

#### A DEPARTMENT OF COMMERCE INITIATIVE



## 25<sup>th</sup> August 2020

## **Government e Marketplace – The Genesis**

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



## **Key Advantages for Seller**





Direct access to all Government departments



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



Dynamic pricing: Price can be changed based on market conditions



Strong vendor rating system



New Product suggestion facility available to Sellers Seller friendly dashboard for selling, and monitoring of supplies and payments



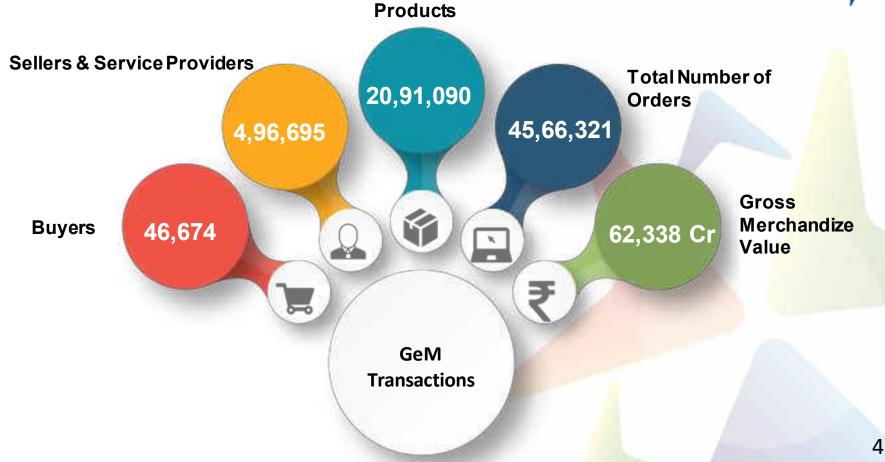
News and Event Section for Regular Updates



New on GeM – Shows list of new product categories added

## **Key Statistics**







- Public Procurement Policy for MSEs Order, 2012 notified under section 11 of MSMED Act 2006.
- Policy mandates 25% of procurements of goods and services from MSEs including 4% from MSEs owned by SC/ST and 3% from MSEs owned by women out of total annual procurements

## **Benefits extended to MSEs:**

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

## **Current Functionalities deployed in GeM for PPP- MSEs**

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

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



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



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



## Introduction to

## **Seller/Service Provider Functionality**

Designed by GeM Training

## **Pre-requisite For Registration**



#### For Primary User Registration:

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



#### Secondary User Registration:

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

## **Key Notes**

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



T

**)** 

.

## Seller/Service Provider Registration-Using

## <u>Aadhaar</u>







. . . .

Product +

Looking for something on GeMP

Procure on GeM for:





Q



#### CREATE YOUR ORGANISATION SELLER ACCOUNT

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

Welcome to Registration process for Government e Marketplace

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

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

**REVIEW TERMS & CONDITIONS** 

#### Why Sell On GeM?









×



#### General terms and conditions on GeM 3.0 (Version 1.13)

#### 1. Introduction

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

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

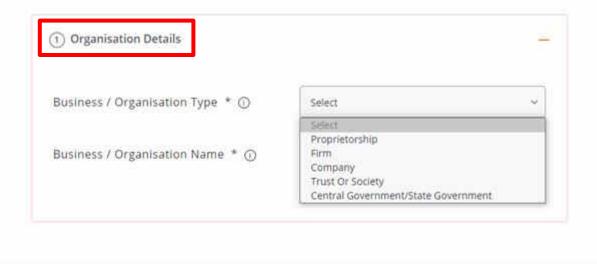
\* I have read and agree to the Terms & Conditions of Government e-Marketplace (GeM).





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

#### C REVIEW TERMS & CONDITIONS



## Why Sell On GeM?









\*

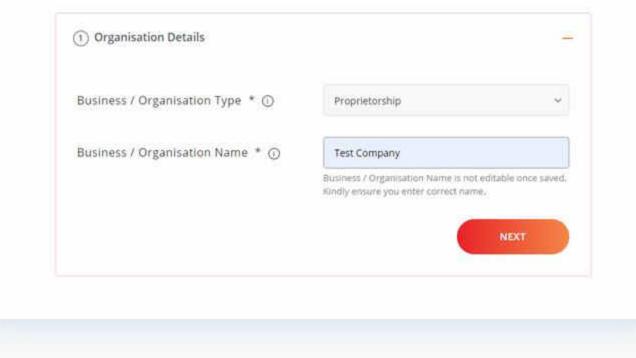
٠

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

\*

\*

#### C REVIEW TERMS & CONDITIONS





Why Sell On GeM?

