

GeM PROCUREMENT

**BRIEF PRESENTATION
ON
BASICS OF SERVICE PROCUREMENT ON
GEM**





Amethyst



Aquamarine



Blue Topaz



Citrine



Diamond



Emerald



Garnet



Peridot



Pink
Sapphire



Pink
Tourmaline



Ruby



Sapphire



GeM
Government
e Marketplace

About GeM



GeM
Government
e Marketplace

- Government e-Marketplace
- Uniform platform for Goods and Services procurement for all Govt./Semi-Govt. agencies
- DG S&D + MEITY developed GeM portal
- Launched on Aug 9, 2016

Why GeM?

IRePS

- Tender based system
- 21 days tender calling time
- Complete tender document with GCC
- Post-tender correspondence, pre-bid procedure complicated
- Defining tender conditions.
- Agreements, IR-WCMS, manually typed agreements.
- ✓ e-TC module

GeM

- Market based system
- 10 days min. – 21 days for tenders.
- Only modules – Scope of work, Payment terms, Penalty clause, BoQ .
- Well defined procedure for taking clarifications on GeM
- Tick from the available ATC.
- No need. Auto-generated SLA.
- ❖ Manual TC

And, because the GoI has issued directions which have to be followed ...



No reason to stay is a good reason to go.



Methods of procurement on GeM

- Direct buying – upto 25,000
- Comparison buying –
L1 compared with 3 others – direct order
25000 to 5 Lacs.
- Bids/RA
 - For service packages available on GeM
 - Custom Bids
 - Bunching of Bids

What can be procured on GeM

- Goods – Executive can place direct order upto 25,000 per case subject to annual ceiling limit.
- Services -Tender cases,
-Short notice Quotation cases.
- Works – Not yet on GeM. Expected soon..

Statistics – C&W Ambala (GeM procurement)

MATERIAL PROCUREMENT (NON-STOCK) PU-28

By Stores

- 2020-21
 - 25 Lacs
- 2021-22 (Current FY)
 - Around 20 Lacs

By Mech (C&W)

- 2020-21
 - Rs 69,366
(Direct procurement)
- 2021-22 (Current FY)
 - Rs 70,730 (Limit 1 Lac)
(Direct procurement)

Statistics – C&W Ambala (GeM procurement)

SERVICES PROCUREMENT PU-32

By Stores

- 2020-21
 - 14 Lacs
(Vehicle Hiring, MuV Hiring)
- 2021-22 (Current FY)
 - Rs 10,96,416 (Vehicle Hiring)

By Mech (C&W)

- 2020-21
 - 80.35 Lacs (Awarded Bids)
- 2021-22 (Current FY)
 - **Rs 3,37,59,394** (Awarded Bids)
 - **Rs 3,11,700** (L1 comparison)
 - **Rs 12.7 cr.** (Bids under process)
MCC/SRE, MCC/UMB, RO repair case

Policy Circulars

- Initially – only Goods procurement – Authority: RB letter no. 88/RS(G)/779/14 Pt. dated 22-09-2017
- National Mission on GeM – Sept 5, 2018 – GeM for all ministries and departments.
- **Goods procurement limit on Executive – Para 2.13 on Page D-12 (Stores Matters)**
Rs 25,000 per case direct procurement subject to max limit.



S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	lubricants marketed by public sector undertakings on single tender basis.							requires no tender committee or Finance Concurrence. 2. Limited tenders are to be called in place of single tender in case prices are not government administered. Finance concurrence is not required for calling Limited Tender. <i>Authority:</i> 1. 2007/RS(G)/779/1 dt 28.07.08 2. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.20]
2.10	Single tenders for non-ferrous items (MMTC, HCL and HZL) (refer Note- xiii below)	Up to the limit of his powers of purchase.	Upto their powers of Purchase	Upto their powers of Purchase	Upto their powers of Purchase	Nil	Upto their powers of purchase.	<i>Authority:</i> 89/RS(G)/753/1 of 13.10.1989. These powers will be exercised without Tender Committee but with concurrence of Associate Finance
2.11	Purchase from KVIC/ ACASH/ Ordnance Factories (only for fog signals) of MoD on Single Tender Basis – Dispensing with need for TC (Refer Note xii below)	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Nil	<i>Authority:</i> 2009/RS(G)/113/1 dt. 29.10.14 1. Finance Concurrence is not necessary
2.12	To enter into negotiations with tenderers and to accept negotiated rates.	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Upto their powers of purchase.	<i>Authority:</i> 59/773/LRS(G) dt.20-5-1960. 1. Latest CVC instructions should be followed for calling negotiations.
2.13	Purchases made directly by departments other than Stores department.							
	(A) Procurement through GeM by user departments: Officers authorised by PHODs of user departments may be permitted to buy goods (Non-stock items) available on GeM by placing direct on-line orders up to Rs. 25,000 in each case. This may be subject to annual ceiling of Rs. 10 lakhs per department per annum. The officers will have to certify as follows:							<i>Authority:</i> 2017/Trans/01/Policy dt. 18.10.2017 Para-12 <i>Note:</i>

D12

“I,, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”	A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of total demand
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Policy Circulars

- Services on GeM
- RB letter no. 88/RS(G)/779/14 Pt. dated 07-02-2020
 - Goods and services to be procured as regular purchase on GeM as per Stores SOP.
- MMM RB letter no. 2020/RS(G)/779/3 dated 17-06-2020
 - Stores officers shall procure services on demands or requests
- MMM RB letter no. 2020/RS(G)/779/3 dated 17-06-2020
 - Stores Department as exclusive agency for procurement of services through GeM.

