



AN OVERVIEW

A DEPARTMENT OF COMMERCE INITIATIVE



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

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



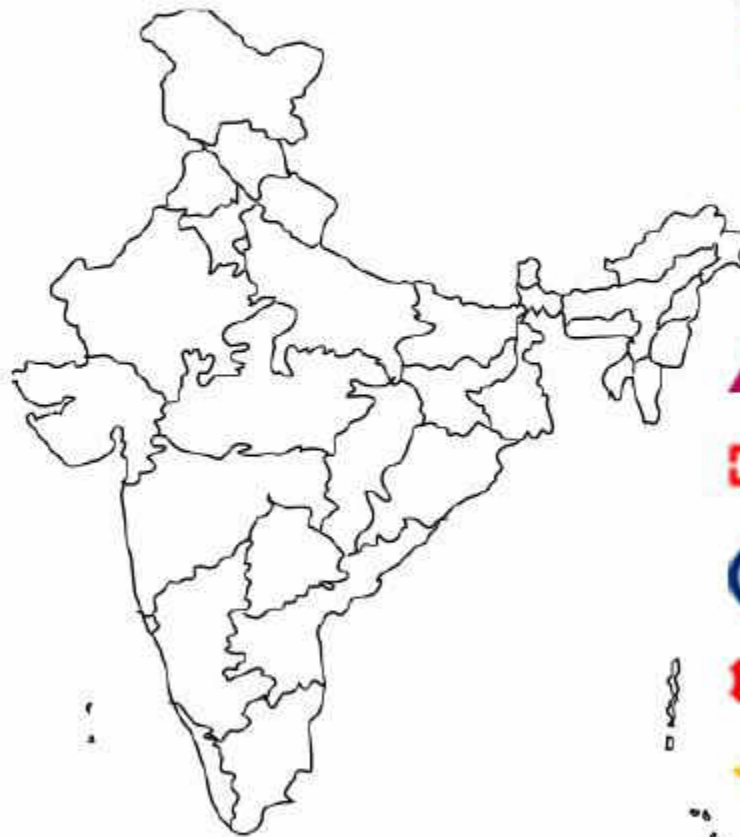
Efficient • Transparent • Inclusive



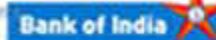
Partnered with Industry Associations & Other Institutes