### S REVIEW TERMS & CONDITIONS

Organisation Details		0	-
Business / Organisation Type *	Proprietorship		
Business / Organisation Name *	Test Company		

cation	
rself using * O Aadhaar O Personal PAN	

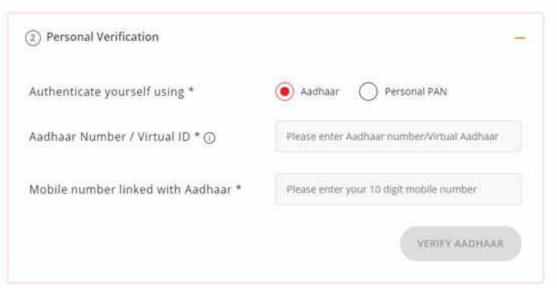


Why Sell On GeM?

4



# Organisation Details Proprietorship Business / Organisation Type \* Proprietorship Business / Organisation Name \* Test Company

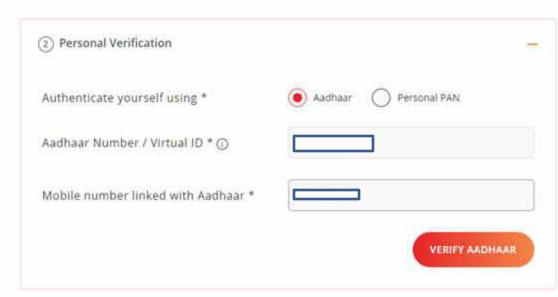




4

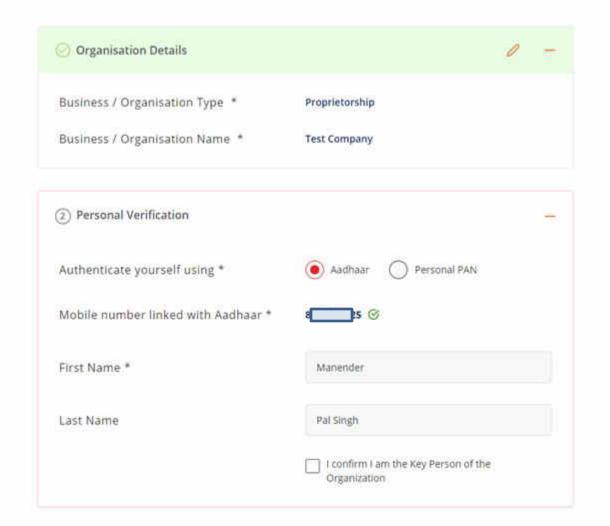
#### REVIEW TERMS & CONDITIONS

# Organisation Details Proprietorship Business / Organisation Type \* Proprietorship Business / Organisation Name \* Test Company

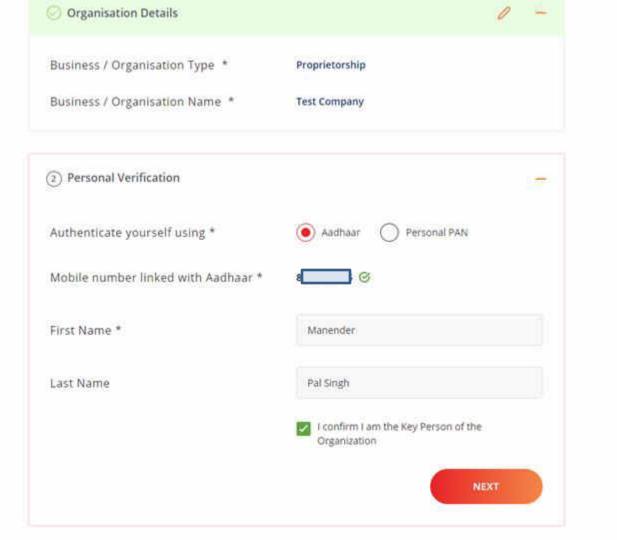




Mobile OTP Verification	
Enter OTP •	
Mobile : *******7825   Email : ma*******@gmail.com	
Not received OTP in \$55 mins?	Verify Cancel
Please do not press back button while the aadhaar authentication is being (	processed.

