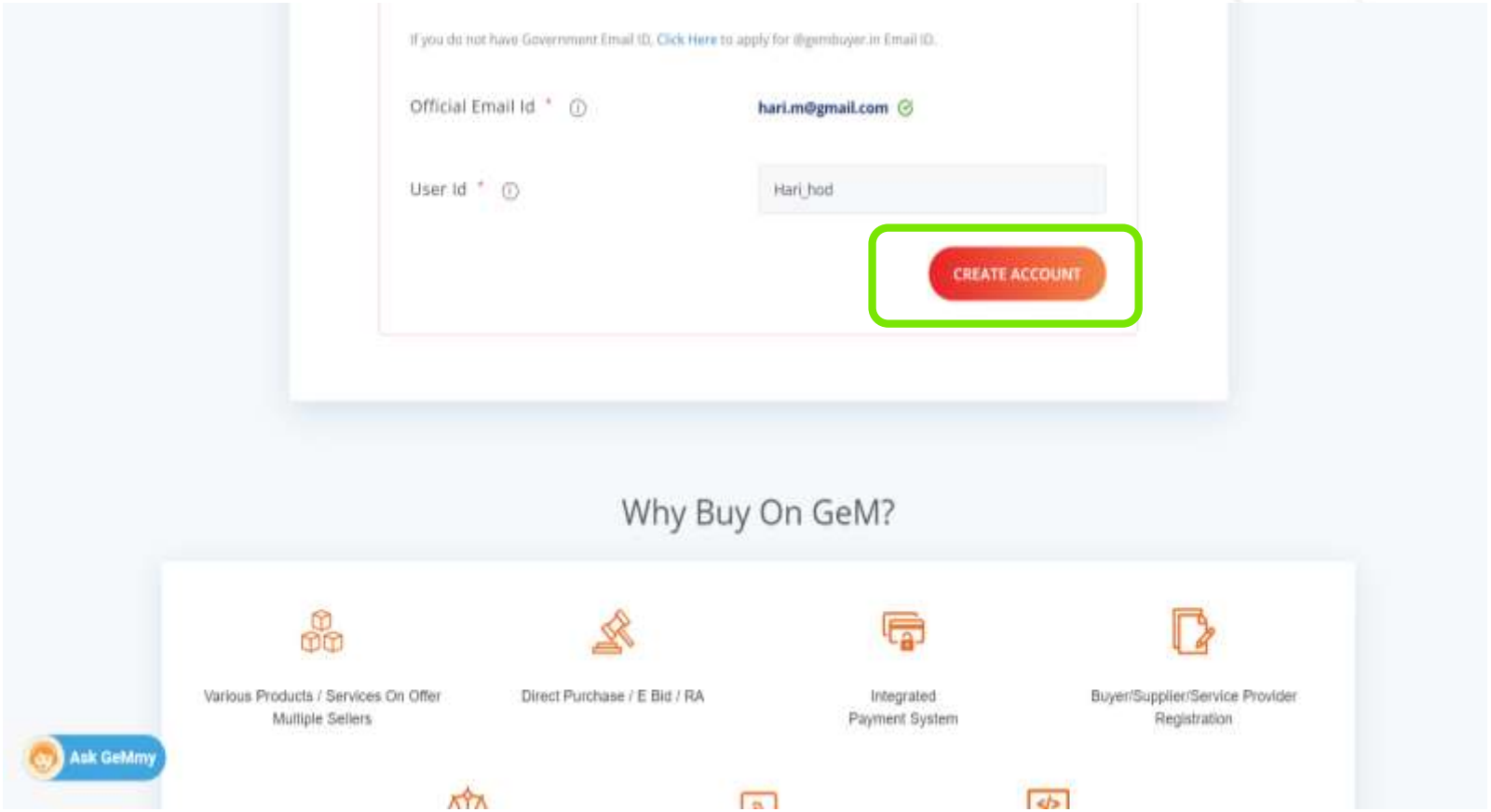
VLE can select Multi-State Cooperative/Single State Cooperative under Organization type and select required State, Department and Organization from the dropdown



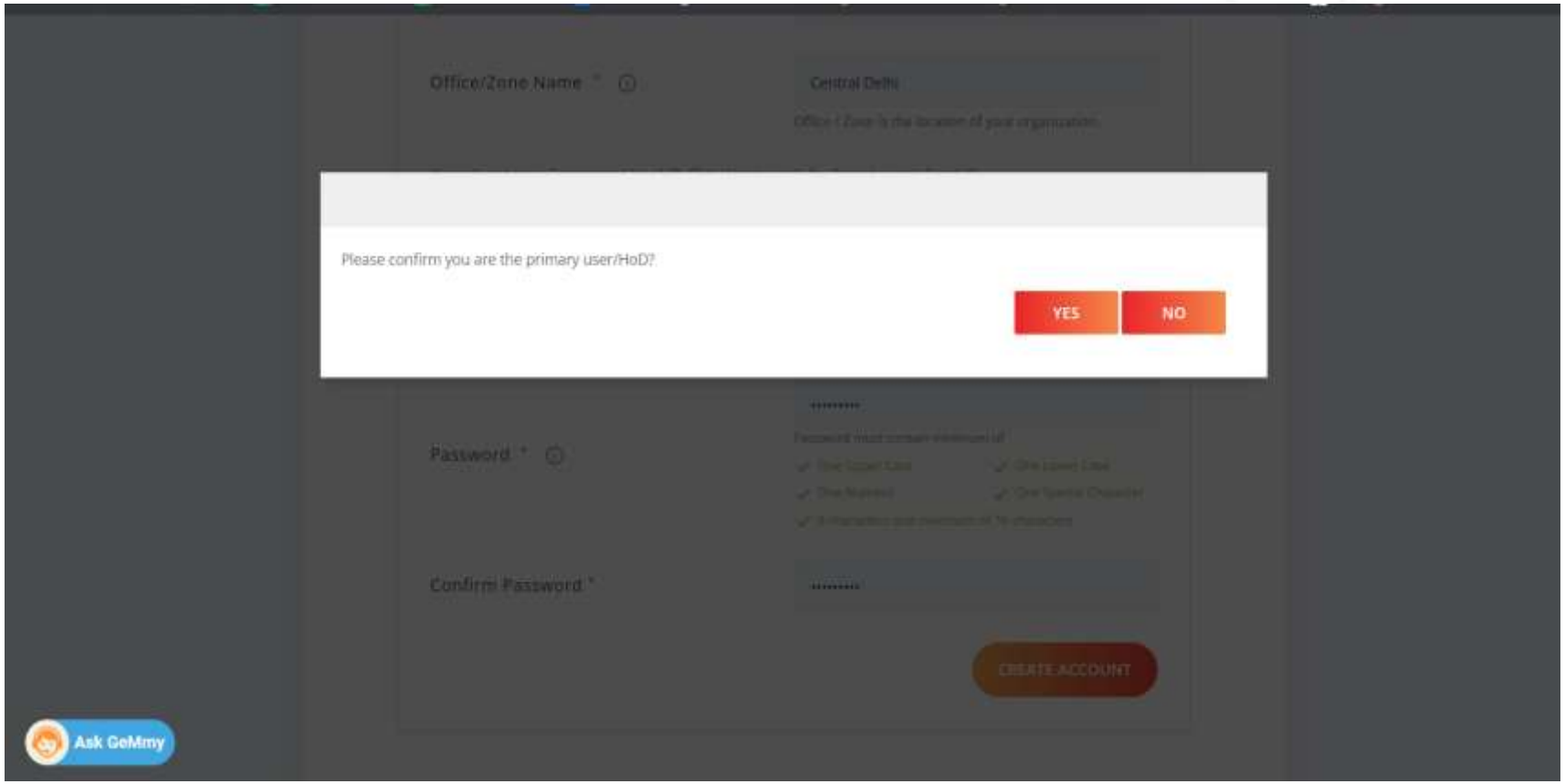
VLE will enter the official email address of HOD and verify by entering OTP received in email Inbox. Please note - Any email address can be used here.