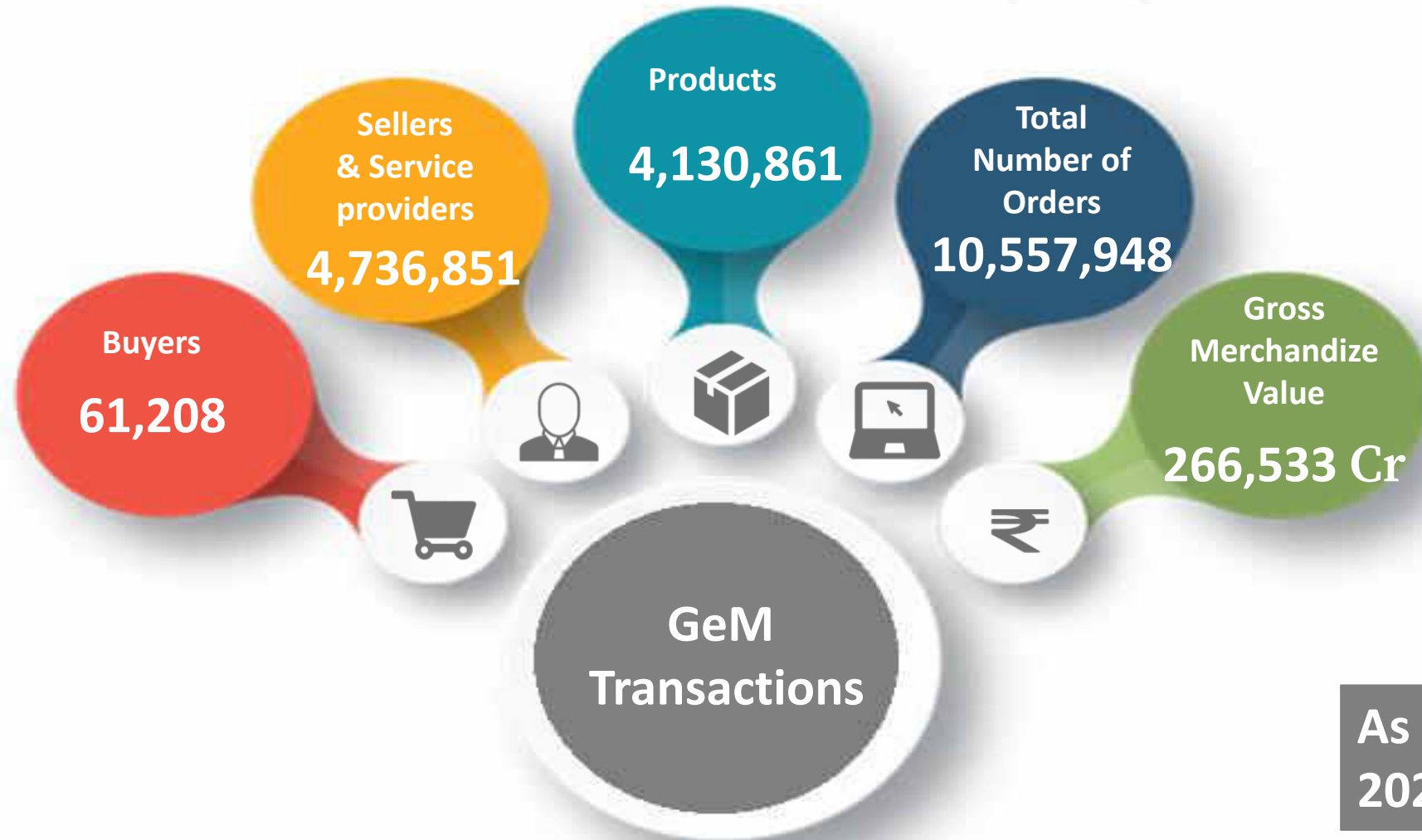
Confederation of Indian Industry



MoU with Financial Institutions/Banks:



KEY STATISTICS



As on 14th July
2022

KEY ADVANTAGES FOR BUYERS



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



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



Efficient • Transparent • Inclusive



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)



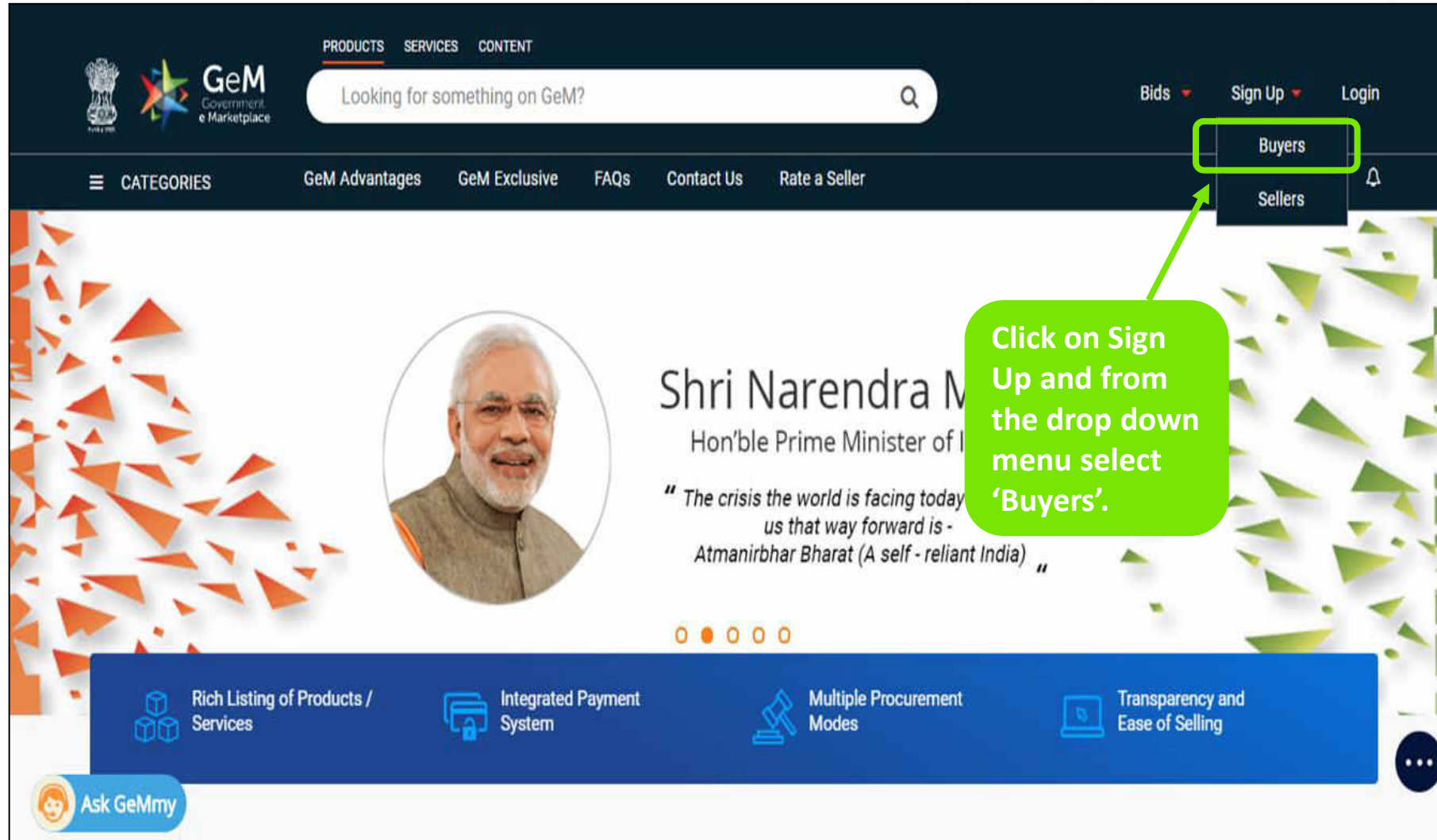
GeM – Primary, Secondary User Creation and Profile Updation

Open gem.gov.in and click on Sign Up.