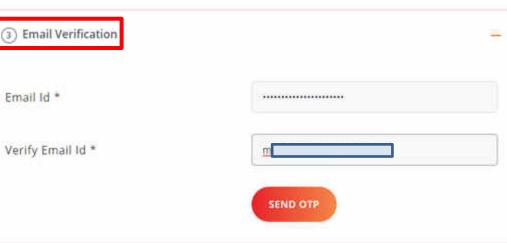








#### 0 -Personal Verification Chosen registration type \* Aadhaar Mobile number linked with AADHAAR \* 8 First Name \* Manender Last Name Pal Singh (3) Email Verification \_



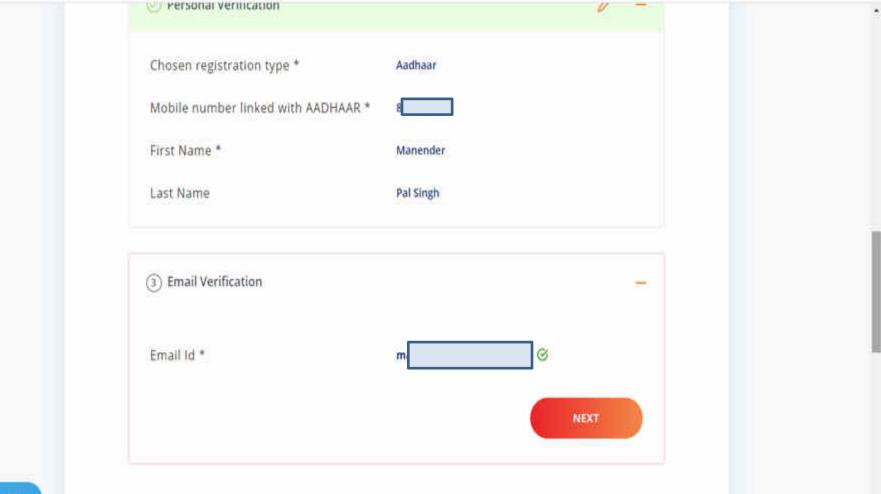


.

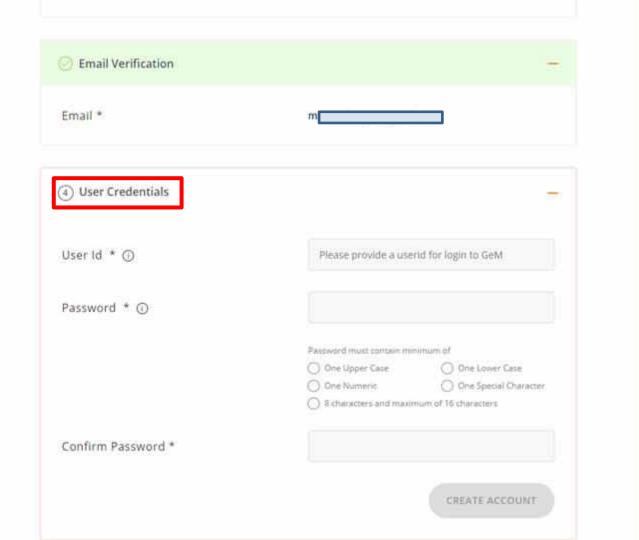
First Name *	Manender
Last Name	Pal Singh
③ Email Verification	-
Email Id *	
Verify Email Id *	m
	SEND OTP RESEND OTP
	OTP has been sent successfully to your Email 1D. 09:51
	Click "Resend OTP" if not recleved within 10 min.
Enter OTP *	
	VERIFY OTP