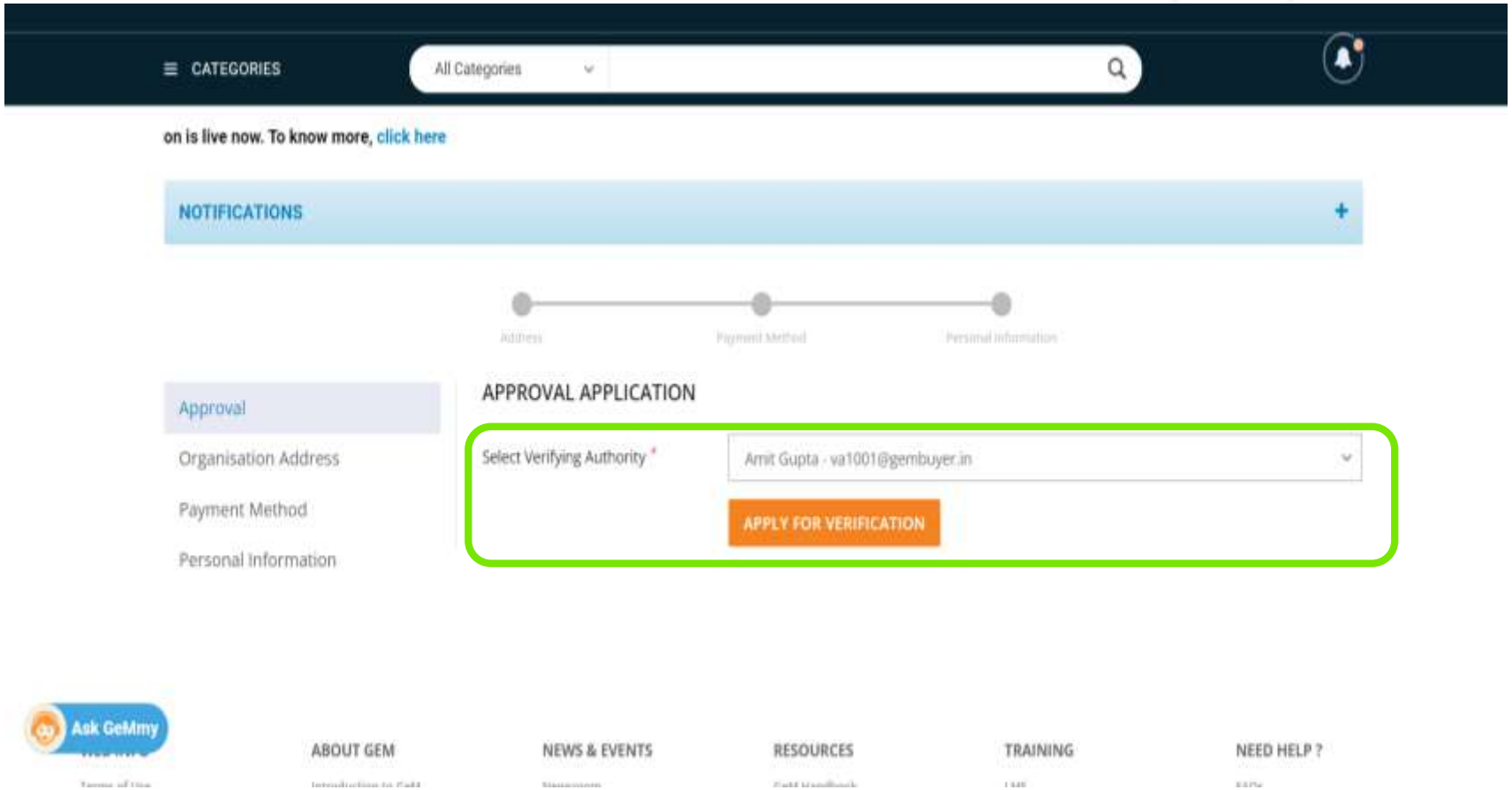
After successful HOD email verification, VLE can enter desired HOD username and click on ‘Create Account’



After clicking on ‘Create Account’, VLE will click on ‘Yes’ to confirm.



HOD user is created and system asks VLE to select ‘Verifying Authority’ from the dropdown and then click on ‘Apply for Verification’. Request will go to Verifying Authority for approval



HOD User will get email confirmation on successful sign-up

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Dear Sir / Madam,

Congratulations! You have signed up as a primary user for, **Natural Agro Farming Multi State Cooperative Society Ltd.** with the following details:

Ministry Name: DELHI

Department Name: New Delhi

Organisation Name: Natural Agro Farming Multi State Cooperative Society Ltd.

Office Name: new delhi

User ID: kirti_VLE

Please login with this user id to complete your profile as part of the sign up process.

Login Now

Regards,
Team GeM

For any queries : 1-800-419-3436, 1-800-102-3436 or helpdesk-gem@gov.in

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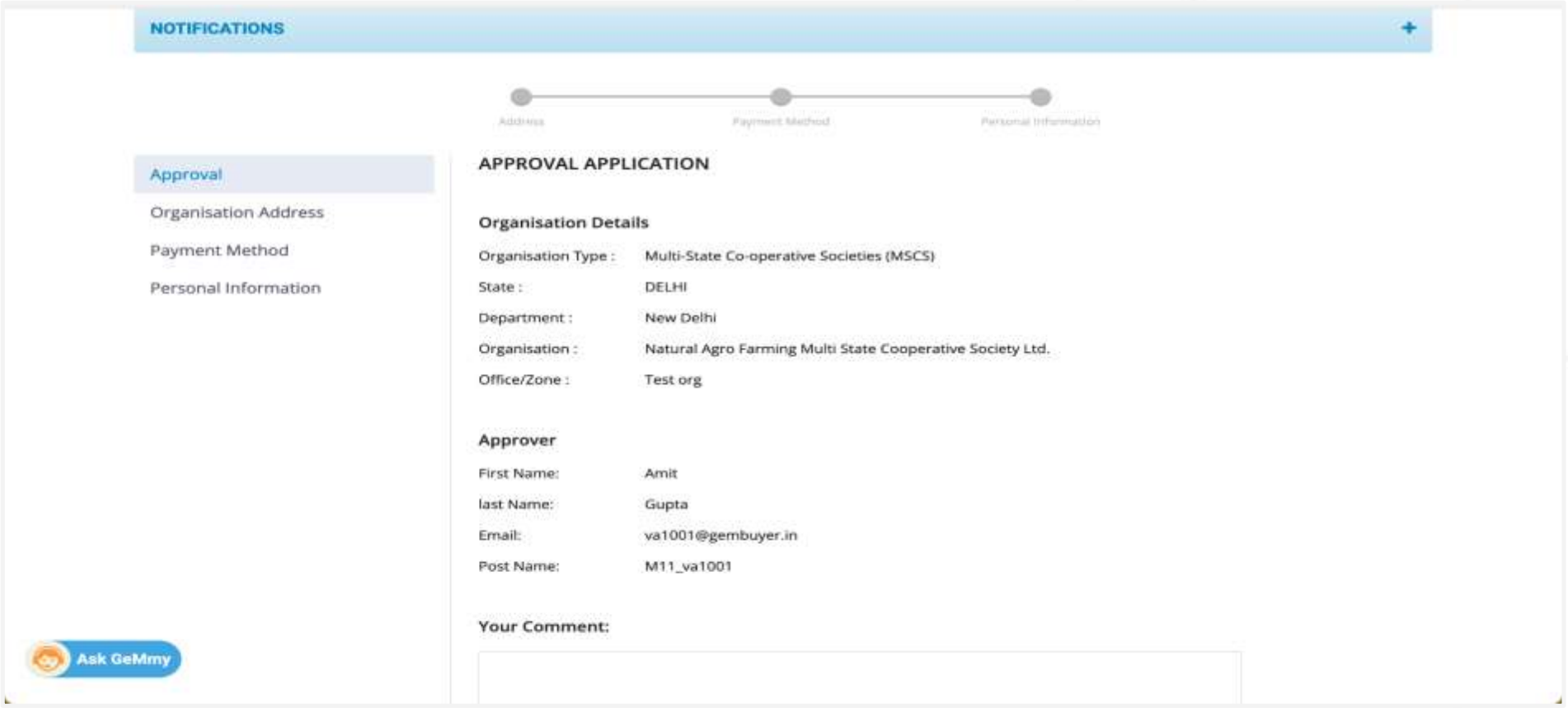
On submitting for approval, confirmation page is displayed. All other tabs in the profile selection are disabled. HOD user will wait for approval from Verifying Authority and will be notified by email.



Verifying authority can login and see his pending HOD Request approval list. He can click on ‘View’ and see details.

