



**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive

**Online Market**  
for Smart Government Buyers



SEARCH PRODUCT → ADD TO CART → GET YOUR ORDER → MAKE PAYMENT

**A DEPARTMENT OF COMMERCE INITIATIVE**

**GeM Webinar for seller conducted by District  
Industries Centre Pathanamthitta**



Government of India  
Ministry of Commerce & Industry  
Department of Commerce

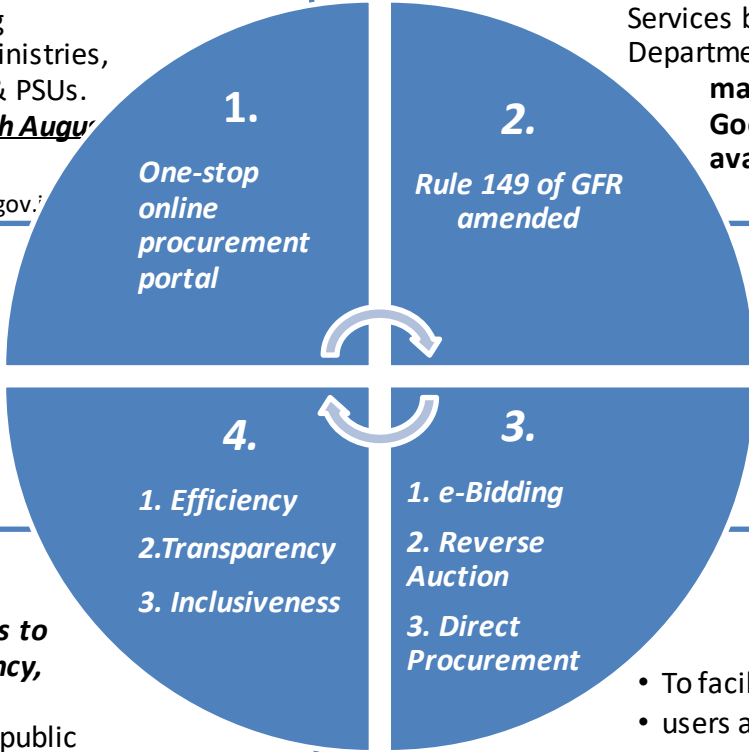
28<sup>th</sup> January 2020

# Introduction to GeM

# Government e Marketplace – The Genesis



- **Portal** for all Govt. Buyers including Central/State ministries, Depts., Bodies & PSUs. **Launched on 9th August 2016.**
- <https://www.gem.gov.in>



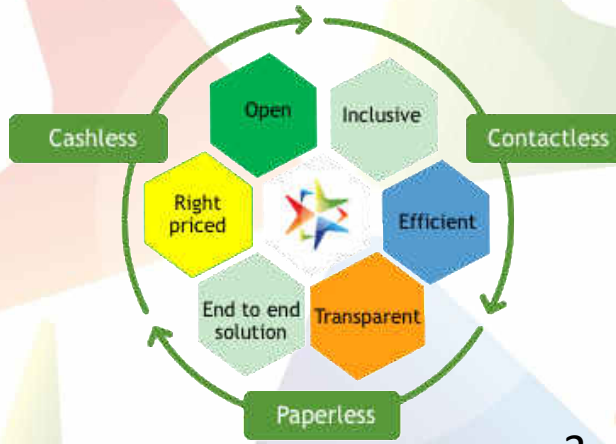
- “Procurement of Goods and Services by Ministries or Department will be **mandatory for Goods or Services available on GeM**”

**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. ”

- GeM **aims to enhance efficiency, transparency, inclusiveness** in public procurement.

- To facilitate Government users achieve the best value for their money.



# GeM has established footprint across India



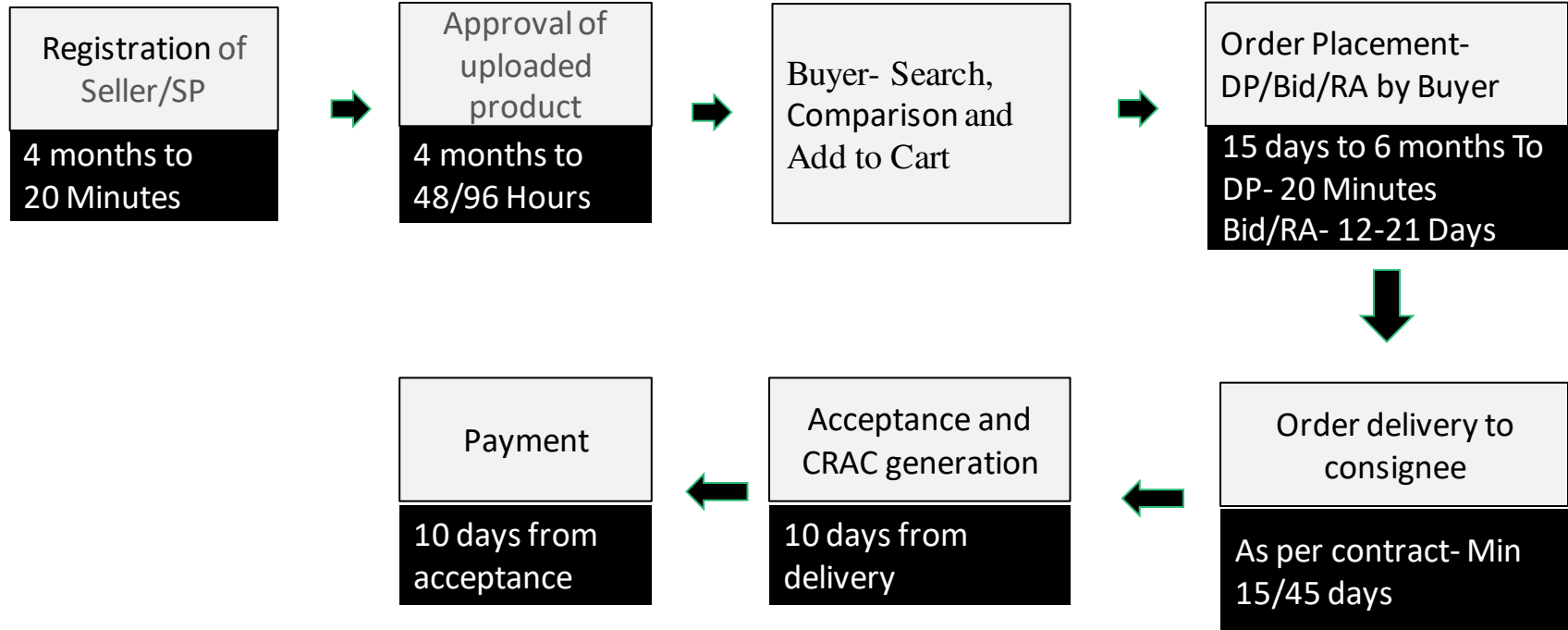
## Partnered with Industry Associations & Other Institutes:



## MoU with Financial Institutions/Banks:



# GeM Seller Registration lifecycle



# SIMPLE AND SECURE SELLING



Direct access to all  
Government departments



Reduced cost of doing  
business



No barrier to entry and no fees  
for registration, brand approval  
and product uploads



Unique platform for  
bids/reverse auction for  
procurement of  
products/services