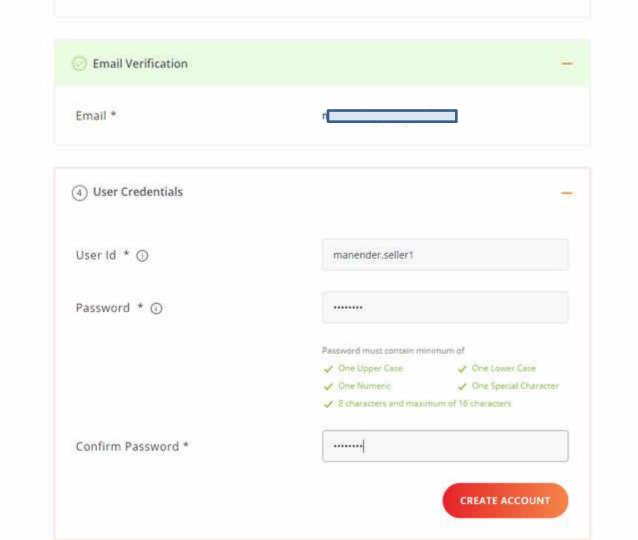
14





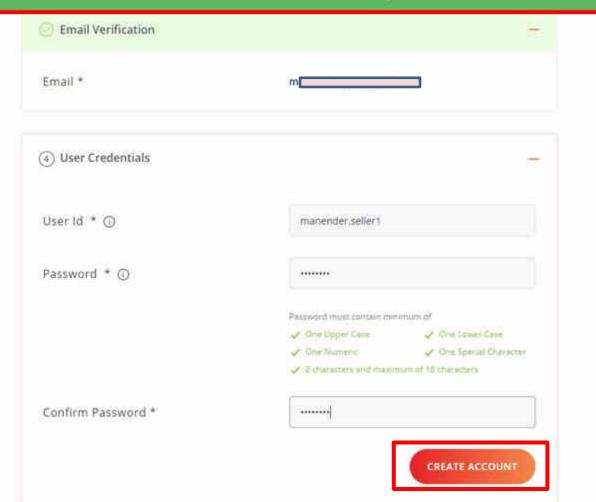


👩 Ask GeMmy





#### Seller Account created successfully



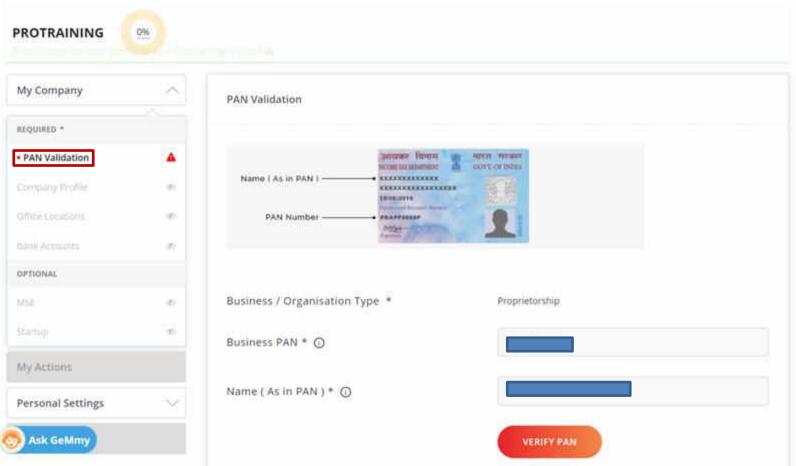
👩 Ask GeMmy



## Seller/Service Provider Profile Updation

Designed by GeM Training

## **Seller** Profile Completion



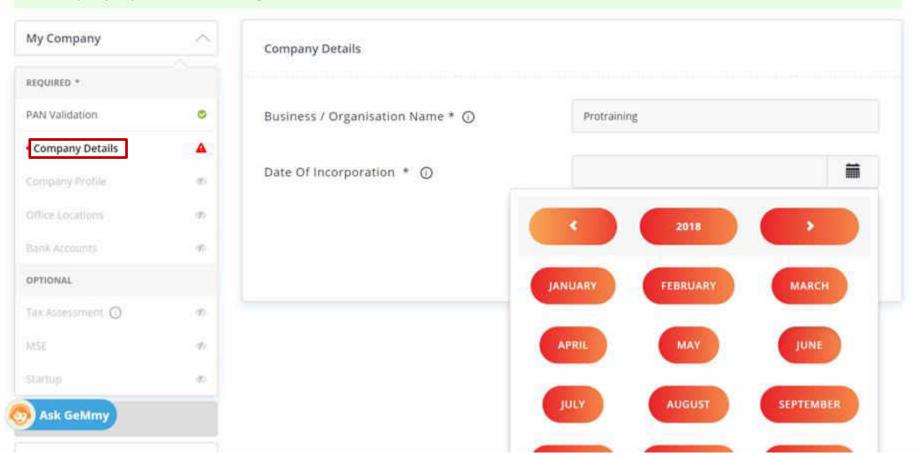
#### PAN validation successfull

My Company	~	PAN Validation
REQUIRED *		
PAN Validation		SHITTER TANK THE HEAD AND A CONT. OF INDIA
Company Details	Δ.	Name ( As in PAN )
Company Profile	æ	PAN Number
Office Locations	-m	
Bank Accounts	÷	
OPTIONAL		Business PAN * 🕢
Tax Assessment ()	0	
MSE	Ť	Name ( As in PAN ) * ①
Startup	- eo :	
Ask GeMmy		

#### PROTRAINING

## 50%

#### Please complete your profile to start transacting on GeM 🛕



÷

#### PROTRAINING



#### Please complete your profile to start transacting on GeM A

EQUIRED *	
PAN Validation	0
Company Details	۲
Company Profile	
Office Locations	Ð
Bank Accounts	÷
OPTIONAL	
Tax Assessment, 🔘	0
MSE	Ð
Startup	ø :

#### **Company Profile**

Business / Organisation Type

Business / Organisation Name

Date Of Incorporation ()

Are you a Startup ?

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

Do you want to participate in Bid ?

#### Proprietorship

Protraining

03/02/2016

🖲 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?'.



CATEGORIES	All Ga	ategories ~	Q
PROTRAINING	50%		
lease complete your pro	file to start transa	cting on GeM 🛕	
My Company	<u>^</u>	Startup	