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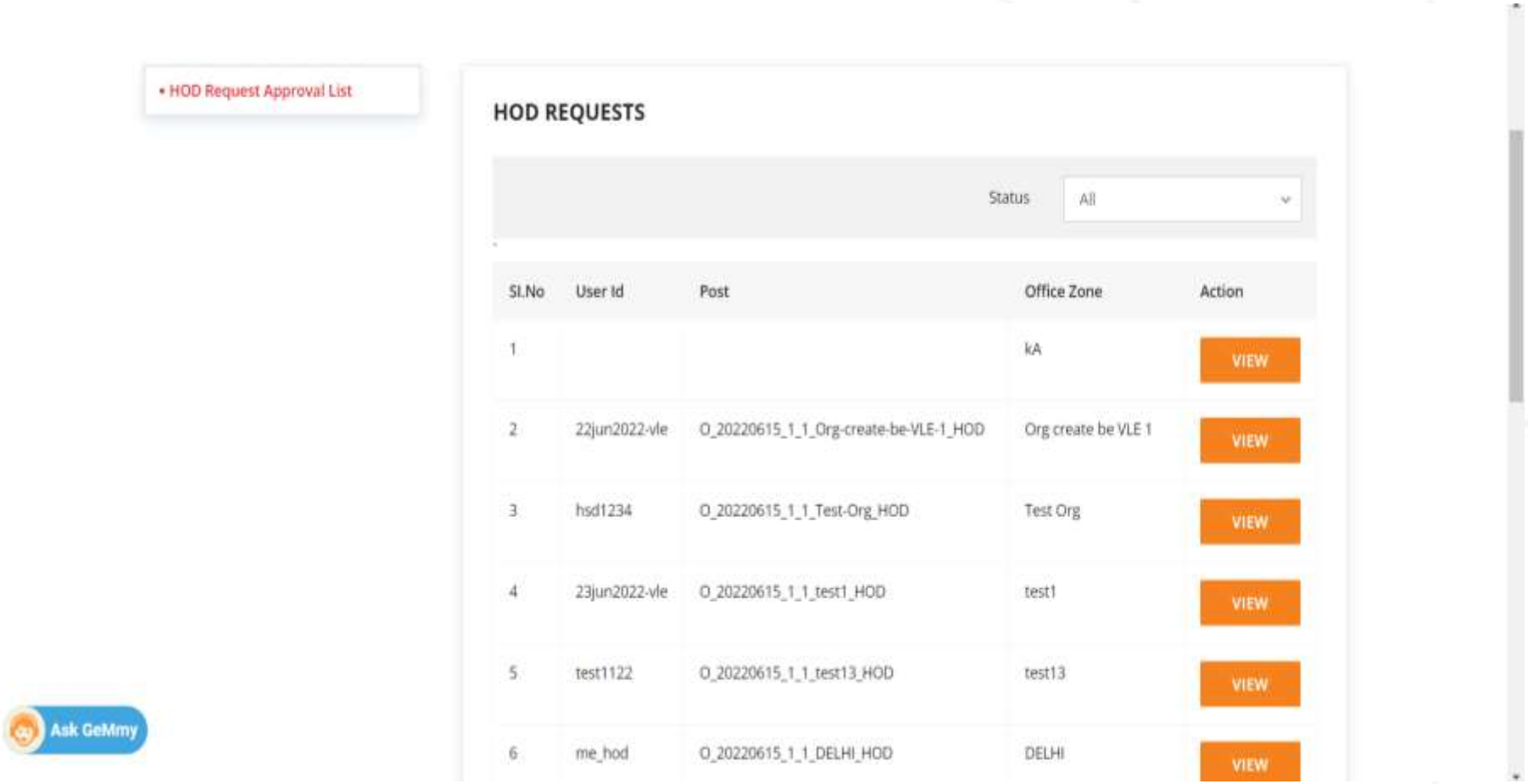
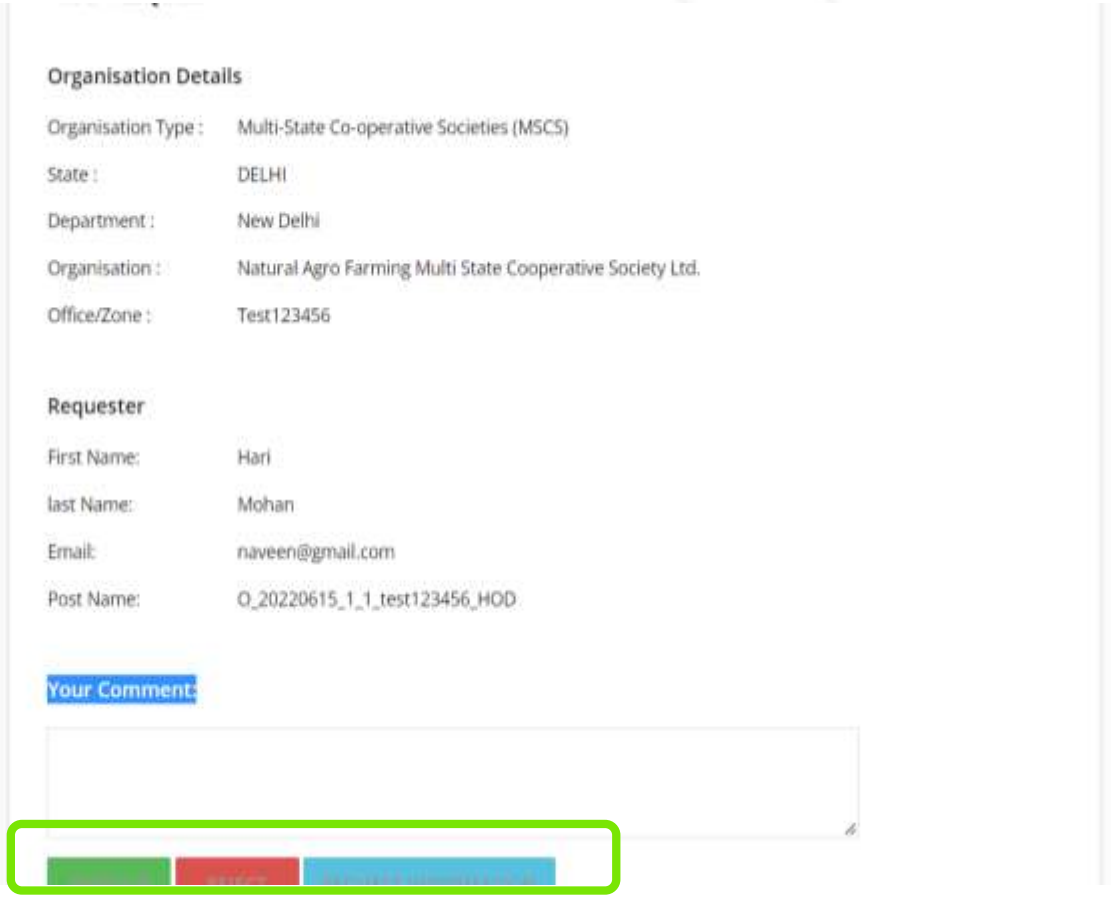
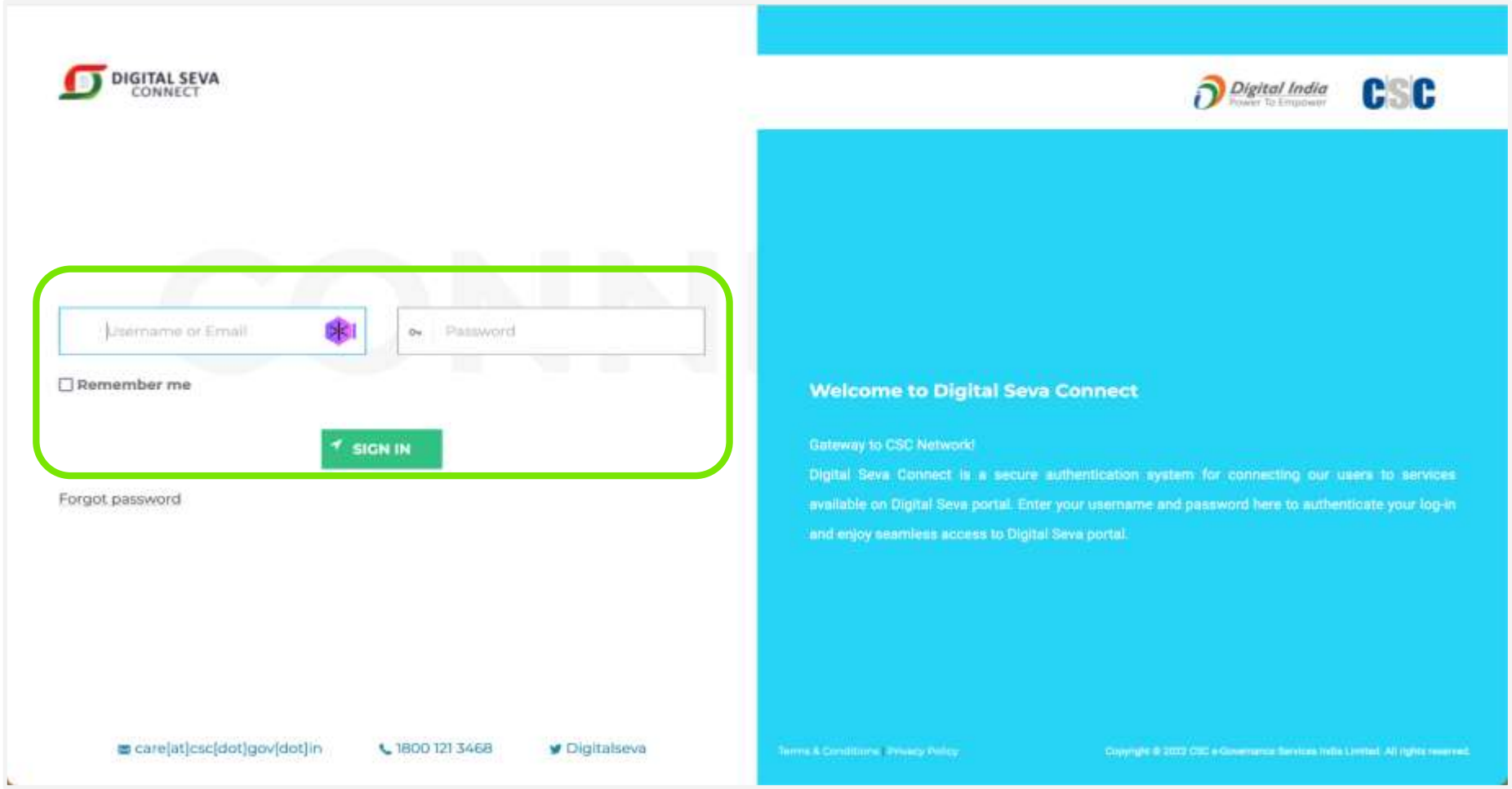