Dynamic pricing: Price  
can be changed based on  
market conditions



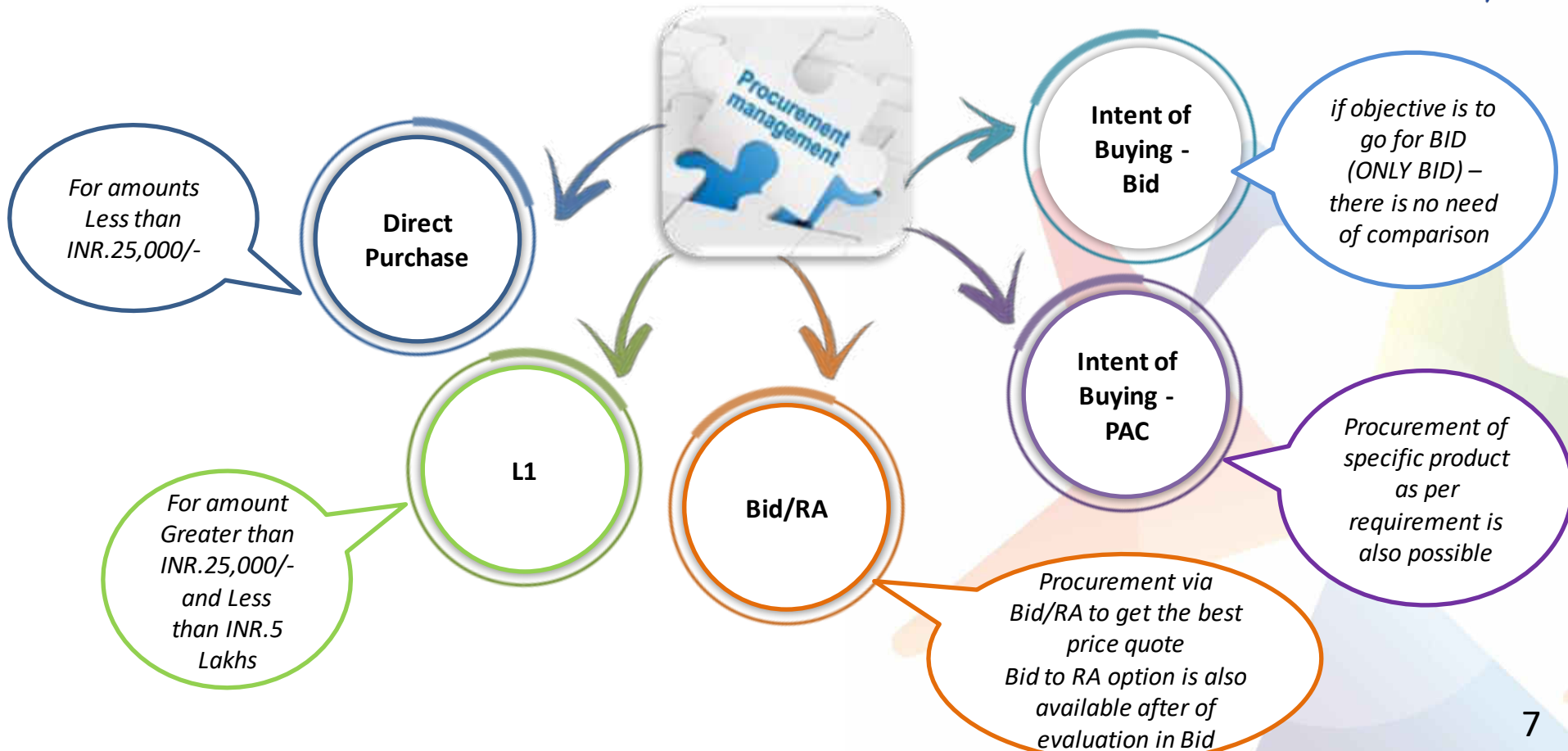
Seller friendly  
dashboard for  
monitoring supplies  
and payments



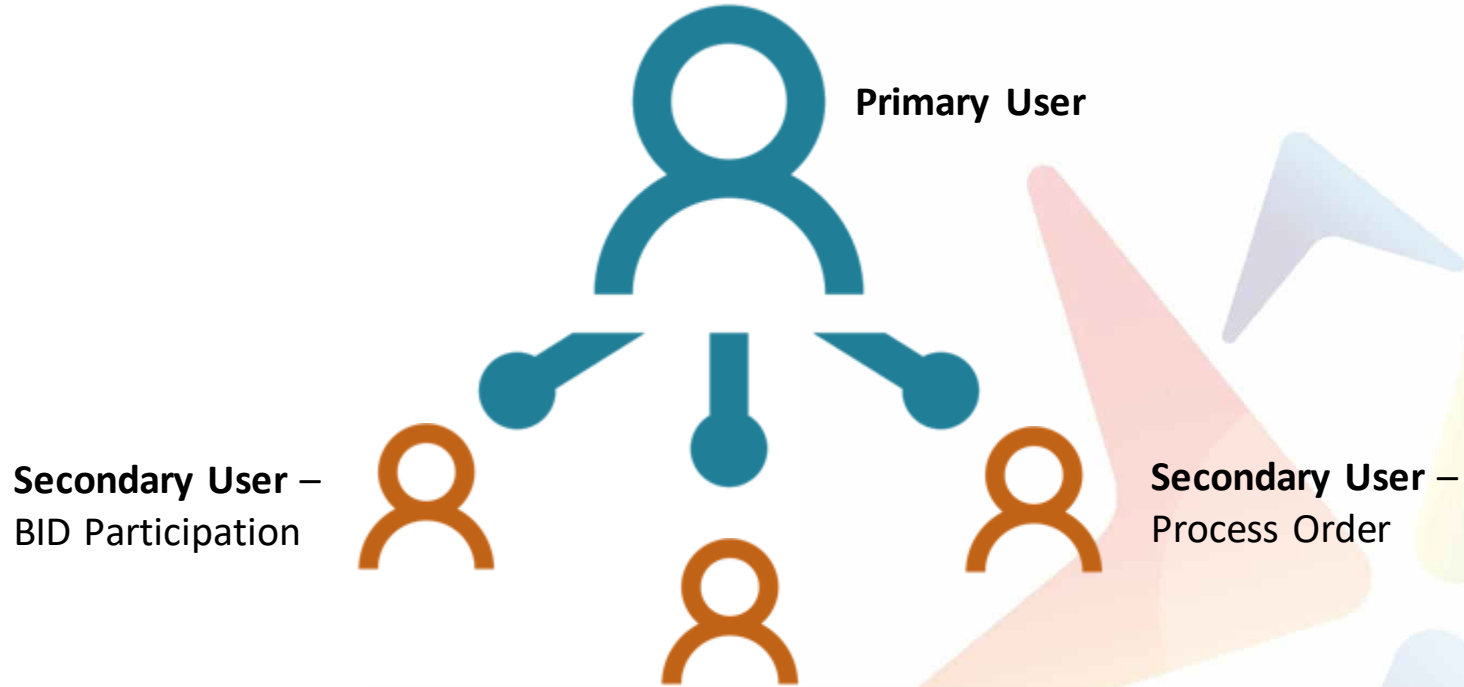
Faster and easier  
payment gateways  
for quick payment



# Offering Multiple Procurement Options



# Function Based Flexibility for Seller Users



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

*NOTE: All roles can be performed by single secondary seller*



# 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

Includes **4%** from MSEs owned by SC/ST

✓ **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).

358 items exclusively reserved for MSEs.

Purchase Preference for minimum 25% qty. to MSEs within L1+15% on matching L1.

# Current Functionalities deployed in GeM for PPP- MSEs



1. API Integration with Udyog Adhaar:  
All sellers claiming to be MSE are required to validate their MSE status through Udyog Adhaar
2. The MSEs are exempted from EMD, if
  - I. MSE as **manufacturer of the Primary Product Category**, OR
  - II. **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 Adhaar and through uploaded supporting documents.***
  - III. MSE **registered with NSIC and DIC for the Primary Product Category** ***and whose credentials are validated through NSIC /DIC database and through uploaded supporting documents.***
3. Buyer has been provided with Option to Exempt the MSEs from;
  - 1- **Turn Over** and
  - 2- **Past Experience criteria** at the time of creation of Bid as provided for in PPP - MSE Order.
4. 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/State Govt :



1. Purchase preference to Micro and Small Enterprises (MSEs):
2. Procurement under this bid is reserved for purchase from Micro and Small Enterprises:
3. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority:

The screenshot displays the GeM bidding interface for a 'Laptop-Notebook' bid. On the left, the 'FILTERS' section is visible, with the 'MSE' filter highlighted by a red box. Under 'MSE', the 'SC / ST' option is selected. The main area shows the bid title 'Laptop-Notebook (Specifications)' and a list of 2093 results. Three product listings are shown:

- HP 450 G6 i7 8565u Win10P 161HDD256SSD33 FHD ...**  
Seller: Resellers (1.90)
- Avita Magus 2 in 1 Laptop with (64GB EMCC+ ...**  
Seller: Resellers (4.13) [EXCLUDED]
- HP 245 G7 A4 DOS 4511**  
Seller: Resellers (4.57)

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



- ❖ 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.
- ❖ **Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid inviting Authority** whose credentials are validated online through Udyog Adhaar for that product category.
- ❖ 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.**
- ❖ 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 {required Percentage}% of total value.**
- ❖ Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises.