Policy Circulars

- No. 2018/Trans Cell/S&T/Model SOP dated 21-09-2020.
 - Corrigendum Slip no. 10 to Model SOP 2018.
 - Part-A Works Matters. S.No. 44
 - Power for procurement on GeM to all officers
- For services available on GeM, procurement has to be on GeM.
Exceptions - personal approval of GM/DRM.

How to procure goods and services on GeM?

Log on to:

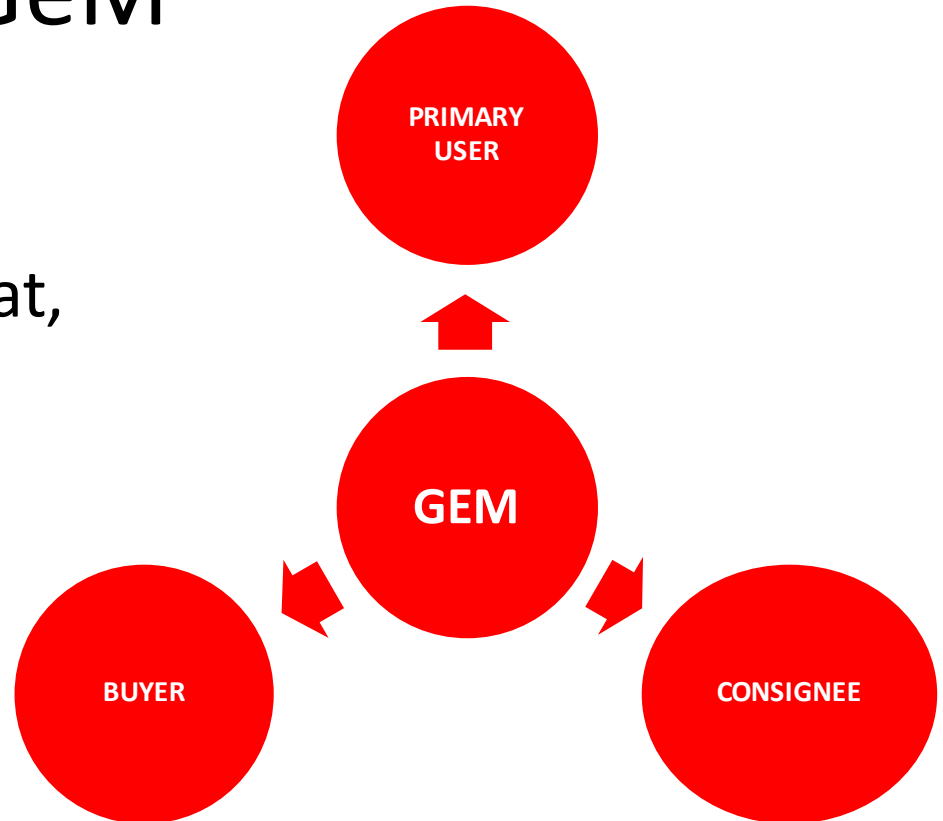
www.gem.gov.in

Requirements fro procurement on GeM

- Buyer and Consignee

But before that,

- PRIMARY USER



Or,

- Help from Railway Stores Department

Who can be a Primary User on GeM?

PRIMARY USER

- Primary User: In GeM , the Primary User is as under:
 - i. Any officer of Central / State Government / PSU / Autonomous Bodies /Local Bodies / Constitutional Bodies / Statuary Bodies at the level of Deputy Secretary of the Government of India or equivalent
 - ii. Head of the Office at Sub Centre / Unit / Branch, can Register his / her organization / unit on GeM portal as Primary User.
- Primary User shall be responsible for registering the organization on GeM, for creating User accounts for Secondary Users, assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him / her.
- Primary User shall also be vicariously responsible for ensuring compliance of General Financial Rules and / or Rules Governing Public Procurement in respect of their organization, all GeM terms and conditions and other Procurement Policies / Guidelines notified by the government from time to time, by all the secondary users including timely payments and for dispute resolutions as per GeM terms and conditions.
- Primary user cannot perform any Procurement related transactions on GeM portal.

BUYER

“BUYER” is the Contract placing authority, which includes Central/State Government Ministries/Departments including its attached/subordinate offices, Central/State Public Sector Units (PSUs) and Autonomous Bodies acting through its authorized officer(s) for and on behalf of President of India/Governor of the State/PSU/Autonomous Bodies, as the case may be, for purchase of Goods/Services offered by Sellers on GeM.