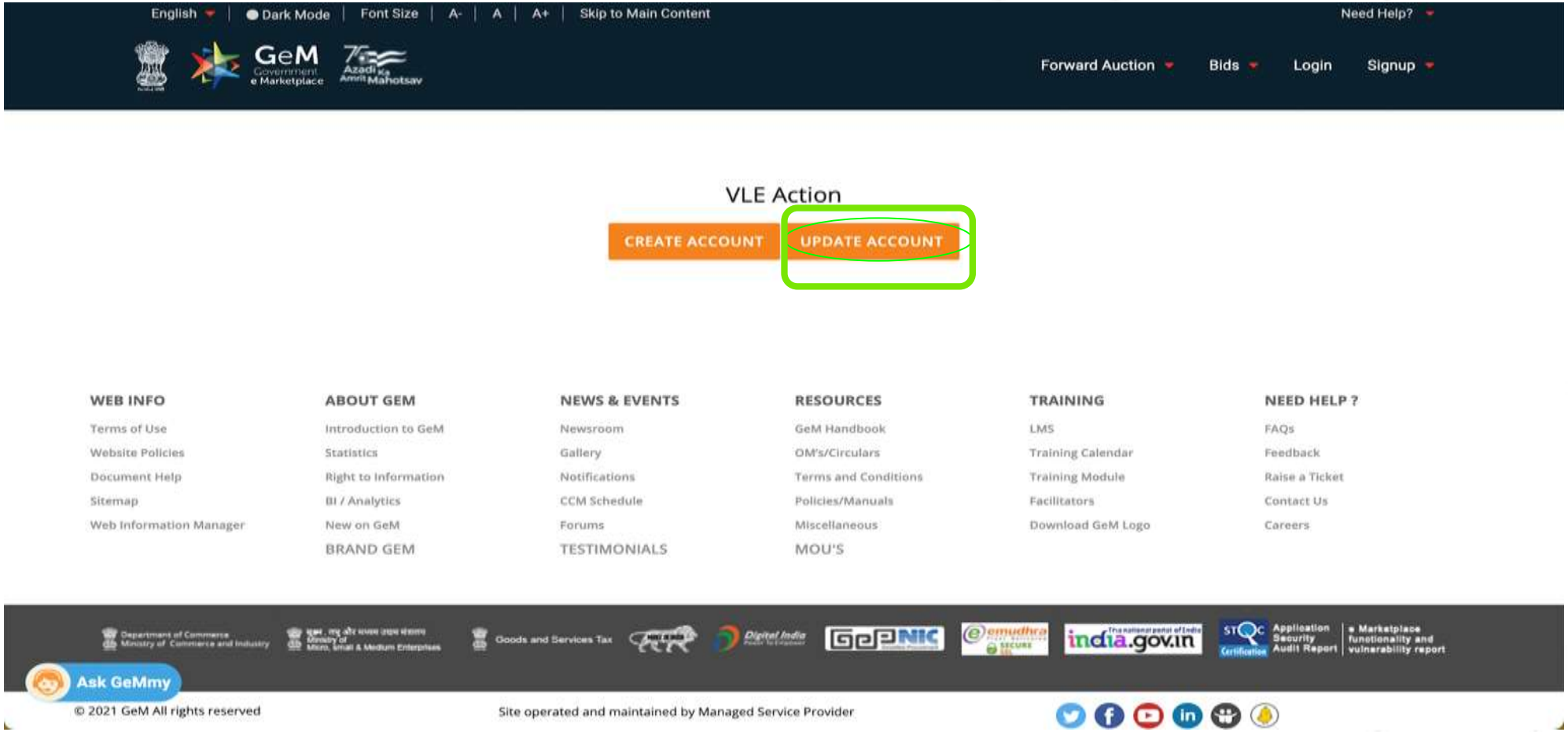
Verifying authority can review HOD details and click on Accept, Reject or Request Information



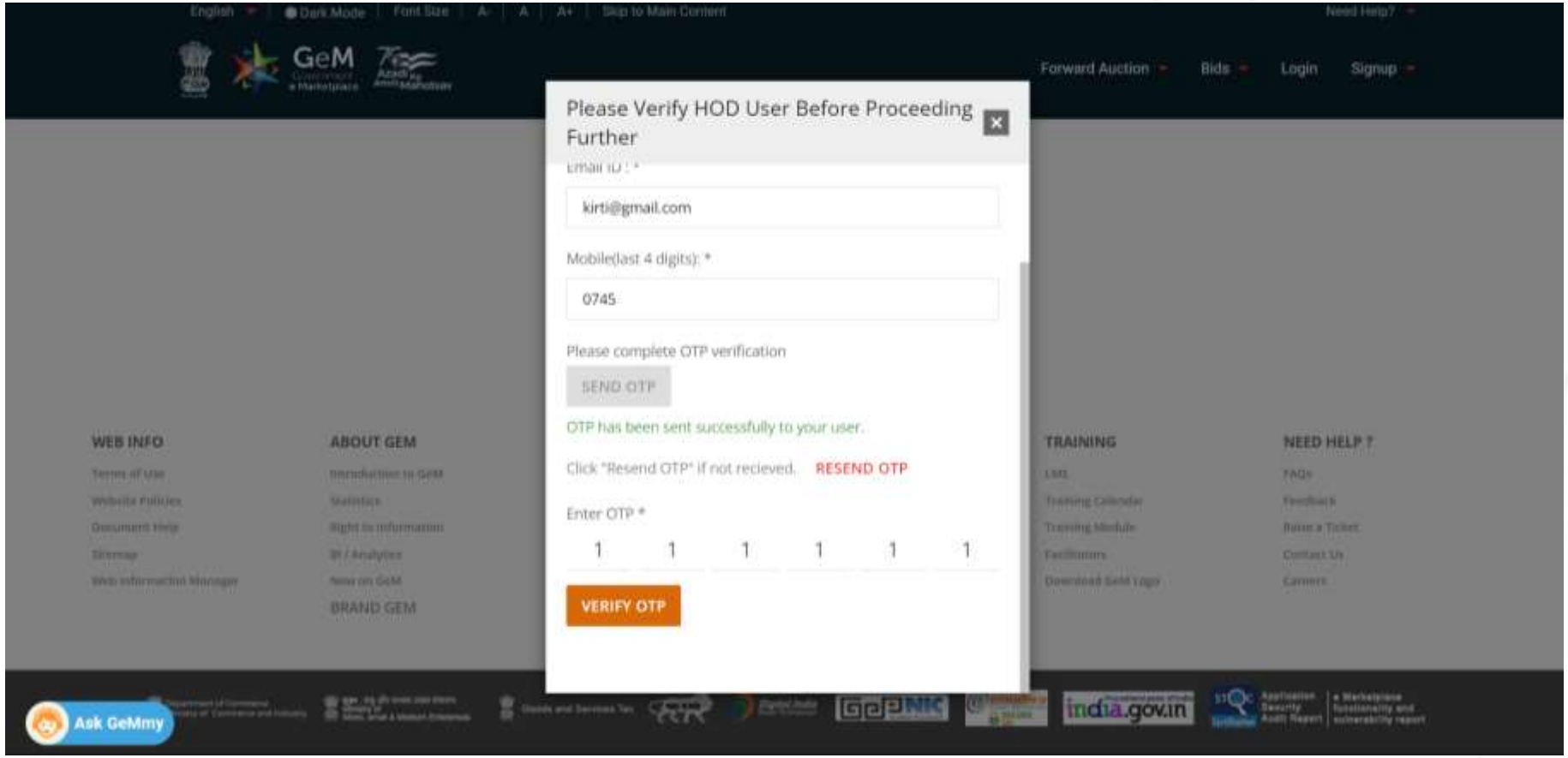
To check approval status by Verifying Authority, VLE needs to login again on CSC Portal



After selecting GeM Services post login, VLE is redirected to GeM landing page. Now, he needs to click on ‘Update Account’



VLE needs to enter HOD username, email address and last 4 digits of registered mobile number. An OTP will be sent to HOD as SMS. After successful verification of OTP, VLE will be able to proceed for profile updation



Now, Verifying Authority approval is displayed on the dashboard

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Organisation Address

Payment Method

Personal Information

Organisation Details

Organisation Type :	Multi-State Co-operative Societies (MSCS)
State :	DELHI
Department :	New Delhi
Organisation :	Natural Agro Farming Multi State Cooperative Society Ltd.
Office/Zone :	New delhi