## 3. FINANCIAL EVALUATION

### List Of Sellers Qualified Financially

S. No.	Seller Name	Offered Item	Total Price	Awarded	Detail
1	[Redacted] Non MSE	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 38250.00	Non MSE L1 (75%) 75%	🏆
2	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 3780.00	L2 (7%)	🏆
3	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 3384.00	L3 (6%)	🏆
4	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 3402.00	L4 (6%)	🏆
5	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 3420.00	L5 (6%)	🏆
6	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 52500.00	L6	🏆
7	[Redacted]	Item Categories : Personal Protection Equipment (PPE) Body Coveral for COVID-19	₹ 57000.00	L7	🏆

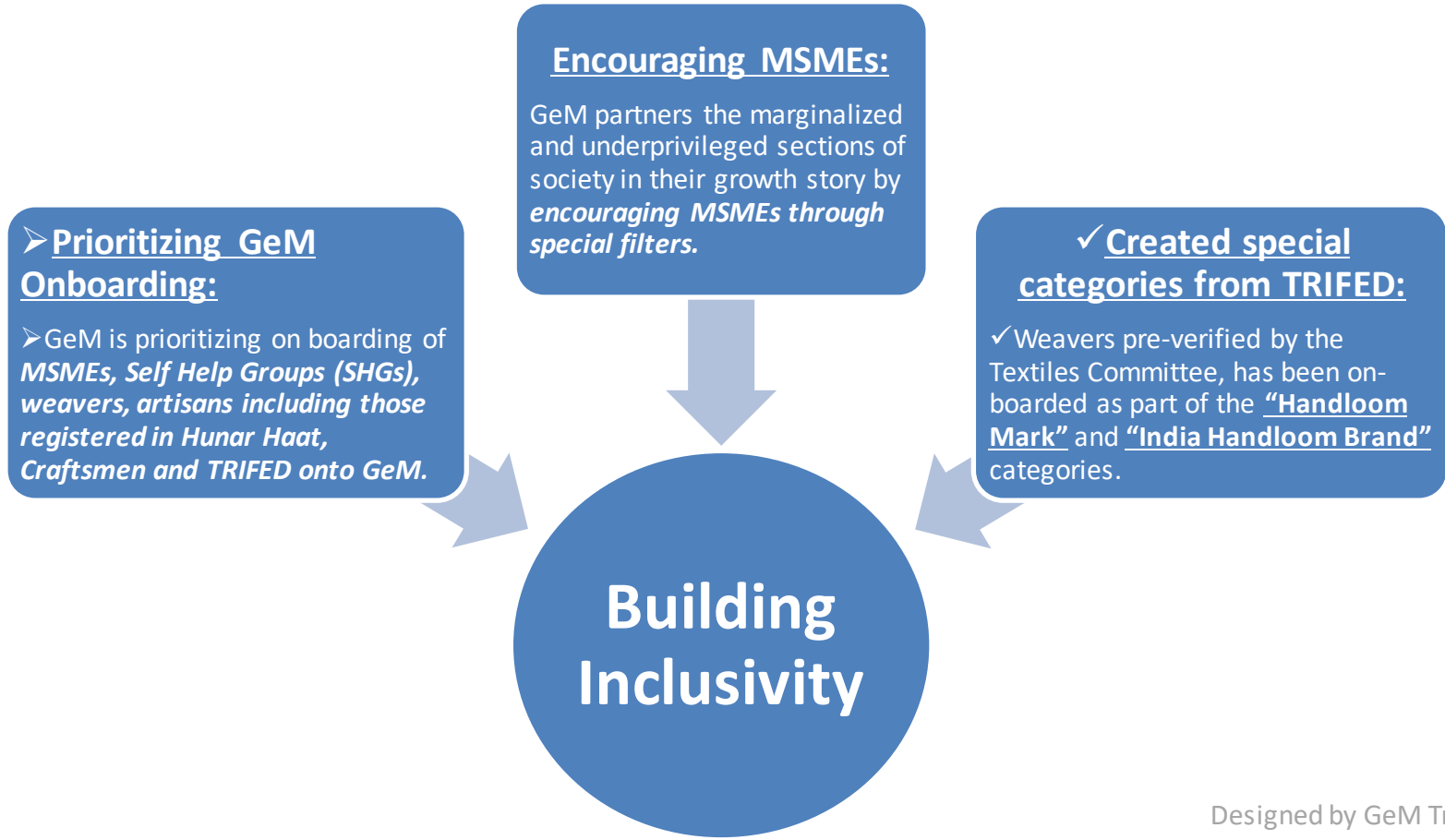
# Order Splitting in terms of provisions of PPP MSEs and PPP-MII Orders



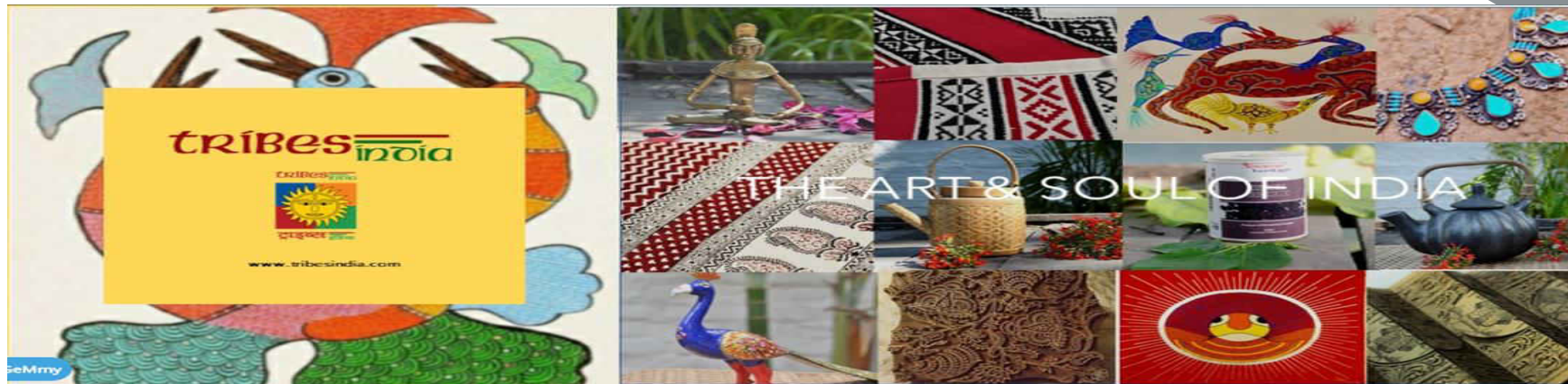
- 1. Bidder is required to **upload the necessary documents to prove their eligibility** for particular category of benefit.
- 2. The Buyer evaluates the documents and indicates whether the bidder is eligible for EMD exemption and / or Purchase preference as an MSE .
- 3. **In case of Purchase preference for MSE, Buyer get on-line option to ask the MSE within 15% of L-1 to match L-1 price and to generate split orders.**

Level of qualified mae sellers	Percentage(%)
MSE L1	5
MSE L2	5
MSE L3	5
MSE L4	5
MSE L5	5

# GeM 4.0 –Building Inclusivity



# Prioritizing MSEs/TRIFED/SHGs/Weavers/Artisans



tribes india

WOMEN'S WEAR

Authentic Tribal Handloom & Handicrafts

Explore Now

HOME DECOR

MEN'S WEAR

HOME LINEN

FILE FOLDER

PAINTINGS

DHOKRA

JEWELLERY

# Prioritizing MSEs/TRIFED/SHGs/Weavers/Artisans



## HOME LINEN

- > Bedsheets & Bedcovers
- > Cushion Covers
- > Coasters
- > Door Curtains
- > Floor Mats
- > Table Mats
- > Eco Friendly Yoga Mats