Company Profile		If you are a Startup, please choose to provide your Startup	details to avail benefits on GeM
equired *	•		d with Startup India
ompany Details	0	DIPP number ①	
ffice Locations	· A		If your Startup registration number starts with DPIIT or any other format, please insert DIPP instead of DPIIT or any other format.
Startup		DIPP linked Mobile ①	
PTIONAL		VERIFY AND SAVE	
Ask GeMmy			

#### PROTRAINING

50%

Company Profile	
REQUIRED *	
PAN Validation	0
Company Details	0
Office Locations	
Bank Accounts	4
• Startup	4
OPTIONAL	
Tax Assessment 🕢	
MSE	
My Actions	

#### Personal Settings

Ask GeMmy

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

Registered with Startup India

Not registered with Startup India

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

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

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

We encourage you to sign-up for DPIIT recognition and avail the exemptions offered to DPIIT-certified Startups. Register Now with Startup India

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

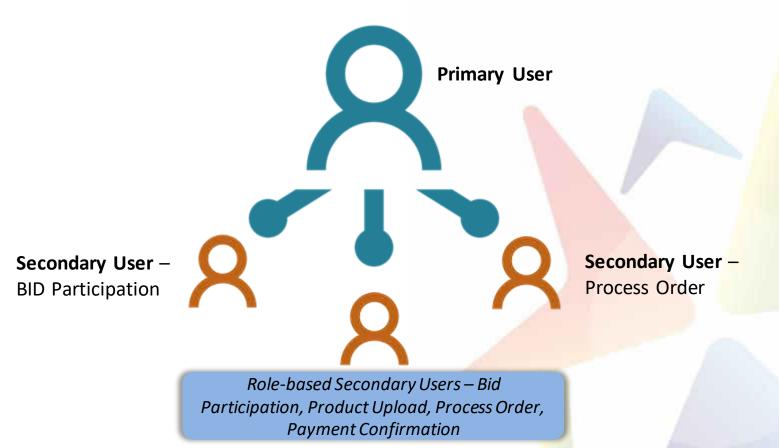
### PROTRAINING



### Please complete your profile to start transacting on GeM 🛕

My Company	~	MSE	
Company Profile			
REQUIRED *		Only Micro or Small Enterprise can register.	
PAN Validation	0	UAM () (UAM) Number alloted by	Please enter your 12 character UAM number issued by MSF
Company Details	0	MSME	
Startup	0	Mobile 🛈	
Office Locations			
Bank Accounts	4		VERIFY AND SAVE
• MSE			
OPTIONAL			
Tax Assessment			
Ask GeMmy			