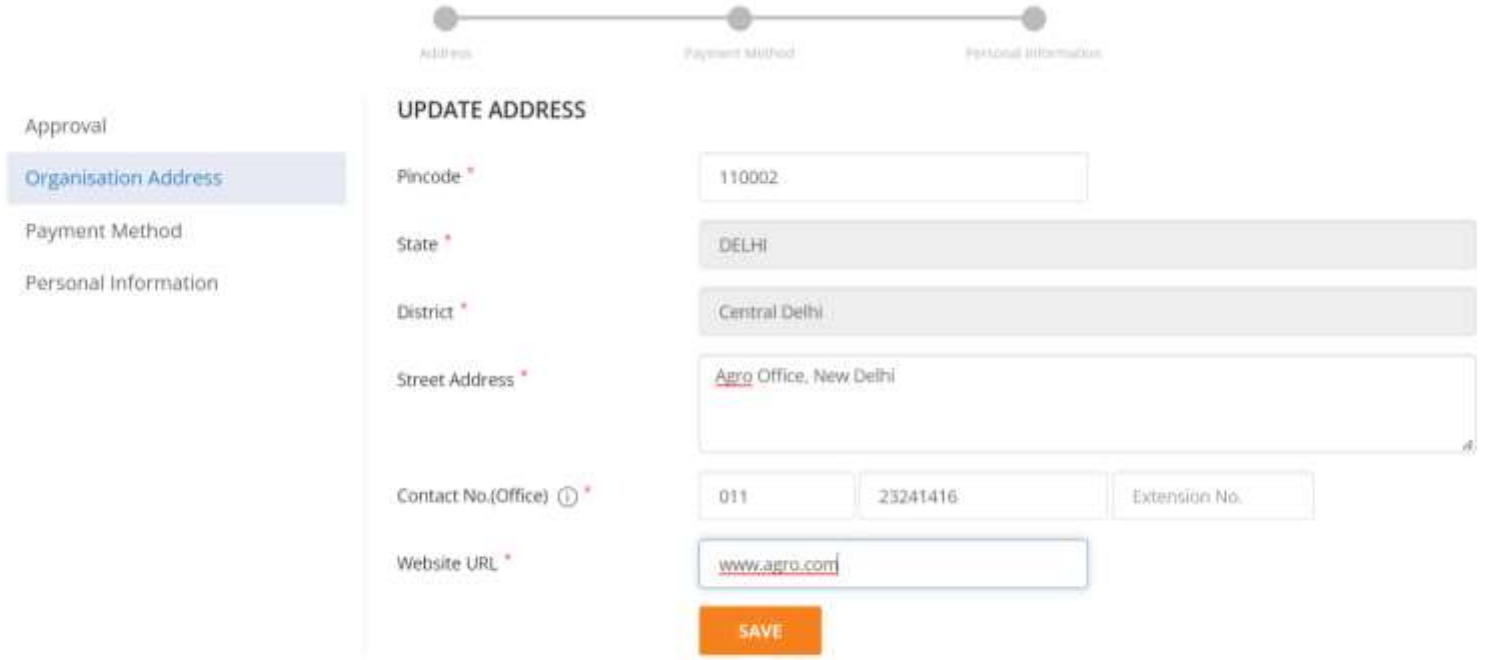
Approver

First Name:	Amit
last Name:	Gupta
Email:	va1001@gembuyer.in
Post Name:	M11_va1001

Comments:

Name	Comment	Created_at
Amit Gupta	approved	01-07-2022 17:02

HOD/VLE needs to update the Organization address and click on ‘Save’



HOD needs to open a GPA (GeM Pool Account)

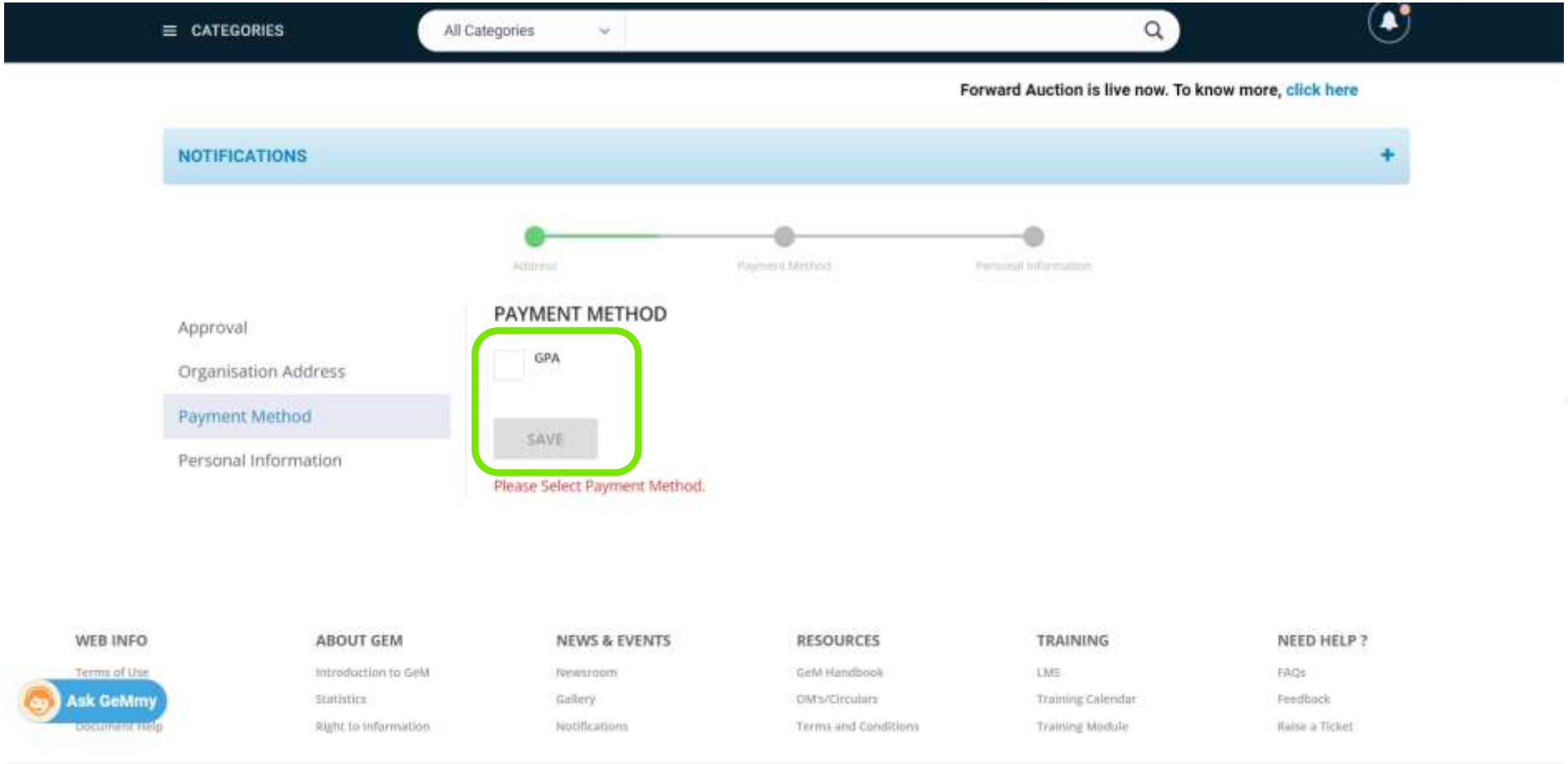
GeM Pool Account (GPA), is a special purpose bank account opened, operated and controlled exclusively by each NPAE [Non-Public Financial Management System (PFMS) Agencies/Entities].

HOD will nominate and authorize a Nodal Officer for GeM to open and authorize the “GeM Pool Account” (henceforth: GPA).

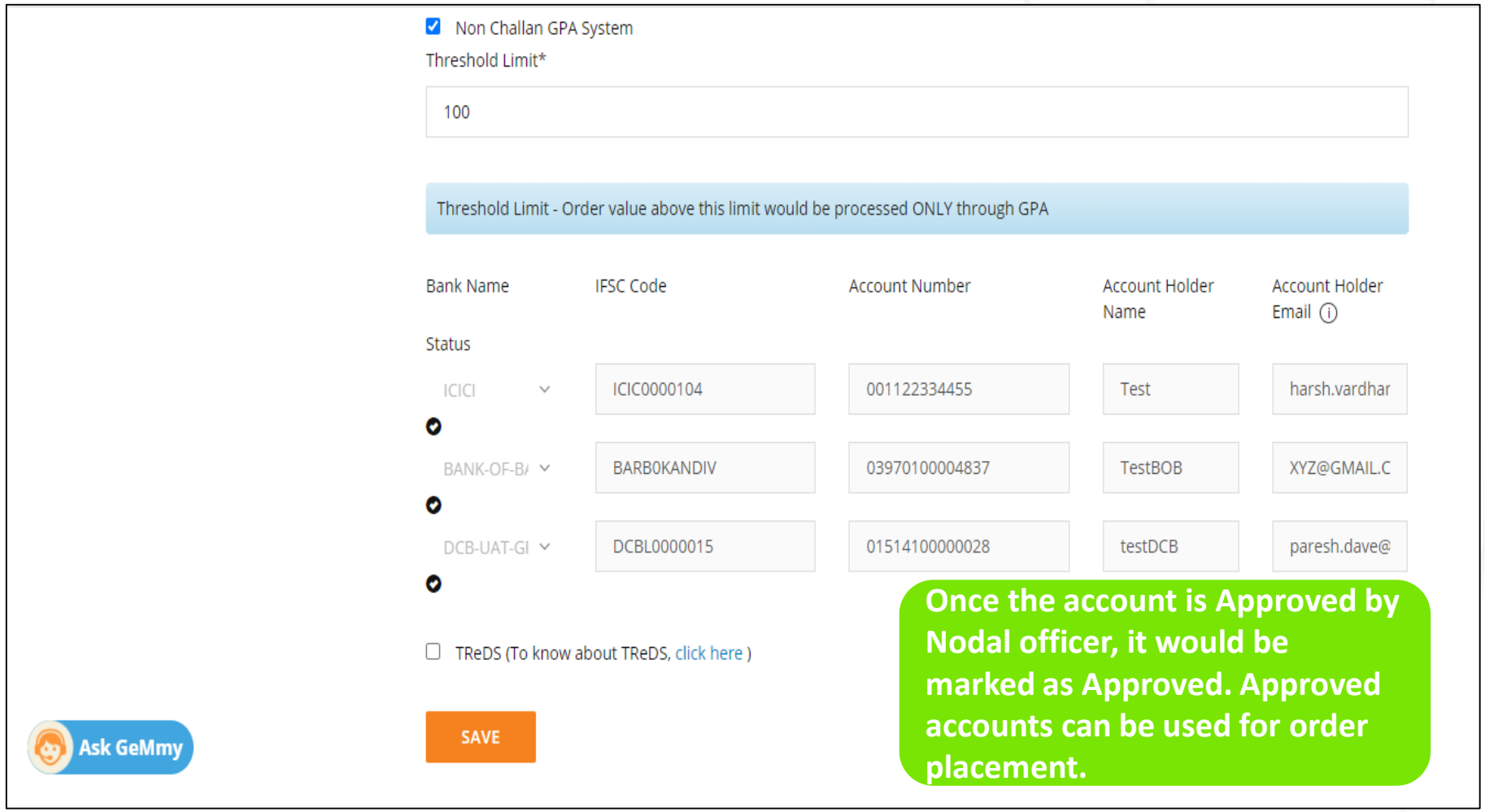
The HOD can select any bank(s) which has been enabled for GPA integration with GeM.