\* Coming Soon

## ARTEFACTS

- > Dokra Metal Crafts
- > Blue Pottery \*
- > Wood Craft

## DECORATIVES

- > Fans
- > Decorative

## PAINTINGS

- > Bhil
- > Gond
- > Pettachitra \*
- > Warli
- > Pithora
- > Saura
- > Thangka
- > Tribal Art

## WOMEN'S WEAR

- > Silk Sarees
- > Cotton Sarees
- > Suit Pieces
- > Kurti
- > Dupatta & Stoles
- > Skirts
- > Jackets & Coats
- > Shawls
- > Mufflers

## MEN'S WEAR

- > Shirts
- > Kurta Pyjamas Set
- > Nehru Jackets & Jacket
- > Stoles, Shawls & Scarves

## JEWELLERY

- > Neckpiece
- > Earrings
- > Finger Rings
- > Bangles & Bracelets

## BAGS

- > Purse
- > Sling Bags
- > Bottle Bags
- > Laptop Bags
- > Shoulder Bags
- > Mobile Pouch
- > Wallet & Clutches

## STATIONERY

- > Diary
- > Pen Stands
- > Key Rings
- > Conference Folder

- > Spices \*
- > Cereals, Flours & Rice \*
- > Tea, Coffee & Beverages \*
- > Soaps, Shampoos & Oils \*
- > Honey \*

\* Coming Soon



# GeM: New features for Sellers

1. Priority product and brand approval for COVID-19 related categories.

1. 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)*.

1. Enabled capture of Country of Origin for GeM catalogues

1. GeM enables crowd-sourcing of categories, Sellers can now suggest new categories on GeM  
<http://www.gemcrowdsourcing.com/scp/register>

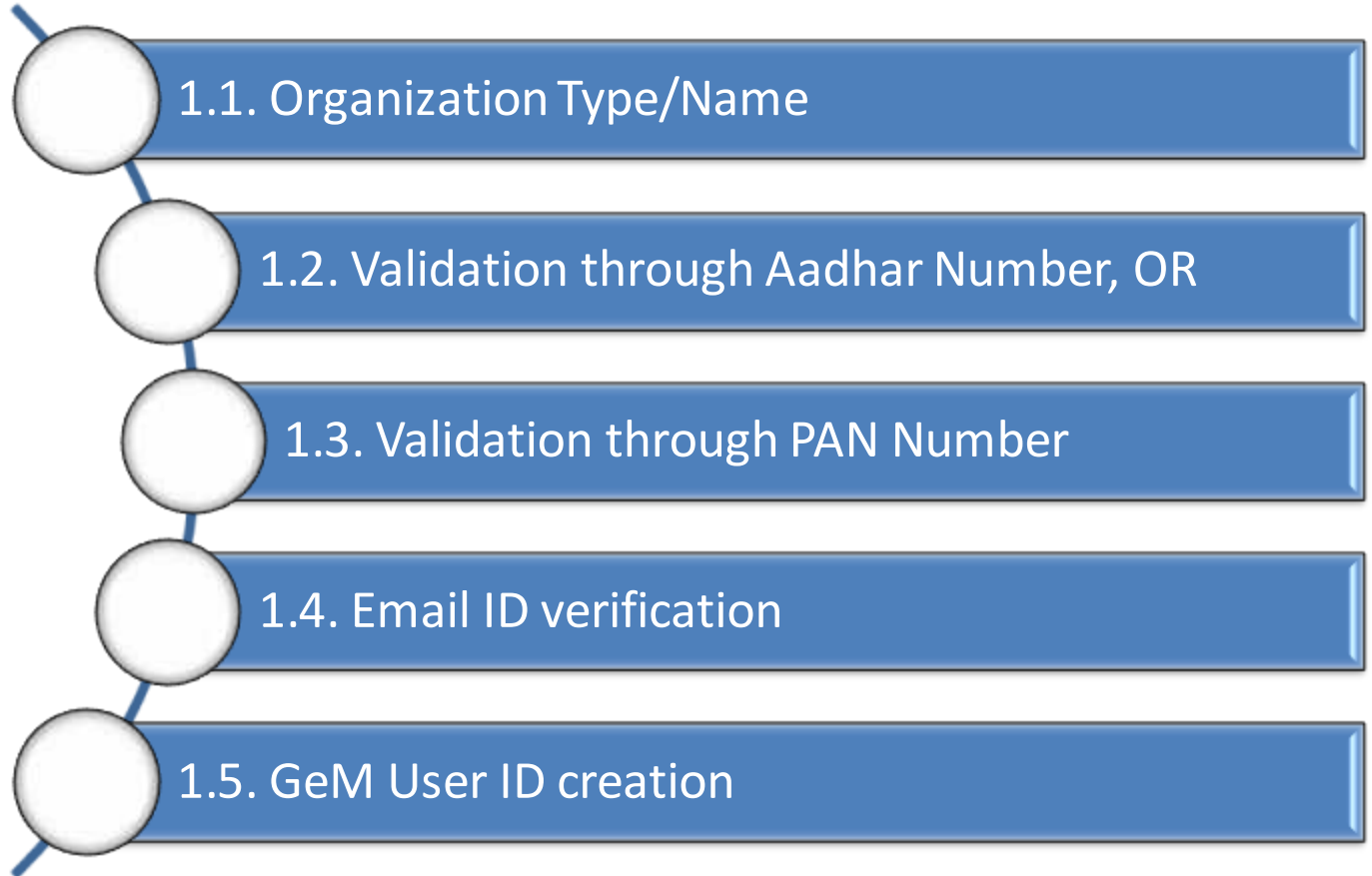
5. Sellers can now mention the lead time to deliver a product, this will help set buyer's expectations in terms of minimum days required for delivery of the procurement.

5. Added ability for OEMs to apply for Brand Approval and OEM status Approval in a single request to enable faster onboarding of OEMs.



# Seller/Service Provider Registration





# REGISTER YOUR BUSINESS



## 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, DPIIT (Department for Promotion of Industry & Internal Trade) number and mobile number linked with the same is required.
- ✓ No separate registration required for Seller and Service provider.

Not Registered with GeM ? Sign up to experience the Marketplace

 Register as Buyer

 Register as Seller

## Need help with your Login ?

 **Raise a Ticket**  
Agents and experts available on a single platform ready to help you

 **Contact Us**  
Email: [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem@gov.in)  
Call: 1-1800-419-3436 / 1-1800-102-3436 ( 8 am - 8 pm Mon to Sat )

Login in to Government e Marketplace | GeM

GeM User Id \* 

Type the characters in the box below. \*

**FTL199**



Your session has expired or terminated due to multiple login, please login again to continue.

Password shall be entered on next screen post successful GeM login ID and Captcha validation

Submit



**GeM**  
Government  
e Marketplace

# Seller Registration Process

## Looking For Products and Service To Sell On GeM, Sign Up Now !

Already Have GeM Account?

LOGIN NOW

### 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



## 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), Autonomous institutions and Local bodies, for procurement of common use goods & services. The portal is owned and managed by GeM SPV which is a Section 8 (Non-Profit) Company registered under the Companies Act, 2013. GeM SPV

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

# Seller Registration Process

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.

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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

 REVIEW TERMS & CONDITIONS

## ① Organisation Details

Business / Organisation Type \* ⓘ

Proprietorship

Select

- Proprietorship
- Firm
- Company
- Trust/Society/Association of Persons
- Central Government/State Government

Business / Organisation Name \* ⓘ

NEXT



## ① Organisation Details

Business / Organisation Type \* ⓘ

Proprietorship

Business / Organisation Name \* ⓘ

Company Test

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

NEXT





GeM  
Government  
e Marketplace

# Seller Registration Through Aadhar



REVIEW TERMS & CONDITIONS

## Organisation Details



Business / Organisation Type \*

Proprietorship

Business / Organisation Name \*

Company Test

## 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



# Seller Registration Through PAN

## Organisation Details

Business / Organisation Type \*

Proprietorship

Business / Organisation Name \*

Company Test

## 2 Personal Verification

Authenticate yourself using \*

Aadhaar

Personal PAN

Personal PAN used for registration will be taken as the Business PAN.