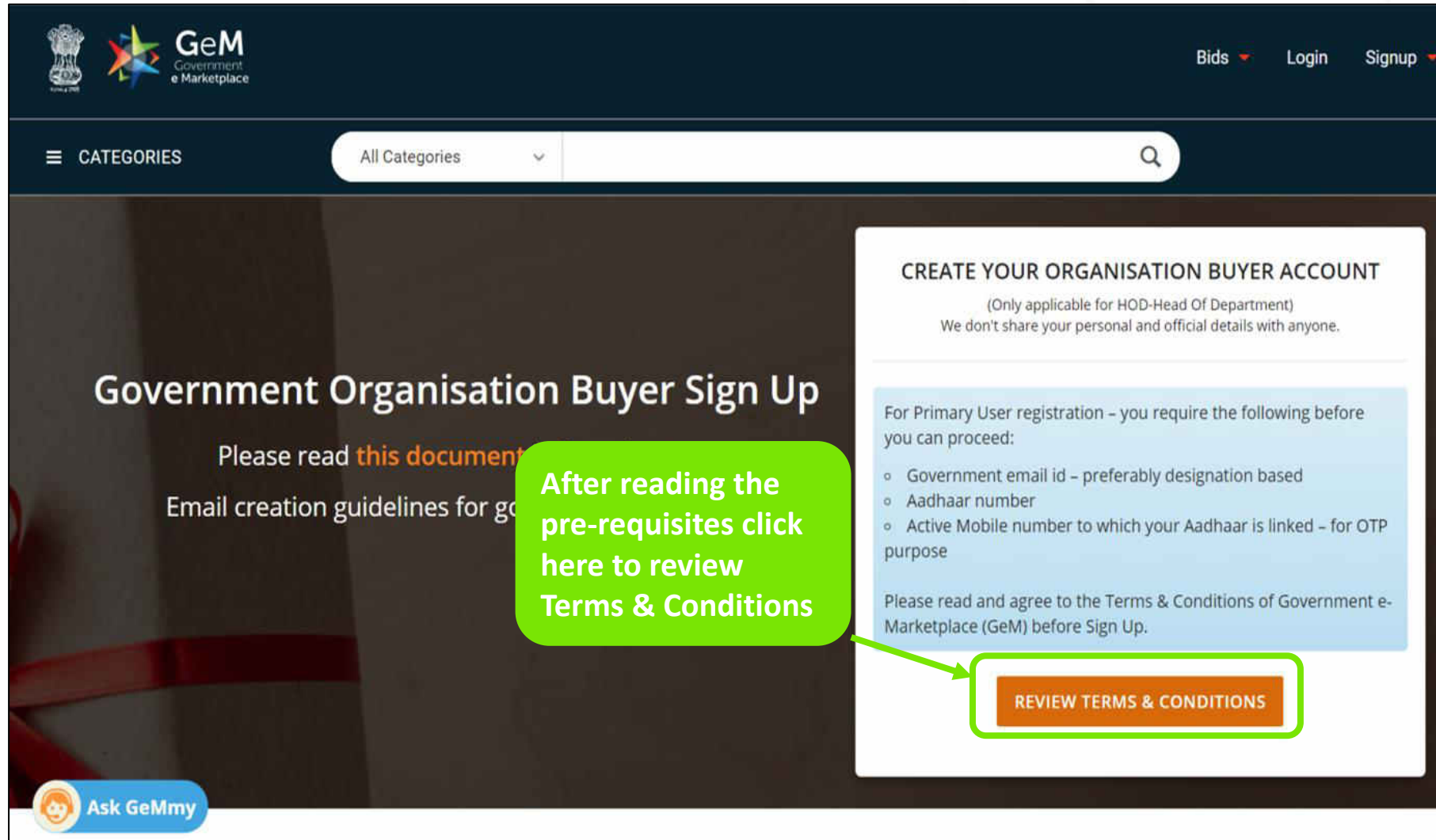




Efficient • Transparent • Inclusive

The screenshot shows the GeM website homepage. At the top left, there are logos for the Government of India and GeM. A search bar contains the text "Looking for something on GeM?". To the right of the search bar are links for "Bids", "Sign Up" (highlighted with a red box), and "Login". Below the search bar is a navigation menu with "CATEGORIES", "GeM Advantages", "GeM Exclusive", "FAQs", "Contact Us", and "Rate a Seller". On the right side of the menu is a "New on GeM" notification bell. The main content area features a portrait of Shri Narendra Modi, Hon'ble Prime Minister of India, with a quote: "The crisis the world is facing today teaches us that way forward is - Atmanirbhar Bharat (A self-reliant India)". Below the quote are five small circles, with the first one filled. At the bottom, there is a blue banner with four icons and text: "Rich Listing of Products / Services", "Integrated Payment System", "Multiple Procurement Modes", and "Transparency and Ease of Selling". A "Ask GeMmy" button is located in the bottom left corner. On the right side of the page, there are social media icons for Facebook, Twitter, YouTube, LinkedIn, and a close button.