# **Function Based Flexibility for Seller Users**



NOTE: All roles can be performed by single secondary seller

E CATEGORIES All Ca	tegories 🗸	٩
You have completed your profile. You can no	ow create catalogue, fulfil orders and participate in	Bids.
My Company $\sim$	-	
My Actions	ASSESSMENTS	ASSESSMENT EXEMPTIONS
Vendor Assessments	CREATE NEW ASSESSMENT	
Change Business / Organisation Type		ers/Service providers are exempted from Vendor Assessment. Certain OEMs
Close Account	like those having Rs.500 Crore or more turn are also exempted from Vendor assessment	over, OEMs like NSIC registered sellers, Central/State PSUs, ZED certified etc . Please see Policy Document for details
Personal Settings $\sim$	Policy Document	
My Team 🗸 🗸		



# **OEM Vendor Assessment Methodology**



VA for OEMs is based on three broad parameters:

- Physical location (vendor profile)
- Financial capacity
- Production capability
- 2 stage Vendor Assessment:
- Desktop Assessment
  - Information and documents will be submitted by the vendor in the Desktop

Assessment (DA) stage and if any discrepancy is found, then on-compliance (NC) would be raised.

- Video Assessment–
  - Video Assessment is conducted by an expert using the mobile based application through video calling.
  - It will validate the entire process submitted by the vendor through documents in Desktop Assessment.



# Submit Request for New Brand

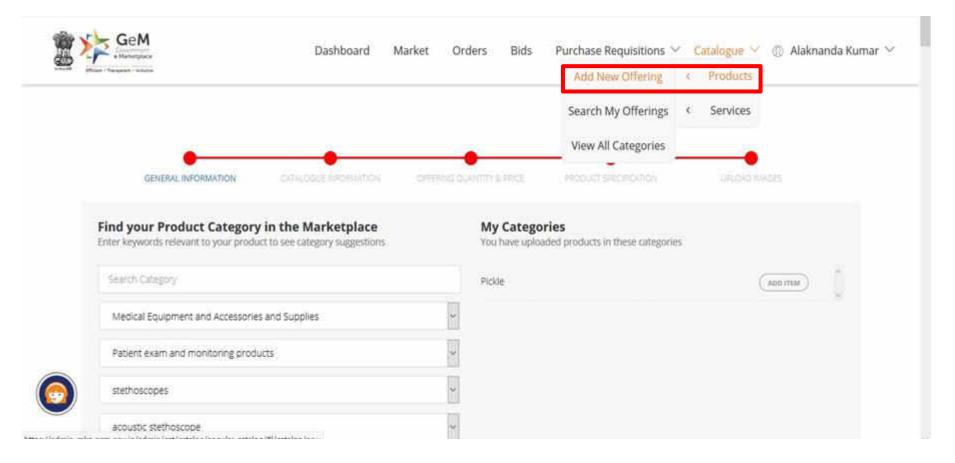
- 1. Select Category
- 2. Select your Brand from list OR
- If brand not available in list, Request New Brand. On Submitting New Brand Request, it will come to GeM for approval. Please refer Notifications panel for checking approval status of Brand
- After Selecting your Brand, upload relevant documents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

			OEM F	Panel		
Requ	est OEM Author	ity For Brand				Back To My Account
	Search Category:	Stairch Category	l.			
	information Techno	ology Brosoc 🔹 Comp	outer Soulpment and Acce.	Computers	• Desktops	
		2 Select Brand:	HSD	Reques	t New Brand	
Upload	Relevant Documents	s : (atleast one file m	iust)			
1	Doc 1* Gevi-Bidding	-1022015.pdf =		- Court	e Request 5	
	Doc 2			21 Million	S S	
	Doc 3	4				

## Sellers: Brand Request

Document Guidelines				Θ		
Document Guidelines						
lease note that any new brand added w	Il have to be approved before	you can start cre	ating items under it.			
irand*						
ink to Brand's website/webpage*	Link 1					
lpload Documents* (only .pdf files)	Select file type	Doc 1				
	Select file type	Doc 2				
	Select file type	Doc 3				
	Select file type	Doc 4				
	Select file type	Doc 5				