PAN Number \* ⓘ

Name (as on PAN) \* ⓘ

Date Of Birth \*

VERIFY PAN



# Email Verification

## 3 Email Verification

Email Id \*

Verify Email Id \*

SEND OTP

RESEND OTP

OTP has been sent successfully to your Email ID.  
09:31

Click 'Resend OTP' if not received within 10 min.

Enter OTP \*

VERIFY OTP



## 1 Email Verification

Email Id \*

NEXT



## User Credentials

User Id \* ⓘ

Password \* ⓘ

Password must contain minimum of:

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

Confirm Password \*

CREATE ACCOUNT



# Seller/Service Provider – Profile Updation



1.1. Personal OR Company PAN Validation

1.2. Office Location Details

1.3. Bank Account Detail

1.4. Tax Assessment

1.5. Key Person Validation

1.6. MSE Details

1.7. Vendor Assessment OR Exemption

100%  
Completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

Company Profile

REQUIRED \*

PAN Validation



Company Details



Office Locations



Bank Accounts



Tax Assessment ⓘ



Key Person Validation



MSE



OPTIONAL

Startup

Company Profile

Business / Organisation Type

Firm

Business / Organisation Name

Date Of Incorporation ⓘ

Are you a Startup ?

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?'

Are you registered with MSME as a Micro or Small Enterprise ?

Yes

Do you want to participate in Bid ?

Yes  No

SAVE



Hello

My Account

Logout

\*Data updated till yesterday

Notifications

Summary

Orders and Payments

Bid/RA

Category Insights

Product and Services

Incidents

GeM Stats

## Notifications

1. Dear Seller,

In order to ensure that all your offerings on GeM are up to date in terms of offer price, inventory position, delivery locations, discounts etc., it is now mandatory for all sellers to update these details regularly. Any offerings not updated for 60 days will be automatically marked as 'expired' on the platform, and will not be available for procurement till the details are updated again. Any of your offerings that have not been updated for 45 days will be visible under a new tab on your dashboard "Offerings Expiring Soon" w.e.f. 25th June 2020. All expired offerings will be visible under a new tab on your dashboard "Expired Offerings", [Click here](#) to see a step-by-step guide for the functionality.

If any of your offerings are visible in the "Offerings Expiring Soon", you are advised in your own interest to update the required details on these offerings before 10th July 2020, post which any offerings not updated in the last 60 days will be marked expired. While updating your offerings please do ensure to check and review your delivery locations also, since as per revised IM policy, refusal / non acceptance of and failure in supply against Direct Purchase orders for offered locations would invite penalties and forfeiture of caution money.

If any of your expired offerings (i.e. offerings in the Expired Offerings tab) are not updated for a further period of 60 days, the offerings will be removed and you would need to re-upload or pair the offering to start selling again. All such offerings will be visible on your seller dashboard for informational purposes only. Kindly note that you will need to update your Pending offerings by 30th July 2020, post which any non-updated expired

Ask GeMmy Bids

Latest Announcement

You are invited to participate in bid (GEM 2020 B-679066)

15 February 2019



You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

My Company



My Actions



Personal Settings



My Team



## Director Information

**Note: Director Information input should match with Key Person detail**

Director Name

DIN No

Mobile Number

Email Address

Is  
Primary


UPDATE





## Company Profile

### REQUIRED \*

• PAN Validation ✔

CIN Validation ✔

Office Locations ✔

Bank Accounts ✔

Tax Assessment ⓘ ✔

Key Person Validation ✔

MSE ✔

### OPTIONAL

Startups



Business PAN \* ⓘ

Name (As in PAN) \* ⓘ



REQUIRED \*

PAN Validation

• CIN Validation

Office Locations

Bank Accounts

Tax Assessment ⓘ

Key Person Validation

MSE

OPTIONAL

Startup

My Actions

Personal Settings

My Team

## Certification of Incorporation

[ Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 of the Companies (Incorporation) Rules, 2014]

Company / Firm /  
Business Unit Name

Date of Incorporation

CIN

I hereby certify that XXXXXXXXXX XXXXXXXX XXXXXXXXX is incorporated on this  
XXXXXXX XXXXXXXX XXXXXXXXX under the Companies Act, 2013 and that the  
company is limited by shares.

The CIN of the company is XXXXXXXXXXXXXXXXXXXXXXX

CIN \* ⓘ

Business / Organisation Name \*

Type of Company \*

Date Of Incorporation \*

Private Limited Company

My Company 

Company Profile



REQUIRED \*

PAN Validation 

CIN Validation 

• Office Locations 

Bank Accounts 

Tax Assessment  

Key Person Validation 


MSE 

OPTIONAL

Startup

## Office Locations

You need to update your GSTIN for getting the order above 30 lakhs.

Office	Address	GSTIN	ACTION
			 

Add New



Office Name \*



## My Company

### Company Profile

#### REQUIRED \*

PAN Validation

CIN Validation

Office Locations

• Bank Accounts

Tax Assessment ⓘ

Key Person Validation

MSE

#### OPTIONAL

## Bank Accounts

Sl.No	IFSC	Bank Name	Bank Account Number	Account Holder Name	PFMS Code	Is Primary
1					<input type="button" value="VERIFY"/>	<input checked="" type="checkbox"/>

Add New

IFSC Code \*

• Tax Assessment ⓘ ✔

Key Person Validation ✔

MSE ✔

OPTIONAL

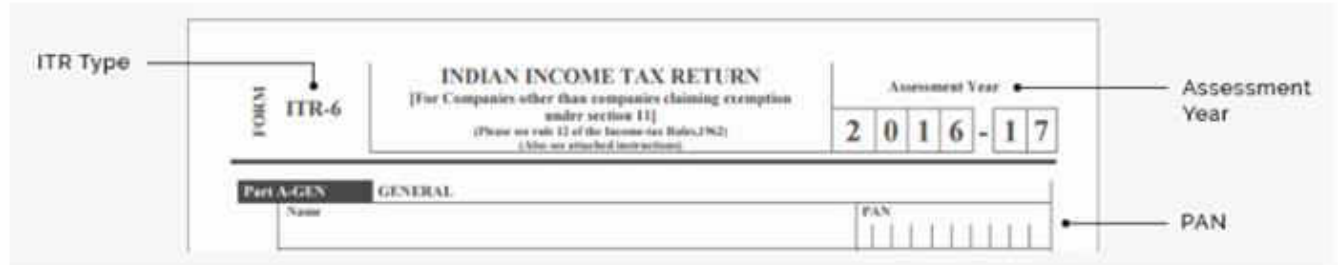
Startup

My Actions ▾

Personal Settings ▾

My Team ▾

- In case your date of incorporation is more than 24 months and you are not providing your ITR records then you will not be able to participate in Bids. Your turnover also will not reflect in the Market.



The diagram shows a sample of an Indian Income Tax Return form (ITR-6). Labels point to the following fields:

- ITR Type:** Points to the 'FORM ITR-6' label on the left side of the form.
- Assessment Year:** Points to the '2016-17' field on the right side of the form.
- PAN:** Points to the 'PAN' field at the bottom right of the form.