Non Challan based GPA model will be used

HOD/VLE needs to update the payment method as GPA (GeM Pool account) and click on ‘Save’



After selecting Non Challan GPA system, HOD needs to enter the GPA account details. Details will be sent to Nodal officer fir verification.



Once the account is Approved by Nodal officer, it would be marked as Approved. Approved accounts can be used for order placement.

Email Received by Nodal Officer to Approve the use of GPA account.

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www.gem.gov.in

Dear Sir/Madam,

You have been requested to validate GPA Bank Account for the following HOD -

Name - Sushma H D
Email - iocl_06@gov.in

Please confirm if the mentioned HOD should be allowed/rejected access to the following GPA Bank Account

Bank - SBI1
Account No - 000**********160(masked ****)
IFSC Code - SBIN0000437

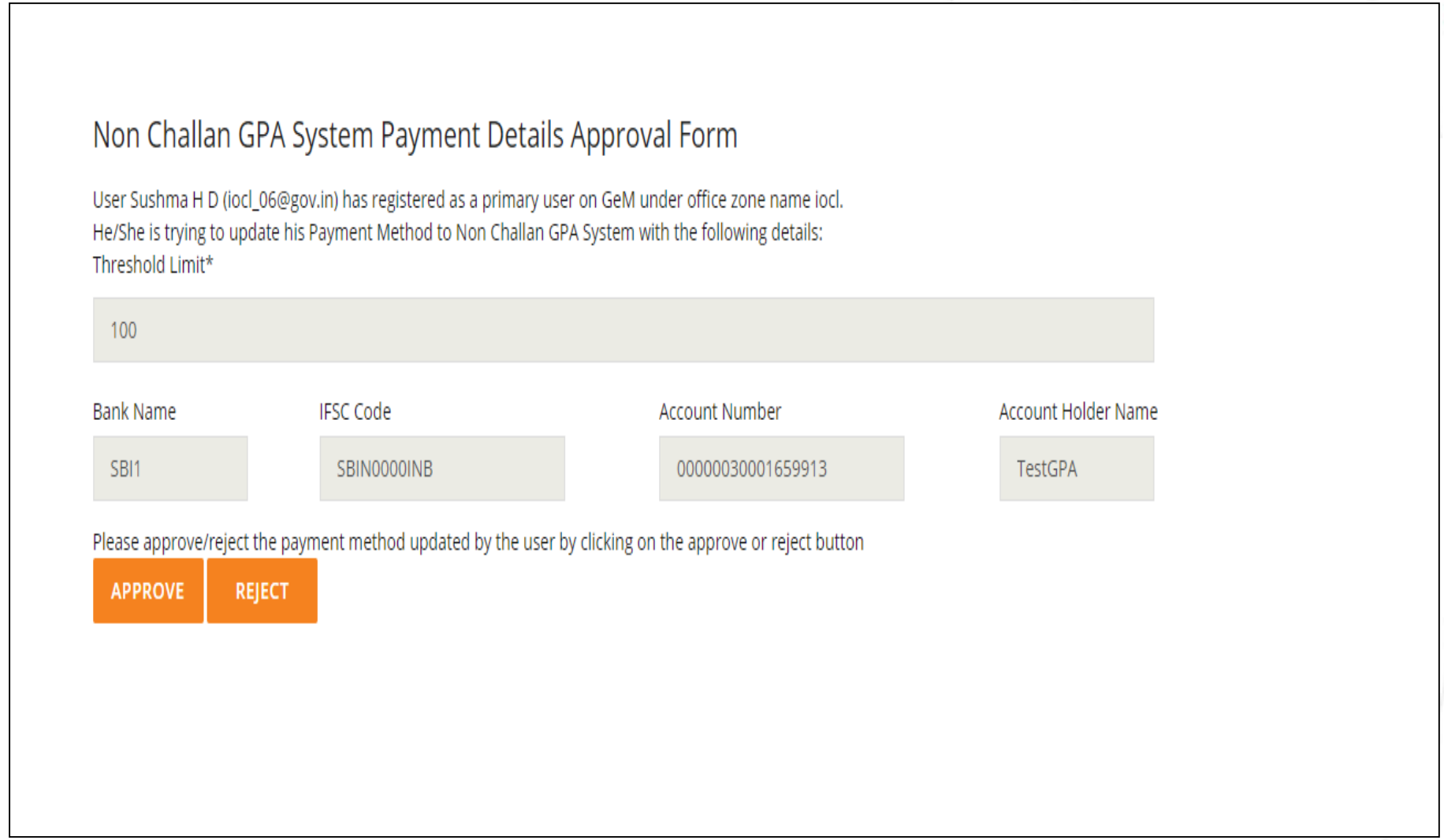
To confirm, please click on the link below -
https://mkp.gemorion.org/registration/signup#!/non_challan_gpa_approval/25719e30c7c70dee84792ea274830a30

PS - In case of no confirmation, the shared link would expire on the 10th day of this email, post which the account validations request would be rejected.

Regards,
Team GeM

For any queries : 1-800-419-3436, 1-800-102-3436 or helpdesk-gem@gov.in

Approval screen for Nodal Officer to Approve or Reject the Request.



Non Challan GPA System Payment Details Approval Form

User Sushma H D (iocl_06@gov.in) has registered as a primary user on GeM under office zone name iocl.
He/She is trying to update his Payment Method to Non Challan GPA System with the following details:
Threshold Limit*

100

Bank Name	IFSC Code	Account Number	Account Holder Name
SBI1	SBIN0000INB	00000030001659913	TestGPA

Please approve/reject the payment method updated by the user by clicking on the approve or reject button

APPROVE REJECT

The Non Challan GPA System request has been approved successfully

Non Challan GPA System Payment Details Approval Form

Request approval confirmation message is displayed post approval by Nodal Officer.

User Sushma H D (iocl_06@gov.in) has registered as a primary user on GeM under office zone name iocl. He/She is trying to update his Payment Method to Non Challan GPA System with the following details:
Threshold Limit*

100

Bank Name	IFSC Code	Account Number	Account Holder Name
SBI1	SBIN0000437	00000030001979160	TESTIOCL

Please approve/reject the payment method updated by the user by clicking on the approve or reject button

Your action has been successfully submitted

HOD/VLE will update Personal information and click on Save.