The screenshot shows the GeM website homepage. At the top left is the GeM logo and the text 'GeM Government e Marketplace'. Below it is a search bar with the placeholder text 'Looking for something on GeM?'. To the right of the search bar are links for 'Bids', 'Sign Up', and 'Login'. A dropdown menu is open under 'Sign Up', showing 'Buyers' and 'Sellers'. A green callout box with a white border and a green arrow pointing to the 'Buyers' option contains the text: 'Click on Sign Up and from the drop down menu select 'Buyers''. Below the navigation bar is a banner featuring a portrait of Shri Narendra Modi, Hon'ble Prime Minister of India, with a quote: 'The crisis the world is facing today us that way forward is - Atmanirbhar Bharat (A self - reliant India)'. Below the banner is a blue bar with four icons and text: 'Rich Listing of Products / Services', 'Integrated Payment System', 'Multiple Procurement Modes', and 'Transparency and Ease of Selling'. At the bottom left is a blue button with the text 'Ask GeMmy'.



  **GeM**
Government
e Marketplace

Bids ▾ Login Signup ▾

☰ CATEGORIES All Categories ▾ 🔍

Government Organisation Buyer Sign Up

Please read [this document](#)
Email creation guidelines for go

After reading the pre-requisites click here to review Terms & Conditions

CREATE YOUR ORGANISATION BUYER ACCOUNT


(Only applicable for HOD-Head Of Department)
We don't share your personal and official details with anyone.

For Primary User registration – you require the following before you can proceed:

- Government email id – preferably designation based
- Aadhaar number
- Active Mobile number to which your Aadhaar is linked – for OTP purpose

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

REVIEW TERMS & CONDITIONS

 Ask GeMmy

Click on the declaration after reading Terms & Conditions

CREATE YOUR ORGANISATION BUYER ACCOUNT

(Only applicable for HOD-Head Of Department)

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

Review Terms And Conditions

General terms and conditions on GeM 3.0 (Version 1.15)

1. Introduction

This document is an electronic record published by GeM under the provisions of the Information Technology Act, 2008 and the rules made there under for application and shall act as a 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). Justice efficiency supported by Product / Service Specific Special Terms and Conditions (STC), Product / Task / Service Specific STC of Particular Service including its Sub-Service Level Agreement and Bid/Response Auction Specific Additional Terms and Conditions (ATC) as applicable.

Government e Marketplace (GeM) is the National Public Procurement Portal, an e-portal under the Ministry of Central and State Government, Ministry of Procurement, Government of India. Buyer Name: Government of India.

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

REVIEW TERMS & CONDITIONS



Why Buy On GeM?

Enter the Aadhar/VID Details and Aadhar linked mobile number of HOD

CREATE YOUR ORGANISATION BUYER ACCOUNT

(Only applicable for HOD-Head Of Department)

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- Government email id – preferably designation based
- Aadhaar number
- Active Mobile number to which your Aadhaar is linked – for OTP purpose

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

REVIEW TERMS & CONDITIONS

Aadhaar Number / Virtual ID * ⓘ

Please enter Aadhaar number/Virtual Aadhaar

Mobile number linked with Aadhaar *

Please enter your 10 digit mobile number

I, the holder of the above Aadhaar, hereby give my consent to GeM (Government e Marketplace), for using my Aadhaar number as allotted by UIDAI for GeM Registration. GeM (Government e Marketplace) has informed me that my Aadhaar data will not be stored/shared.



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

Aadhaar verification successful

Government e Marketplace Anni Mahotsav

Government Organisation Buyer Sign Up

Please read [this document](#) before sign up

CREATE YOUR ORGANISATION BUYER ACCOUNT

(Only applicable for HOD-Head Of Department)

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

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- Active Mobile number to which your Aadhaar is linked – for OTP purpose

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

Ask GeMmy

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

✓ REVIEW TERMS & CONDITIONS

Mobile number linked with Aadhaar * 9875450745 ✓

First Name * Hari

Last Name Mohan

If you do not find your organisation hierarchy below, [Click Here](#) to request for a new organisation hierarchy.

Organisation Type * Multi-State Co-operative Societies (MSCS) ▼

State * Multi-State Co-operative Societies (MSCS)

Department * New Delhi ▼

Organisation * Natural Agro Farming Multi State Cooperative ! ▼

Office/Zone Name * ⌵ Central Delhi

Office / Zone is the location of your organization.

Ask GeMmy

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

If you do not have Government Email ID, [Click Here](#) to apply for @gembuyer.in Email ID.

Official Email Id * ⓘ


You must have NIC registered email to register.

Verify Email Id *

OTP has been sent successfully to your Email ID.
Click "Resend OTP" if not received.

Enter OTP *

User Id * ⓘ

 Ask GeMmy

After successful email verification, HOD can enter desired username and click on 'Create Account'

If you do not have Government Email ID, [Click Here](#) to apply for @gembuyer.in Email ID.