Verification Status	ITR Type / PAN	Assessment year	Sale/Gross Receipts of business	ACTION
<span>✔</span>		2019-2020		

Add New

NEW



REQUIRED \*

PAN Validation

CIN Validation

Office Locations

Bank Accounts

Tax Assessment

• Key Person Validation

MSE

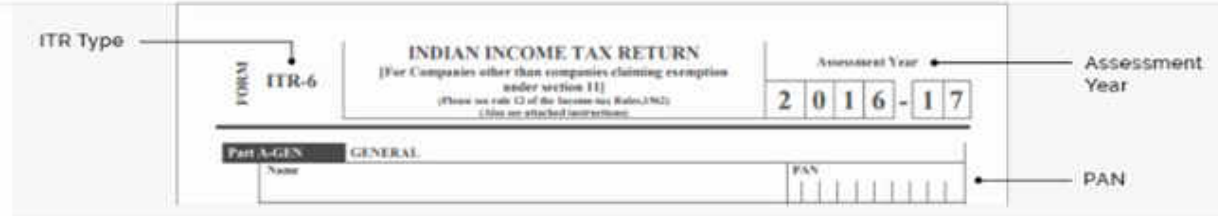
OPTIONAL

Startup

My Actions

Personal Settings

My Team



Company PAN

[Redacted]

Authorised Person Name \* ⓘ

[Redacted]

ITR Type \*

ITR-6

Assessment Year \*

2019-2020

Acknowledgement Number \* ⓘ

[Redacted]

VERIFY COMPANY DETAILS




My Company 

Company Profile

REQUIRED \*

PAN Validation 

CIN Validation 

Office Locations 

Bank Accounts 

Tax Assessment  

Key Person Validation 

• MSE 

MSE

Only Micro or Small Enterprise can register.

UAM 

Mobile 



100%  
Completed

You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

My Company

• Company Profile

REQUIRED +

PAN Validation

Company Details

Office Locations

Bank Accounts

Tax Assessment

Key Person Validation

MSE

OPTIONAL

Startup

## Company Profile

Business / Organisation Type

Business / Organisation Name

Date Of Incorporation  ⓘ

Are you a Startup ?  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?'

Are you registered with MSME as a Micro or Small Enterprise ?

Do you want to participate in Bid ?  Yes  No

SAVE



My Company



My Actions



• Directors Info 

Vendor Assessments

OEM Panel

Reseller Panel

Change Business / Organisation Type

Close Account

## Director Information

Note: Director Information input should match with Key Person detail

Director Name

DIN No

Mobile Number

Email Address

Is Primary


UPDATE



ASDFGHJKL



You have completed your profile. You can now [create catalogue](#), fulfil orders and participate in Bids.

My Company



My Actions



• Vendor Assessments

Reseller Panel

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](#)

## Vendor Assessment

- Assess Me As ✔
- Vendor Profile** ⊙
- Bank Account Details ✔
- Category Details ⊙
- Financial Details ⊙
- Payments ⊙

Ask GeMmy

### VENDOR PROFILE

Vendor profile fields	value
Name of Company/Firm	Test Company
Constitution of Firm	proprietorship
Firm/Company PAN Number	CGAPM5536M
Date of Incorporation	2020-07-14
Primary Email Id	xy203@gmail.com
Primary Contact Number	8436188566
Additional Mobile number *	<input type="text"/>



## Vendor Assessment Exemption

Assessment exemption criteria

Documents

Assessor Response

Submit VA

### SELECT FORMAT TYPE FOR VENDOR ASSESSMENT EXEMPTION:

- Central / State PSUs.
- OEMs holding BIS License for the particular product category
- NSIC Registered MSEs
- OEMs having Unique Certification Code (UCC) issued by DRDO/ OFB/ SITRA
- Sellers recommended for exemption for specific categories and specified validity period by any CPSE, Central and State Government Departments/ Authorities.
- Sellers who are Registered Societies/ Trusts/ other bodies, if these concerns have Government Representation.

REQUEST VENDOR ASSESSMENT EXEMPTION

# Vendor Assessment or Exemption Request



You have completed your profile. You can now create catalogue, fulfil orders and participate in Bids.

- My Company
- My Actions
- Vendor Assessments
  - OEM Panel**
  - Reseller Panel
  - Change Business / Organisation Type
  - Close Account
- Personal Settings
- My Team

## ASSESSMENTS

## ASSESSMENT EXEMPTIONS

### ASSESSMENT EXEMPTIONS

S No	Seller Name	Status	Assessor Status	Created At	
1	[REDACTED]	Assessed	passed	2020-05-21	<a href="#">VIEW</a>

[CREATE EXEMPTION REQUEST](#)

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](#)



## Catalogue Management – Product





1. GENERAL INFORMATION



2. CATALOG INFORMATION



3. OFFERING QUANTITY & PRICE



4. PRODUCT SPECIFICATION



5. UPLOAD IMAGES



REVIEW TERMS AND CONDITIONS



I have read and agreed to all terms and conditions of Government E-Marketplace (GeM) and the product/service offering is matching GeM catalogue. [\(Click to enable publish button\)](#)

PUBLISH



Add New Offering

< Products

Search My Offerings

< Services

View All Categories

Sellers please note that, if you are an Original Equipment Manufacturer (OEM) for a brand, then under GeM CMS 2.0 you can become an authorized OEM for your brand and manage your catalogue and resellers.

- Please refer the [link](#) for more information about GeM CMS 2.0 and benefits of getting authorized as an OEM (access to OEM dashboard / OEM Panel).
- To learn how can you get authorized as an OEM on GeM, kindly refer the [Catalogue Management](#) section under FAQs.

## Catalogue Search

SEARCH

RESET





GENERAL INFORMATION

CATALOGUE INFORMATION

OFFERING QUANTITY & PRICE

PRODUCT SPECIFICATION

UPLOAD IMAGES

## Find your Product Category in the Marketplace

Enter keywords relevant to your product to see category suggestions.

Search category by Product Name, Keywords etc.

OR

Furniture and Furnishings

Classroom and instructional and institutional furniture and fixtures

laboratory furniture

Laboratory Steel Furniture

## My Categories

You have uploaded products in these categories

Infrared Medical Thermometer For Measuring Body Temperature

ADD ITEM

MEDICAL GOWNS - DISPOSABLE

ADD ITEM

Particulate Respiratory Mask- FFP2 (N95)

ADD ITEM

Personal Protection Equipment (PPE) Body Coverall for COVID-19

ADD ITEM

Surgical Gown Disposable


Cannot find a suitable category? [Click here to submit a request for creation of a new category or to suggest changes in an existing category.](#)

## 1. GENERAL INFORMATION



Product Category\*

Laboratory Steel Furniture

Brand \* 

--Select--



--Select--

SUDERSHAN

TYAGI GROUP

SSW SAGAR

GODREJ INTERIO

steelwellindia

Lakdi

DUGONG


labycare


Pisces

TEHAVON

INDO

LABOSCOPE

Auto Create Catalogue : 


Clone Catalogue Specifications: 

Golden Parameters\*

## 1. GENERAL INFORMATION ▼


Product Category\*

Laboratory Steel Furniture


Brand \* 

--Select-- ▼

**COULDN'T FIND YOUR BRAND ? [CLICK HERE TO ADD](#)**

Auto Create Catalogue : 

-- None -- ▼

Clone Catalogue Specifications: 

Please enter catalog id

Golden Parameters\*

### GENERIC

Type of Lab furniture \*

Select All

--Select--



GeM  
Government  
e Marketplace

# Brand Approval Request...3

New Request



Document Guidelines



Brand\*

ABC Brand



You are applying for **ABC Brand**. Please read the Document Guidelines for the required supporting documents carefully before creating the request.

Do you want to go ahead and request a new brand?

CANCEL

PROCEED

## New Request

### Document Guidelines

Brand\*

ABC Brand

Link to Brand's website/webpage\* 

Link 1

Upload Documents\* (only .pdf files)

-- Select file type--

 Upload

-- Select file type--

Trademark registration proof

Trademark certificate

OEM authorization letter

Govt. order copy

Other documentary evidence

If you are applying for this brand with the  
can opt for priority processing of your request.

ing bid, you

Do you want to apply for priority  
processing?

Yes  No

**APPLY FOR BRAND**

[Add New Offering](#)[Products](#)[Search My Offerings](#)[Services](#)[View All Categories](#)

Sellers please note that, if you are an Original Equipment Manufacturer (OEM) for a brand, then under GeM CMS 2.0 you can become an authorized OEM for your brand and manage your catalogue and resellers.

- Please refer the [link](#) for more information about GeM CMS 2.0 and benefits of getting authorized as an OEM (access to OEM dashboard / OEM Panel).
- To learn how can you get authorized as an OEM on GeM, kindly refer the [Catalogue Management](#) section under FAQs.