- Approval
- Organisation Address
- Payment Method
- Personal Information

PERSONAL INFORMATION

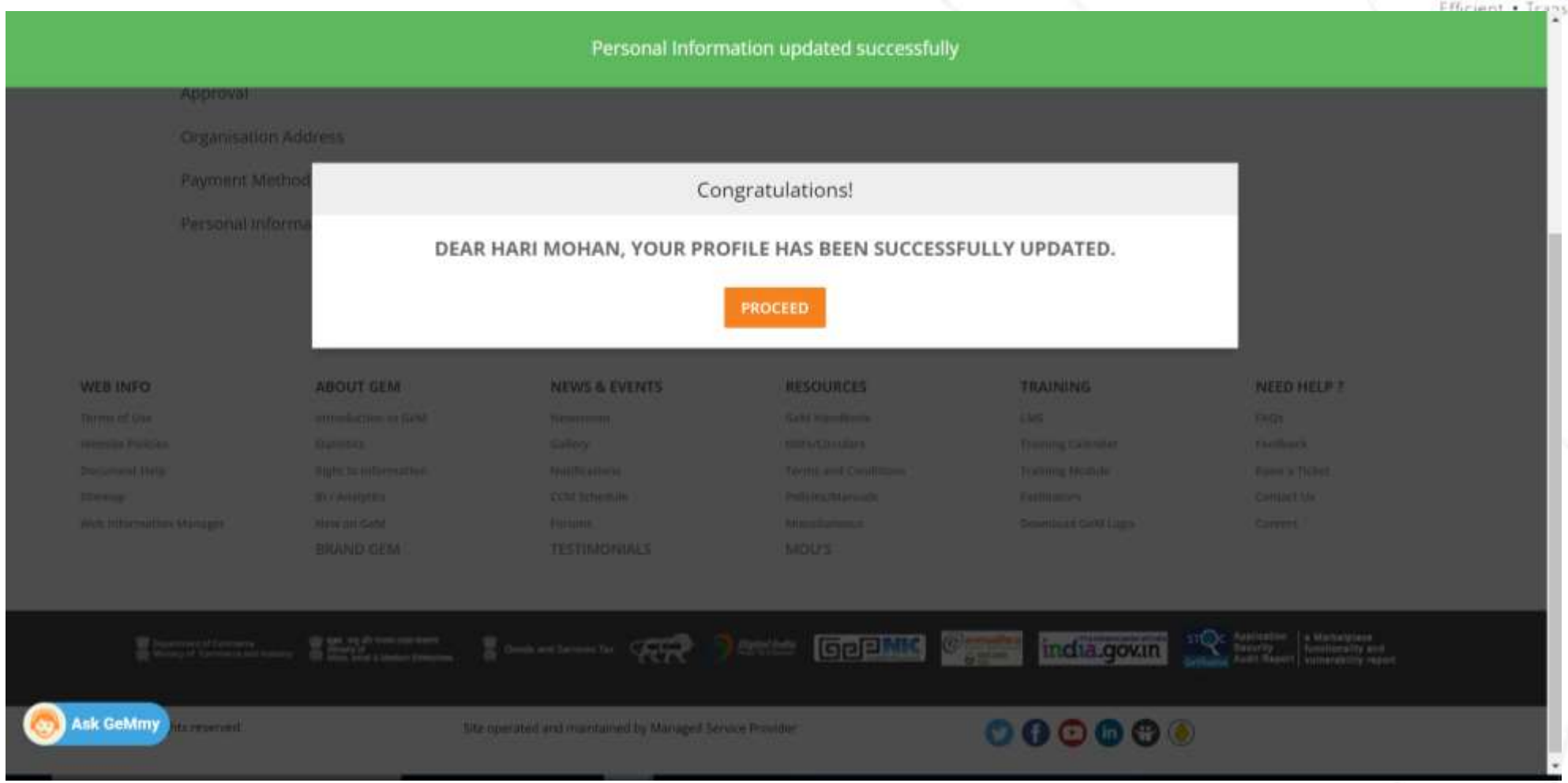
First Name *	Hari
Last Name	Mohan
Designation	Primary User
Date of Retirement	
Name (As in PAN)	
Organisation PAN	
Date (As in Pan).	
Are you registered for GST? *	○ Yes ◉ No

☑ I hereby declare that I am not liable to be registered under the ambit of GST.

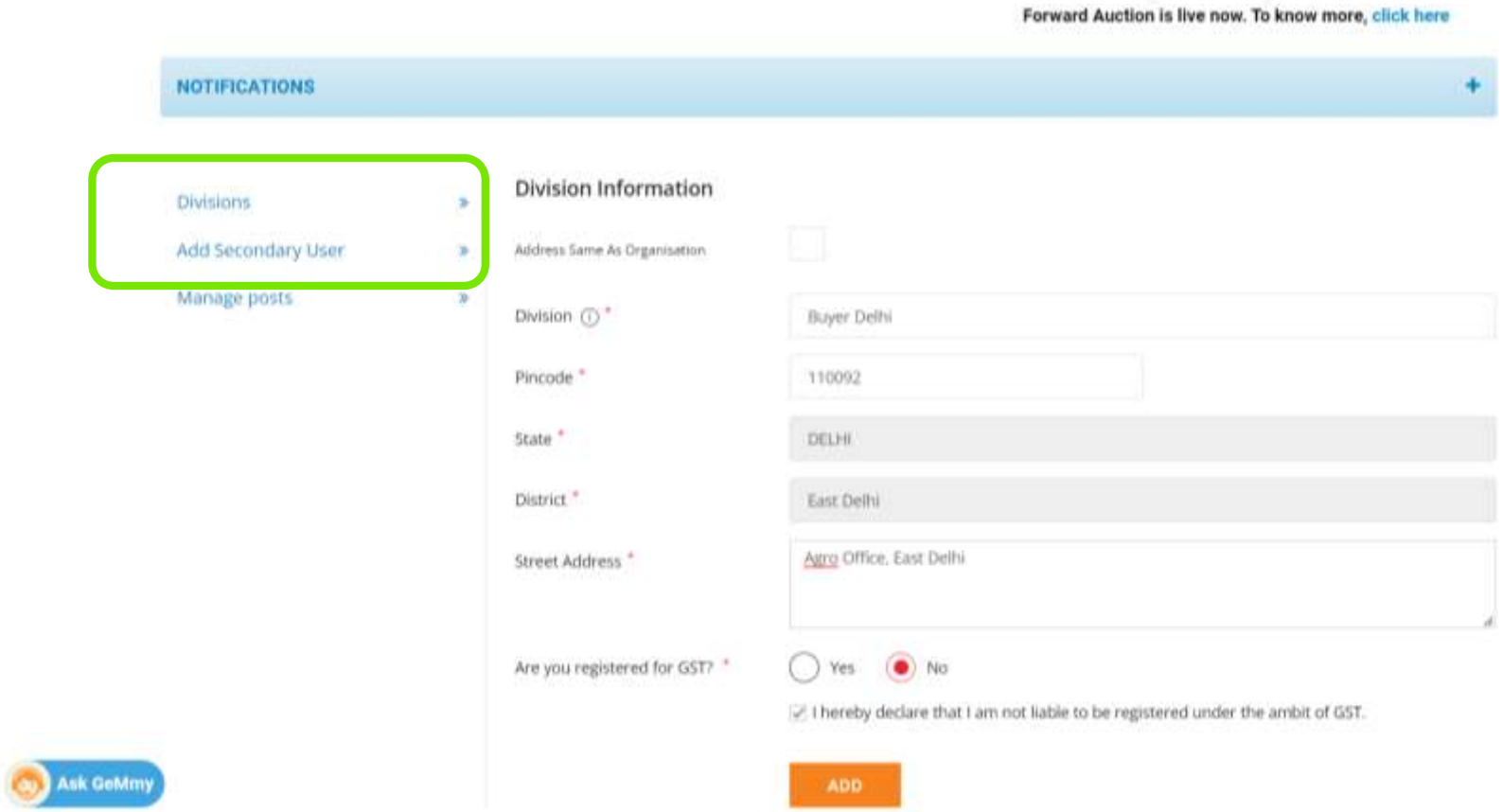
SAVE

Ask GeMmy

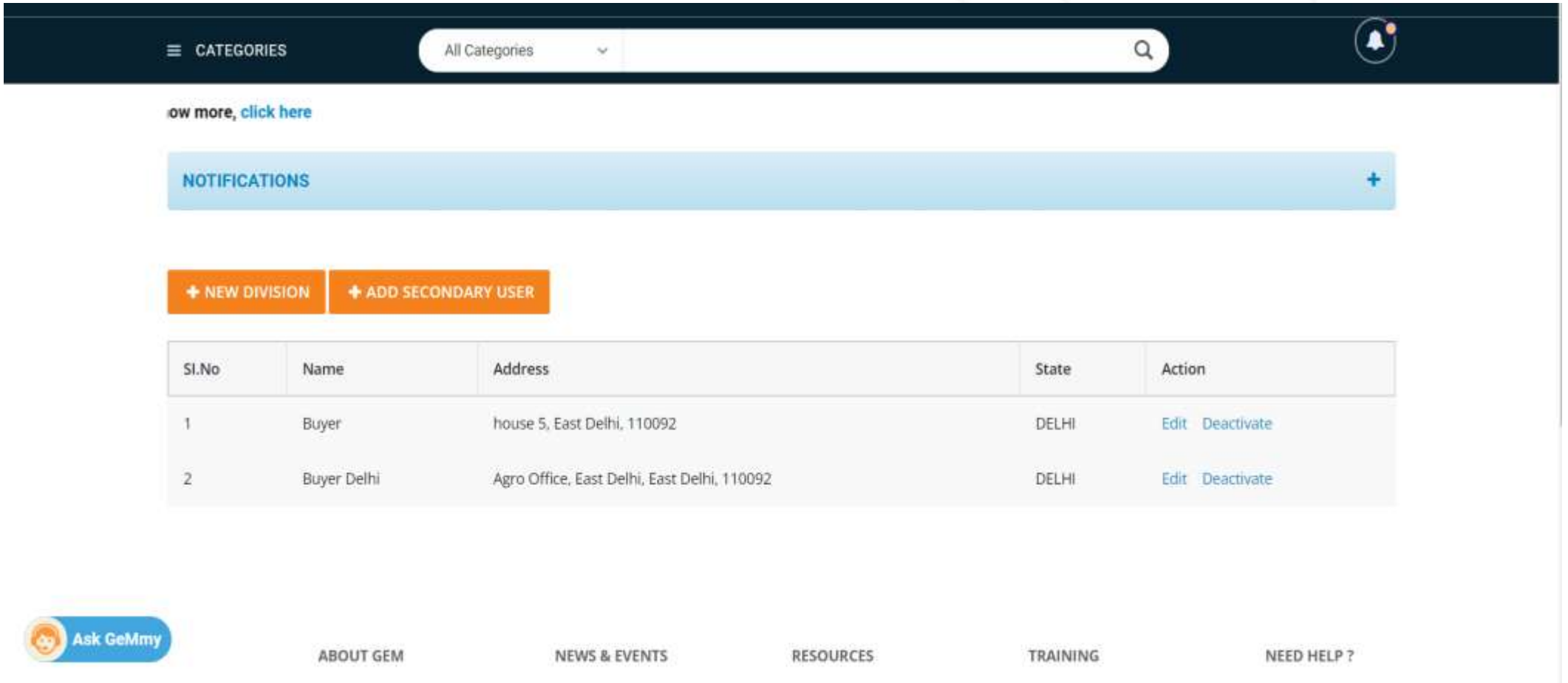
HOD is notified after profile completion