Official Email Id * ⓘ ✓

User Id * ⓘ

CREATE ACCOUNT

Why Buy On GeM?



Various Products / Services On Offer
Multiple Sellers



Direct Purchase / E Bid / RA



Integrated
Payment System



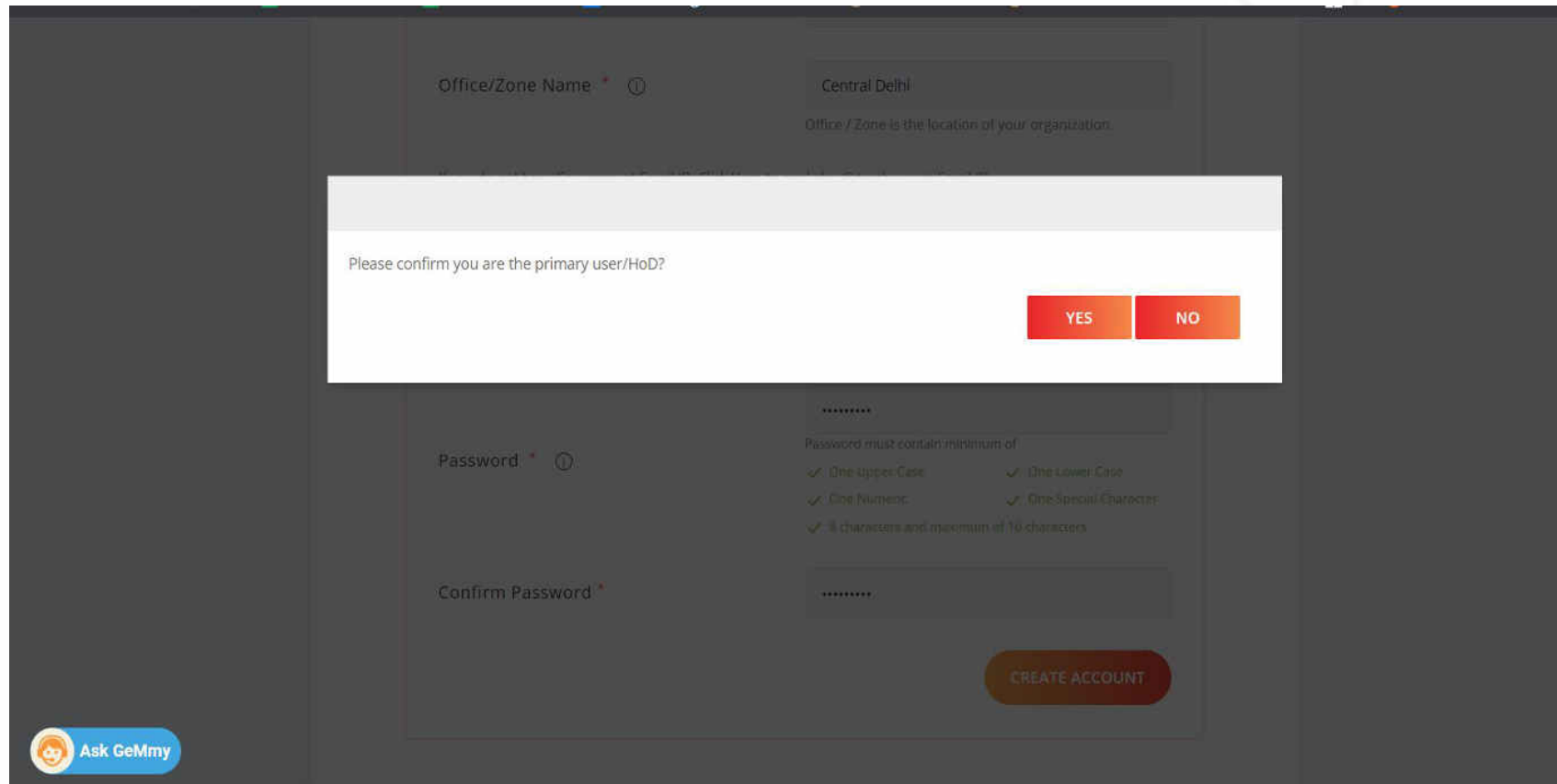
Buyer/Supplier/Service Provider
Registration



Ask GeMmy



After clicking on 'Create Account', click on 'Yes' to confirm.