## Catalogue Search

[SEARCH](#)[RESET](#)



### Find Your Product's Category

Enter keywords relevant to your product to see category suggestions

### My Categories

You have uploaded products in these categories

chairs-office

ADD ITEM

Air Conditioner

ADD ITEM

Air Freshener

ADD ITEM

Almirah Steel

ADD ITEM

automatic line voltage corrector or step type auto transformer

ADD ITEM

[GENERAL INFORMATION](#)[CATALOG INFORMATION](#)[OFFERING QUANTITY & PRICE](#)[PRODUCT SPECIFICATION](#)[UPLOAD IMAGES](#)

## Find Your Product's Category

Enter keywords relevant to your product to see category suggestions

Wooden Pencil

Writing Instruments>>Wooden Pencil

Office Furniture>>Single / Double Bed - Wooden - With / Without Box

Stationery Items>>Pencil box

surgical support supplies>>Hand Cautery Pencil

Office Furniture>>Wooden Almirah

Desk Supplies>>>manual pencil sharpener

General educational facility fixtures>>Wooden Podium

Office Furniture>> chairs-office

flooring>>wooden flooring

Furniture>>Wooden Book Case

## My Categories

You have uploaded products in these categories

**Wooden Pencil** [View category](#)

Wooden Pencil





[GENERAL INFORMATION](#)[CATALOG INFORMATION](#)[OFFERING QUANTITY & PRICE](#)[PRODUCT SPECIFICATION](#)[UPLOAD IMAGES](#)

### Find Your Product's Category

Enter keywords relevant to your product to see category suggestions

Office Equipment and Accessories and Supplies ▼

Office supplies ▼

Writing Instruments ▼

Wooden Pencil ▼

### My Categories

You have uploaded products in these categories

Urine culture bottles

ADD ITEM

waste containers or rigid liners- Dust bin or Garbage Bin or Household Bin

ADD ITEM

welding cable

ADD ITEM

Wooden Almirah

ADD ITEM

Wooden Pencil

ADD ITEM

[Office Equipment and Accessories and Supplies](#) >> [Office supplies](#) >> [Writing Instruments](#) >> [Wooden Pencil](#)

(Submit suggestion for [Change In Specification framework of the Category](#))



Office Equipment and Accessories and Supplies >> Office supplies >> Writing Instruments >> Wooden Pencil

(Submit suggestion for Change in Specification framework of the Category)

1. GENERAL INFORMATION

Product Category(Class)\*

Wooden Pencil

Brand \*

--Select--

COULDN'T FIND YOUR BRAND ? [CLICK HERE TO ADD](#)

Auto Create Catalog :

-- None --

Golden Parameters\*

Certification

ISI Marked \*

Yes

No

Type and Grade

Type of Pencil \*

--Select--

Grade \*

--Select--



## 2. CATALOG INFORMATION



Model \*

Product Name \*

Title is missing

Product Description \*

Wooden Pencil

13/1000 characters

Video url

Product Page Link

(Enter link to product page on the brand's website.  
The page should show the product's MRP. Correct  
links will lead to increased buyer trust)

Is there any Bid for this catalog?

Yes  No

Is it certified by agency?\*

Yes  No



### 3. OFFERING QUANTITY & PRICE

Selling Product As\*

Resellers

**Are you OEM of this brand? Genuine OEMs Can claim OEM rights for the brand through the OEM Panel on seller Profile. Following details will be required to be submitted through OEM panel: a) Registered organization name b) Brand name(s) c) GeM Product categories d) Brand ownership documents**

**Note:-** The reseller details cannot be edited post publishing the item.

**⚠** Incorrect Authorization details can lead to penalization. [Click here to know more](#)

Authorization No.

Authorization Agency

Authorization Date

Authorization Validity

From  To

SKU

Harmonized System of Nomenclature (HSN) Number



MRP In INR \*

60

Offer Price Including Tax and Duties as INR \*

( Price for carted item will be locked for 10 days )

45

/pieces

25.00%

Discount ⓘ

#	Quantity Start	Quantity End	Discount %	Action
<a href="#">+ADD SLAB</a>				

Delivery Locations\* ⓘ

The product wise delivery locations selected by a seller are applicable for Direct Purchase orders only. Sellers are requested to choose the delivery locations for their products carefully.

**WARNING:** Refusal to ship a product in the delivery locations selected by a seller for Direct Purchase of that product will be considered as a serious breach of General Terms and Conditions of GeM and will be fraught with grave consequences including permanent debarment from GeM.

State

Please select the states only if you can deliver to all districts and pin codes in that state:

Zone	States			
<input type="checkbox"/> North	<input type="checkbox"/> Jammu Kashmir	<input type="checkbox"/> Haryana	<input type="checkbox"/> Delhi	<input type="checkbox"/> Punjab
	<input type="checkbox"/> Himachal Pradesh	<input type="checkbox"/> Chandigarh	<input type="checkbox"/> Rajasthan	
<input type="checkbox"/> Central	<input type="checkbox"/> Uttar Pradesh	<input type="checkbox"/> Madhya Pradesh	<input type="checkbox"/> Chhattisgarh	<input type="checkbox"/> Uttarakhand
<input type="checkbox"/> East	<input type="checkbox"/> Bihar	<input type="checkbox"/> Odisha	<input type="checkbox"/> Jharkhand	<input type="checkbox"/> West Bengal
	<input type="checkbox"/> Sikkim			



#### 4. PRODUCT SPECIFICATION



##### Certification

Conformity to Indian Standard \*

--Select--

CM/L Number and Date ⓘ

Max 20 Characters

##### Physical Properties

Length of Pencil (mm) \*

--Select--

##### Shape and Color

Body Colour \* ⓘ

Max 20 Characters

SAVE / PROCEED




## 5. UPLOAD IMAGES




### Image Guidelines




 Choose Image

No Image chosen

 Choose Image

No Image chosen

 Choose Image

No Image chosen

SAVE / PROCEED

### WEB INFO

[Terms of Use](#)  
[Website Policies](#)  
[Document Help](#)  
[Sitemap](#)  
[Web Information Manager](#)

### ABOUT GeM

[Introduction to GeM](#)  
[Statistics](#)  
[Right to Information](#)  
[Analytics](#)  
[New on GeM](#)

### MOUs

### NEWS & EVENTS

[Newsroom](#)  
[Gallery](#)  
[Notifications](#)  
[CCM Schedule](#)  
[Forums](#)

### BRAND GeM

### RESOURCES

[GeM Handbook](#)  
[OM's/Circulars](#)  
[Terms and Conditions](#)  
[Policies/Manuals](#)  
[Miscellaneous](#)

### INCIDENTS

### TRAINING

[LMS](#)  
[Training Calendar](#)  
[Training Module](#)  
[Facilitators](#)  
[Download GeM Logo](#)

### TESTIMONIALS

### NEED HELP ?

[FAQs](#)  
[Feedback](#)  
[Raise-a Ticket](#)  
[Contact Us](#)  
[Careers](#)



## 5. UPLOAD IMAGES



### Image Guidelines



- Upload actual image of the product with clean white background and without watermark, seller logo, or any sort of seller identification mark.
- Maximum image size should be 300kb in jpg or png file format.
- Image should comply with the technical parameters.
- Upload three centre aligned images of the product preferably from three product angles.
- Do not Photoshop the image to distort from the original image.
- Do not add Product description, certifications or specifications to the image.
- Do not upload partial product image, diagrams or sketches.
- Do not upload the images of product packaging, carton or outer box.
- Do not upload image of bunch of products, upload single product image (except in case of multi product Kits).