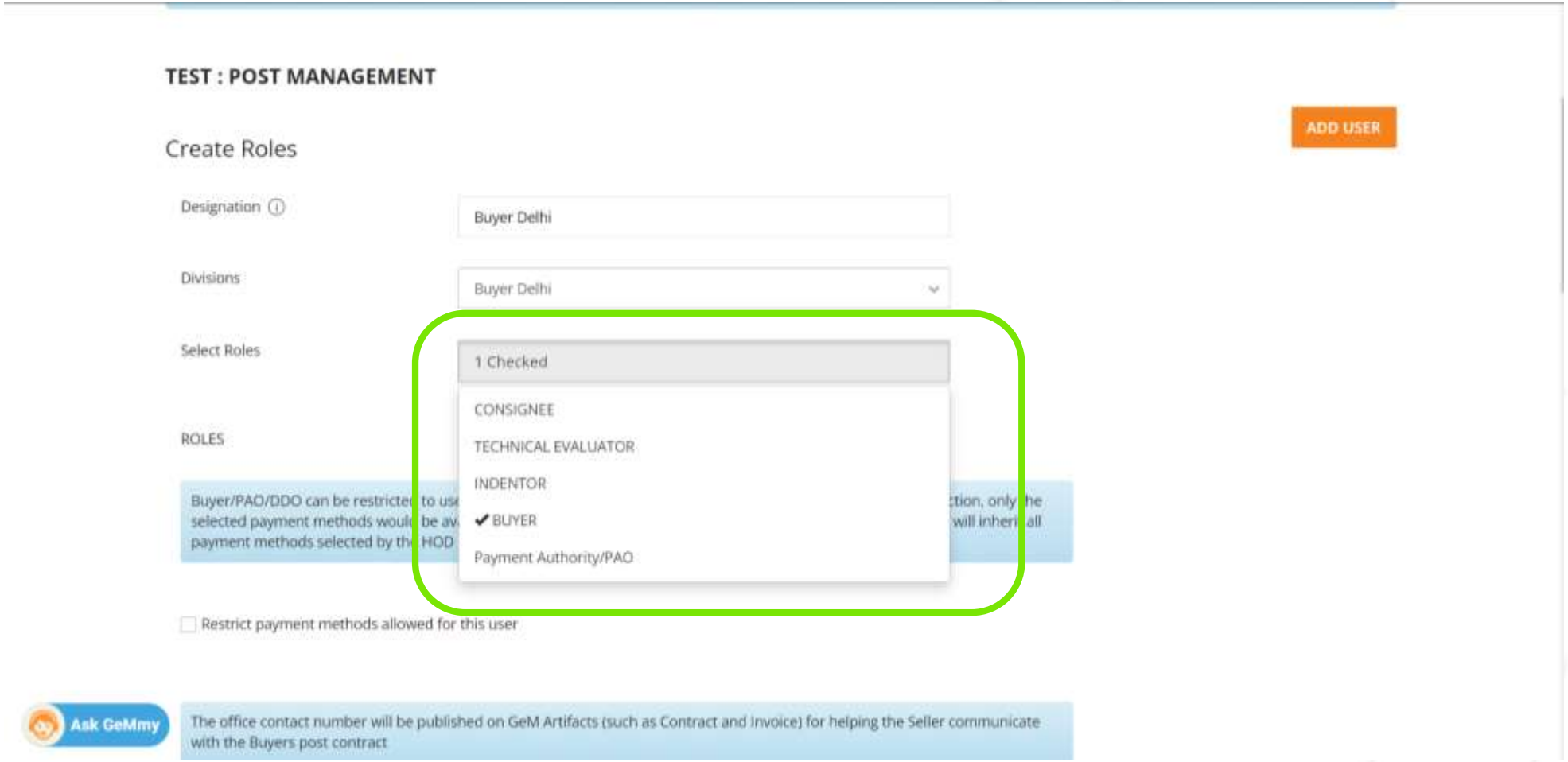
HOD/VLE can now add multiple secondary users. Division needs to be added for adding secondary users. HOD/VLE can add multiple divisions



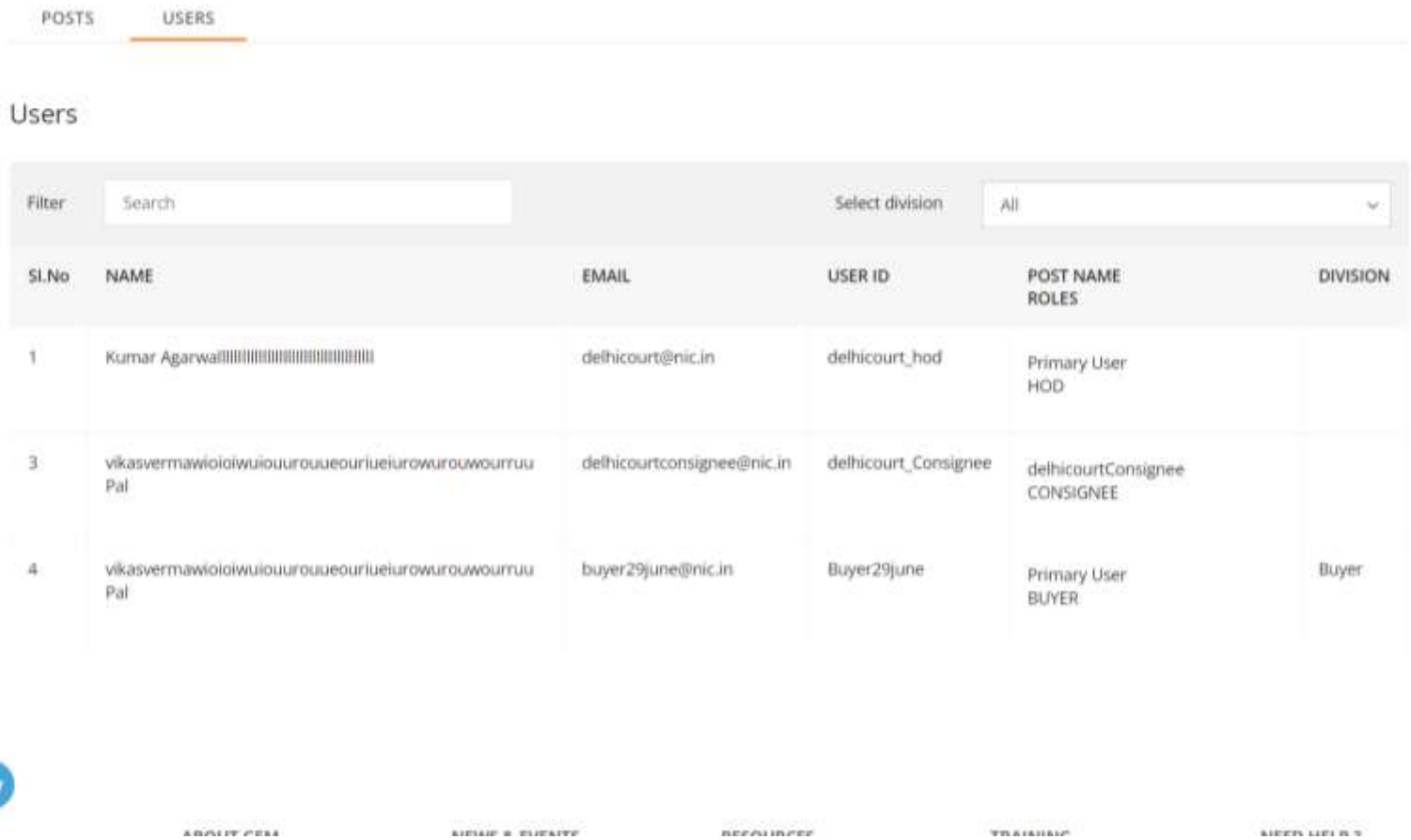
On clicking ‘Add Secondary User’, HOD/VLE can create new secondary users



HOD/VLE will create a Post to add secondary user by selecting divisions and roles from options available in dropdown



After successful creation, HOD/VLE can see all secondary users.



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