## Sellers: Product Upload-1



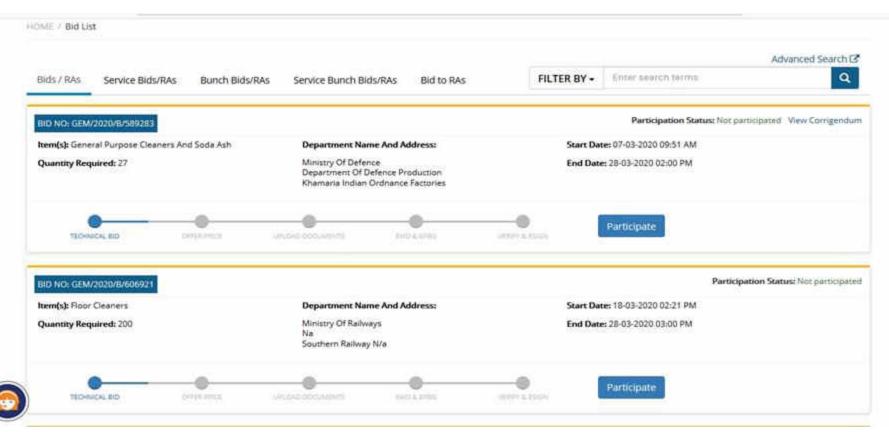
## Sellers: Product Upload -2

Tunable Diaphragm *	Ores Ono	
Finish of Binaural tube *	Select-	
Outer diameter of Y tubing (mm) *	Range [10 - 100]	۲
Type of Chest piece * 🖲	-Select-	
Detectable Sound frequency	Range: [0 - 1200]	( <b>b</b> )
range (Hz) * 0		
Ear pieces material *	-Select-	(•):
Number of ID tag provided *	Select	
Material of the Spring *	Select-	(•).
Spare snap on ring Provided *	Oves Ono	
Stethoscope design and	Oyes ONo	



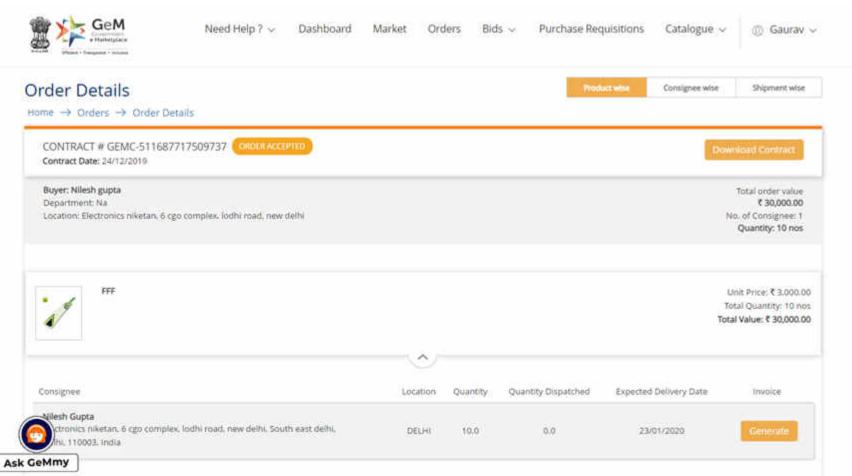
# **Bid Participation**

### Sellers: Product Bid participation



\*





CONTRACT # GEMC-51168					
	7717509737 DIDIE	CCEPTED			Download Contract
Contract Date 24/12/2019					The set of the way way the set
Buyer: Nilesh Gupta					Total Quantity: 10
Department: NA Location: CENTRAL DELHI					Total Value: ₹ 30,000.00
Electronics Niketan, 6 CGO Com	plex, Lodhi Road, New De	ihu			
Nilesh Gupta					Total Quantity : 10
Electronics Niketan, 6 CGO Com		itri.			Quantity Dispatched : 0
DELHI, SOUTH EAST DELHI, 1100	003				
nvoice Details					
nvoice Details		Invoice Date*		Billing Address*	
		Invoice Date* 24/12/2019	-	Billing Address*	
			<b>**</b>	Billing Address*	Э
			<u></u>	Billing Address* Bank Account Number*	3

CONTRACT # GEMC-511687717509737 OIDERACCEPTED Contract Date 24/12/2019

#### Buyer: Nilesh Gupta

Department: NA Location: CENTRAL DELHI Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi

#### Nilesh Gupta

Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi, DELHL SOUTH EAST DELHI, 110003

### Invoice Details

#### Seller Involce No\*

2786

#### Date of dispatch\*

24/12/2019

Tracking No.