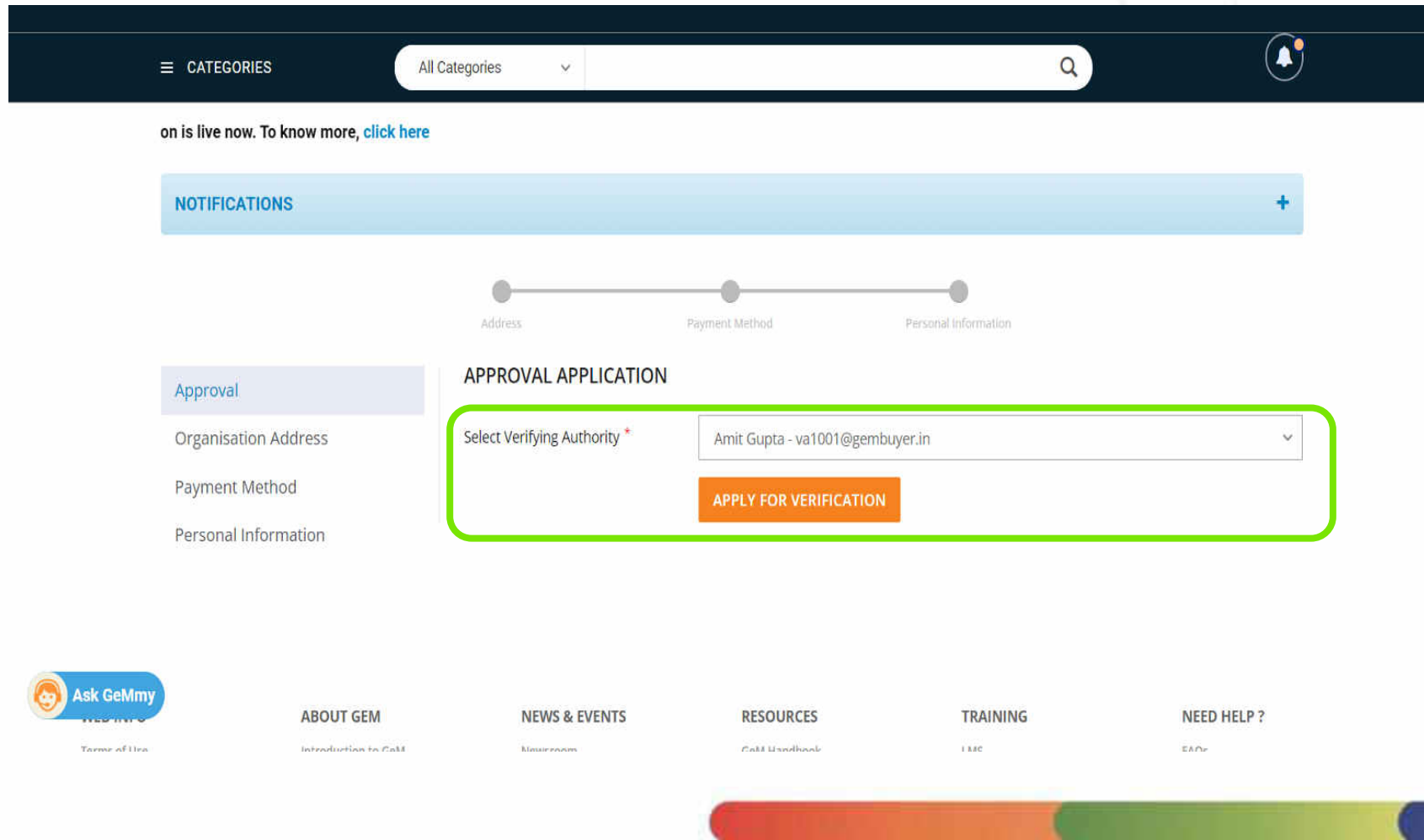


The screenshot shows a confirmation dialog box overlaid on a registration form. The dialog box contains the text: "Please confirm you are the primary user/HoD?". Below the text are two buttons: "YES" and "NO". The background form is dimmed and shows the following fields:

- Office/Zone Name * (Central Delhi)
- Password * (with a strength indicator: 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 button

An "Ask GeMmy" chat icon is visible in the bottom left corner of the form area.

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



on is live now. To know more, [click here](#)

NOTIFICATIONS +

Address Payment Method Personal Information

Approval

Organisation Address

Payment Method

Personal Information

APPROVAL APPLICATION

Select Verifying Authority * Amit Gupta - va1001@gembuyer.in

APPLY FOR VERIFICATION

Ask GeMmy

ABOUT GEM Introduction to GeM

NEWS & EVENTS

RESOURCES GeM Handbook

TRAINING

NEED HELP ?

HOD User will get email confirmation on successful sign-up

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.

NOTIFICATIONS

Address Payment Method Personal Information

Approval

Organisation Address

Payment Method

Personal Information

APPROVAL APPLICATION

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 : Test org

Approver


First Name: Amit

Last Name: Gupta

Email: va1001@gembuyer.in

Post Name: M11_va1001

Your Comment:

 Ask GeMmy

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

• HOD Request Approval List

HOD REQUESTS

Status

Sl.No	User Id	Post	Office Zone	Action
1			kA	VIEW
2	22jun2022-vle	O_20220615_1_1_Org-create-be-VLE-1_HOD	Org create be VLE 1	VIEW
3	hsd1234	O_20220615_1_1_Test-Org_HOD	Test Org	VIEW
4	23jun2022-vle	O_20220615_1_1_test1_HOD	test1	VIEW
5	test1122	O_20220615_1_1_test13_HOD	test13	VIEW
6	me_hod	O_20220615_1_1_DELHI_HOD	DELHI	VIEW