 Choose Image

No image chosen

 Choose Image

No image chosen

 Choose Image

No image chosen

SAVE / PROCEED






## 5. UPLOAD IMAGES



### Image Guidelines



 Choose Image



download.jpg

 Choose Image



download.jpg

 Choose Image



download.jpg

SAVE / PROCEED

#### WEB INFO

[Terms of Use](#)  
[Website Policies](#)

#### ABOUT GeM

[Introduction to GeM](#)  
[Statistics](#)

#### NEWS & EVENTS

[Newsroom](#)  
[Gallery](#)

#### RESOURCES

[GeM Handbook](#)  
[OM's/Circulars](#)

#### TRAINING

[LMS](#)  
[Training Calendar](#)

#### NEED HELP ?

[FAQs](#)  
[Feedback](#)



Office Equipment and Accessories and Supplies >> Office supplies >> Writing Instruments >> Wooden Pencil

## Natraj 52

1. GENERAL INFORMATION



2. CATALOG INFORMATION



3. OFFERING QUANTITY & PRICE



4. PRODUCT SPECIFICATION



5. UPLOAD IMAGES



REVIEW TERMS AND CONDITIONS

## General terms and conditions on GeM 3.0 (Version 1.12)

### 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), Autonomous institutions and Local bodies, for procurement of common use goods & services. The portal is owned and managed by GeM SPV which is a Section 8 (Non-Profit) Company registered under the Companies Act, 2013. GeM SPV operates, monitors and supervises all the business transactions on the portal through the Managed Service Provider as per defined roles and responsibilities.

### 2. General Terms and Definitions:

- a. **"APPLICABLE LAWS"** shall mean any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye-law, approval, directive, guideline, policy or other governmental restriction as may be in effect.
- b. **"GOODS"** shall mean an Article / product or an intangible product like software,





1. GENERAL INFORMATION



2. CATALOG INFORMATION



3. OFFERING QUANTITY & PRICE



4. PRODUCT SPECIFICATION



5. UPLOAD IMAGES



REVIEW TERMS AND CONDITIONS



I have read and agreed to all terms and conditions of Government E-Marketplace (GeM) and the product/service offering is matching GeM catalogue. [\(Click to enable publish button\)](#)

PUBLISH



Catalog Created Successfully, will be published on approval

SEARCH

RESET

Inventory Notified

Discontinued

Notified Products

**Published**

Waiting For Admin Clearance

Waiting For Seller Clearance

More ▾

## PUBLISHED

Name	Title on Market Place	ProductID	Gem Catalog Id	Category	Brand	Model	MRP/NDP	Offer Price	Product Status	Inventory Status	Action(s)
cricket ball	cricket ball	6425246-78150548681	5116877-53400503533-cat	Cricket Ball	NA	stapler	1000	500	Published	Published	<a href="#">✎</a> <b>Quantity Change Disabled reason :</b> Direct Purchase/ L1 order Rejection <b>Stock Note :</b> The stock has expired
new2	Kangaroo Hand (Held) Kunal	6425246-43684228525	5116877-71497907445-cat	Stapler	Kangaroo	assdf	8000	500	Published	Published	<a href="#">✎</a>
new	new	6425246-47789745610	5116877-45819404711-cat	Desktops	Dell	asdf	8000	500	Published	Published	<a href="#">✎</a> <b>Quantity Change Disabled reason :</b> Direct Purchase/ L1 order Rejection <b>Stock Note :</b> The stock has expired
		6425246-	5116877-								





Inventory Notified

Discontinued

Notified Products

Published

Waiting For Admin Clearance

Waiting For Seller Clearance

More ▾

Draft products

Rejected

Notifications

Change Requests

Stocks Expired

Stocks Expiring Soon

Specification Suggestions

**Quantity Change Disabled reason :**  
Direct Purchase/ L1 order Rejection  
**Stock Note :** The stock has expired

**Stock Note :** The stock has expired



**Quantity Change Disabled reason :**  
Rejecting an order

## PUBLISHED

Name	Title on Market Place	ProductID	Gem Catalog id	Category	Brand	Model	MRP/NDP	Offer Price	Product Status	Inventory Status	
cricket ball	cricket ball	6425246-78150548681	5116877-53400503533-cat	Cricket Ball	NA	stapler	1000	500	Published	Published	
new2	Kangaroo Hand (Held) Kunal	6425246-43684228525	5116877-71497907445-cat	Stapler	Kangaroo	assdf	8000	500	Published	Published	
new	new	6425246-47789745610	5116877-45819404711-cat	Desktops	Dell	asdf	8000	500	Published	Published	<input checked="" type="checkbox"/> <b>Quantity Change Disabled reason :</b> Direct Purchase/ L1 order Rejection <b>Stock Note :</b> The stock has expired
cricket_ball_IPL	cricket_ball_IPL	6425246-38065450686	5116877-66954792742-cat	Cricket Ball	Duke	IPL	45	30	Published	Published	<input checked="" type="checkbox"/> <b>Stock Note :</b> The stock has expired
dell	dell	6425246-1503808894	5116877-86231538152-cat	PR4	purchase 2	dell	800	400	Published	Published	<input checked="" type="checkbox"/>
product 1	product1	6425246-75255420345	5116877-74350154527-cat	pawan_cat4	NA	prod_098	100	10	Published	Published	<input checked="" type="checkbox"/> <b>Quantity Change Disabled reason :</b> Rejecting an order



## Order Handling-(Direct and L1 orders)



# Direct and L1 orders

- For values up to Rs.25,000 buyers may place orders based on seller offered price as in private e-commerce portals.
- For values up to Rs.5,00,000 buyer will compare the best offers among minimum three different OEM sellers and the lowest offer will be placed orders.
- On receipt of direct and L1 orders, the seller will get 5 days to accept the orders.
- It is expected that sellers accept such orders in all cases, as the order is solely based on seller offer.
- If the order is not accepted, the same will be affecting the seller grading in the portal.



# IMPORTANT LINKS

[VIEW ALL INITIATIVES](#)

[VIEW ALL NOTIFICATIONS](#)

## WEB INFO

[Terms of Use](#)  
[Website Policies](#)  
[Document Help](#)  
[Sitemap](#)  
[Web Information Manager](#)

## ABOUT GeM

[Introduction to GeM](#)  
[Statistics](#)  
[Right to Information](#)  
[Analytics](#)  
[New on GeM](#)  
[BRAND GeM](#)

## NEWS & EVENTS

[Newsroom](#)  
[Gallery](#)  
[Notifications](#)  
[CCM Schedule](#)  
[Forums](#)

## TESTIMONIALS

## RESOURCES

[GeM Handbook](#)  
[OM's/Circulars](#)  
[Terms and Conditions](#)  
[Policies/Manuals](#)  
[Miscellaneous](#)  
[MOU'S](#)

## TRAINING

[LMS](#)  
[Training Calendar](#)  
[Training Module](#)  
[Facilitators](#)  
[Download GeM Logo](#)

## NEED HELP ?

[FAQs](#)  
[Feedback](#)  
[Raise a Ticket](#)  
[Contact Us](#)  
[Careers](#)

PRODUCTS SERVICES CONTENT

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CATEGORIES GeM Advantages GeM Exclusive FAQs Contact Us Rate a Seller New on GeM

## Welcome to GeM training session.

We will be inducting you to the GeM portal followed by Hand's-on with the portal for ease of understanding.

Request you to mark your participation for the programme with the requisite details by clicking on the appropriate type;

Buyer Seller

Your feedback is valuable for us and will enable us to plan better for the upcoming session. Kindly share the session feedback by clicking the button below.

Feedback

<https://lms.gem.gov.in/participation/index>

www.gem.gov.in

Dear Akhil Jindal,

Thank you for participating in the training. Please find the Certificate of participation below. We would really appreciate if you may take some time to provide feedback on your experience of the training. This would help us improve our training process. Please provide your feedback by clicking the link:

[Feedback link](#)

We sincerely appreciate your insight because it helps us build a better user experience. For latest portal features and regular updates on GeM, click on the links below-

<https://gem.gov.in/latest>

<https://gem.gov.in/training>

<https://lms.gem.gov.in/>

Regards,  
Team GeM

**CERTIFICATE**  
**OF PARTICIPATION**

This Certificate is presented to

for successful participation in the GeM Training session on

DATE

# GeM Support – Channels to Assist You



Need help?



[helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in)  
[manager-training@gem.gov.in](mailto: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



**@Gem\_India**

**Government e Marketplace  
(GeM)**



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(GeM)**



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Efficient • Transparent • Inclusive