### Ask GeMmy

**Product Details** 

### Invoice Date\* 24/12/2019

#### Mode of dispatch\*

節



#### Billing Address\*

首

4rth, Boxy, Patel Chowk, Central Delhi, DELHI, 11000 \*

#### Bank Account Number\*

300000(7891

Total Quantity : 10 Quantity Dispatched : 0

Total Quantity: 10

\*

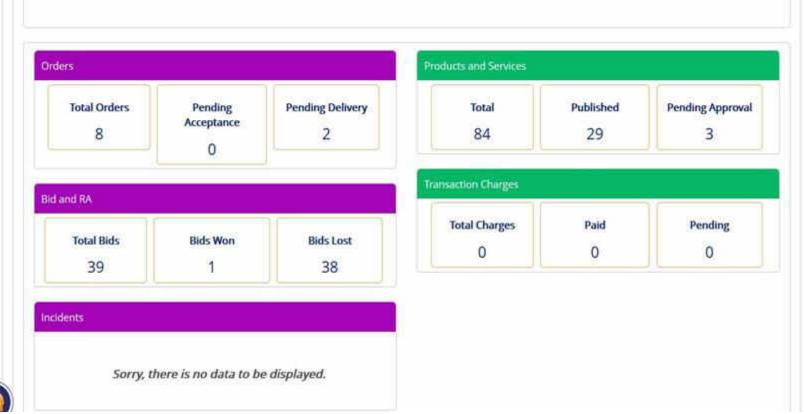
Total Value: ₹ 30,000.00

	1			
Tracking No.	Track url			
Product Details				
FFF	Supplied Qty" 10.000	CGST(10)" 30.00	SGST/IGST/UTGST(₹) 0	
win constit) -	5G5T(₹)	IGST(₹)	UTGST( ( )	Total 30000.00
Pending items to ship = 10	GST(#)' 30	Cess( <b>¢</b> )' 0.00	-	
5			Total invoice Value	₹30000.00
			TOTOL INVOLUE VOLUE	130000.0



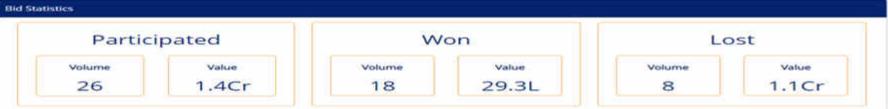
# **Seller Dashboard**

### Sellers: Dashboard





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



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





# **New/Upcoming Features**

# **New Features**

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

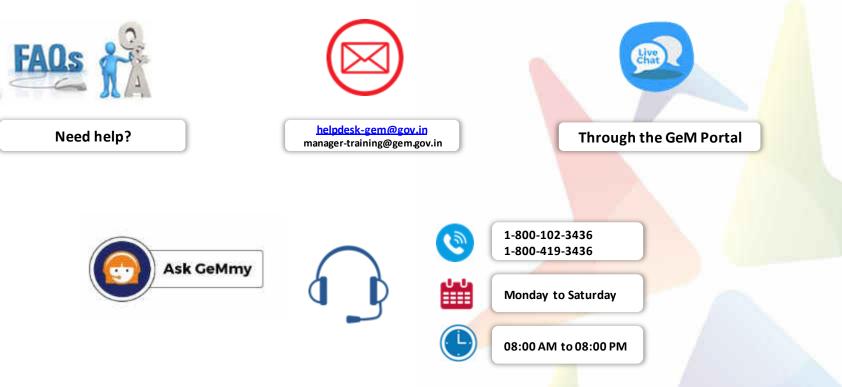
# New Features....contd.

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

# **GeM: New features for Sellers**

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

# **GeM Support – Channels to Assist You**



# Stay Connected...

# @Gem\_India

# Government e Marketplace (GeM)





# Government e Marketplace (GeM)



### Submit Your Feedback

# https://lms.gem.gov.in/participation/index

# 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