Verifying authority can review HOD details and click on Accept, Reject or Request 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 : Test123456

Requester

First Name: Hari
last Name: Mohan
Email: naveen@gmail.com
Post Name: O_20220615_1_1_test123456_HOD

Your Comment:

Accept Reject Request Information



Once approved, Verifying Authority approval is displayed on the dashboard

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 needs to update the Organization address and click on 'Save'

Approval

Organisation Address

Payment Method

Personal Information



UPDATE ADDRESS

Pincode *	<input type="text" value="110002"/>
State *	<input type="text" value="DELHI"/>
District *	<input type="text" value="Central Delhi"/>
Street Address *	<input type="text" value="Agro Office, New Delhi"/>
Contact No.(Office) ① *	<input type="text" value="011"/> <input type="text" value="23241416"/> <input type="text" value="Extension No."/>
Website URL *	<input type="text" value="www.agro.com"/>
<input type="button" value="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 needs to update the payment method as GPA (GeM Pool account) and click on 'Save'



Forward Auction is live now. To know more, [click here](#)

NOTIFICATIONS +



Approval

Organisation Address

Payment Method

Personal Information

PAYMENT METHOD

GPA

SAVE

Please Select Payment Method.

WEB INFO

Terms of Use



ABOUT GEM

Introduction to GeM

Statistics

Right to Information

NEWS & EVENTS

Newsroom

Gallery

Notifications

RESOURCES

GeM Handbook

OM's/Circulars

Terms and Conditions

TRAINING

LMS

Training Calendar

Training Module

NEED HELP ?

FAQs

Feedback

Raise a Ticket

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

Non Challan GPA System

Threshold Limit*

100

Threshold Limit - Order value above this limit would be processed ONLY through GPA

Bank Name	IFSC Code	Account Number	Account Holder Name	Account Holder Email
ICICI	ICIC0000104	001122334455	Test	harsh vardhar
BANK-OF-B/	BARB0KANDIV	03970100004837	TestBOB	XYZ@GMAIL.C
DCB-UAT-GI	DCBL0000015	01514100000028	testDCB	paresh.dave@

TReDS (To know about TReDS, [click here](#))

Ask GeMmy

SAVE

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.



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  helldesk-gem@do.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

SBI1

IFSC Code

SBIN0000INB

Account Number

00000030001659913

Account Holder Name

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

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

SBI1

IFSC Code

SBIN0000437

Account Number

00000030001979160

Account Holder Name

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

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

HOD 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



HOD is notified after profile completion

Personal Information updated successfully

Approval

Organisation Address

Payment Method

Personal Information

Congratulations!

DEAR HARI MOHAN, YOUR PROFILE HAS BEEN SUCCESSFULLY UPDATED.

PROCEED

WEB INFO	ABOUT GEM	NEWS & EVENTS	RESOURCES	TRAINING	NEED HELP ?
Terms of Use	Introduction to GeM	Newsroom	GeM Handbook	LMS	FAQs
Website Policies	Statistics	Gallery	DMs/Circulars	Training Calendar	Feedback
Document Help	Right to Information	Notifications	Terms and Conditions	Training Module	Raise a Ticket
Sitemap	BI / Analytics	CCM Schedule	Policies/Manuals	Facilitators	Contact Us
Web Information Manager	New on GeM	Forums	Miscellaneous	Download GeM Logo	Careers
	BRAND GEM	TESTIMONIALS	MOU'S		

Department of Commerce
Ministry of Commerce and Industry

gem. my. go. to. gov. in
Ministry of
Small, Medium & Micro Enterprises

Goods and Services Tax

Make in India

Digital India

GePNIC

e-mudra
6 SECURE

Transparency of T&B
india.gov.in

STQC
Certification

Application
Security
Audit Report

Marketplace
functionality and
vulnerability report

Ask GeMmy All rights reserved

Site operated and maintained by Managed Service Provider

Twitter Facebook YouTube LinkedIn WhatsApp

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

Forward Auction is live now. To know more, [click here](#)

NOTIFICATIONS

- Divisions »
- Add Secondary User »
- Manage posts »

Division Information

Address Same As Organisation

Division ^① *

Buyer Delhi

Pincode *

110092

State *

DELHI

District *

East Delhi

Street Address *

Agro Office, East Delhi

Are you registered for GST? *

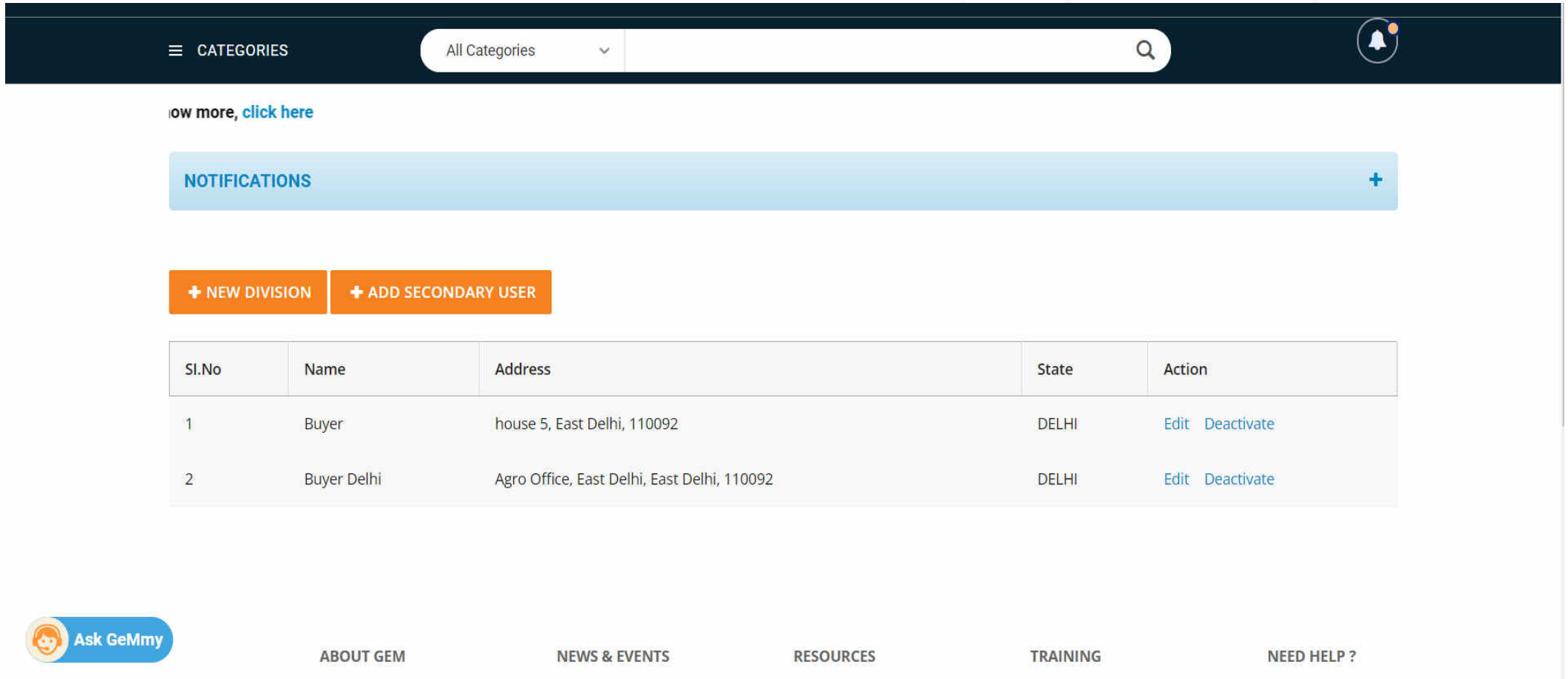
Yes No

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

ADD

 Ask GeMmy

On clicking 'Add Secondary User', HOD can create new secondary users



The screenshot shows the user management interface. At the top, there is a dark navigation bar with a hamburger menu, 'CATEGORIES', a dropdown menu set to 'All Categories', a search bar, and a notification bell icon. Below the navigation bar, there is a link 'View more, click here'. A light blue bar labeled 'NOTIFICATIONS' with a plus sign is visible. Below that, there are two orange buttons: '+ NEW DIVISION' and '+ ADD SECONDARY USER'. The main content area features a table with the following data:

Sl.No	Name	Address	State	Action
1	Buyer	house 5, East Delhi, 110092	DELHI	Edit Deactivate
2	Buyer Delhi	Agro Office, East Delhi, East Delhi, 110092	DELHI	Edit Deactivate

At the bottom of the page, there is a footer with a 'Ask GeMmy' button and navigation links for 'ABOUT GEM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP?'.

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

TEST : POST MANAGEMENT

Create Roles

ADD USER

Designation ⓘ

Buyer Delhi

Divisions

Buyer Delhi

Select Roles

1 Checked

ROLES

CONSIGNEE

TECHNICAL EVALUATOR

INDENTOR

✓ BUYER

Payment Authority/PAO

Buyer/PAO/DDO can be restricted to use selected payment methods would be available payment methods selected by the HOD

action, only the will inherit all

Restrict payment methods allowed for this user



Ask GeMmy

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

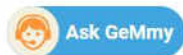
After successful creation, HOD can see all secondary users.

POSTS **USERS**

Users

Filter Select division

SI.No	NAME	EMAIL	USER ID	POST NAME ROLES	DIVISION
1	Kumar Agarwal	delhiccourt@nic.in	delhiccourt_hod	Primary User HOD	
3	vikasvermawioiowiuouurouueourueiuirowurouwourruu Pal	delhiccourtconsignee@nic.in	delhiccourt_Consignee	delhiccourtConsignee CONSIGNEE	
4	vikasvermawioiowiuouurouueourueiuirowurouwourruu Pal	buyer29june@nic.in	Buyer29june	Primary User BUYER	Buyer





GeM
Government
e Marketplace

Efficient • Transparent • Inclusive