SELLER

“SELLER / SERVICE PROVIDER” on GeM shall mean any legal entity such as firm(s) of Proprietorship / Partnership Firm / Limited Liability Partnership / Private Limited / Limited company / Society registered under Society’s Act / Statutory Bodies etc., registered on GeM to sell its Good(s) / Service(s) to the Buyers registered on GeM.

The “Seller on GeM” will be either OEM (Original Equipment Manufacturer*) or Seller having authorization to sell products manufactured by the OEM in open market.

* OEM is the owner of the Brand / Trademark of the product being offered or in case of un-registered brand’s products / products with own brand, the actual manufacturer of the final product.

PAYMENT AUTHORITY

- ACCOUNTS DEPARTMENT OF IR
- CRAC is generated post delivery of Goods/Services.

How to register on GeM

- As a Primary User
- As a Buyer
- As a Consignee

❑ This part is discussed at the end of the presentation

(Documents uploaded in the Presentation Group)

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.

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](#)

Basics

- GeM does not distinguish between Railway departments – Stores or Executive.
- BUYER, CONSIGNEE, PAYMENT AUTHORITY
- **These can be created/set/modified from the PRIMARY USER Account.**

Guiding Principles

- Then, what restricts the executive buyer?
- **MODEL SOP (MSOP-18) as updated.**
- **Goods procurement limit – Para 2.13 on Page D-12 (Stores Matters)**
Rs 25,000 per case direct procurement subject to max limit.
- **Service Procurement – Para 44 of Part-A: Works Matters (Corrigendum issued Slip No. 10 of Model SOP 2018 dated 21.09.2020).**
- **And the JPO...**





S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
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	lubricants marketed by public sector undertakings on single tender basis.							requires no tender committee or Finance Concurrence. 2. Limited tenders are to be called in place of single tender in case prices are not government administered. Finance concurrence is not required for calling Limited Tender. <i>Authority:</i> 1. 2007/RS(G)/779/1 dt 28.07.08 2. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.20]
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	(A) Procurement through GeM by user departments: Officers authorised by PHODs of user departments may be permitted to buy goods (Non-stock items) available on GeM by placing direct on-line orders up to Rs. 25,000 in each case. This may be subject to annual ceiling of Rs. 10 lakhs per department per annum. The officers will have to certify as follows:							<i>Authority:</i> 2017/Trans/01/Policy dt. 18.10.2017 Para-12 <i>Note:</i>

D12

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Part- A: Works Matters

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
44	Delegation of Powers in case of Service Contracts (inviting and accepting tenders)	<p>PHOD/CHOD: Full Powers As per Delegation of Service contracts</p> <p>(No change)</p>	<p>DRM Up to Rs. 100 Crore in each case for long term contracts as per Service Contracts (follow extant guidelines of Service Contracts, earlier DRMs had power only up to Rs.20 Crore)</p> <p>(No change)</p>	<p>All Other officers Powers as per the delegations in Service Contracts</p> <p>(No change)</p>	<ol style="list-style-type: none"> 1. DRMs can enter into service contract for a period of 3 months irrespective of value of contract, only in case of termination of existing service contract with finance concurrence, by calling quotations from approved list of vendors 2. Extant Guidelines of Board to be followed <p><u>(Additional remark)</u></p> <ol style="list-style-type: none"> 3. Powers under this item shall also be applicable for procurement of Service through GeM. <p>Authority: 1.Rly.Bd's ltr.No.2017/Trans/01/Policydt.18.10.2017</p>
<p>Note: For services available on GeM, procurement has to be done through GeM. However, any exception to this, which is justified due to specific reasons, requires personal approval of GMs/DRMs.</p> <p>Authority: 1.Rly.Bd's ltr.2018/Trans Cell/S&T/Model SOP dt.21.09.2020</p>					

21.09.2020

Guiding Principles

- GFR – 2017

This is only a collection of broad guidelines

- Do we need to follow the GCC?

The GCC derives authority from GFR

- Manual for procurement of Services – 2017

What do you need to know?

- General Terms and Condition (GTC)
- Special Terms and Conditions (STC)
- Service Level Agreements (SLAs)
- Additional (Bid Specific) Terms and Conditions (ATC)

SLA

“SERVICE LEVEL AGREEMENT (SLA)” shall mean the Contractual Commitment that prevails between the Buyer and the Service Provider with regard to type of service to be provided, deliverables, desired performance level, reliability and responsiveness, monitoring process and service level reporting, response and issue resolution time-frame, repercussions / penalties / remedies for service provider not meeting its commitment. The SLA of a particular contract may carry the matrix regarding the delivery of the goods and/or services and the corresponding penalties or remedies and liquidated damages as applicable.

Important Documents and Resources

- GeM handbook
- GeM GTC
- GFR 2017
- Manual for procurement of Goods 2017
- Manual for procurement of Consultancy and other Services – 2017
- GCC- Service - 2018
- Manual for procurement of Works – 2019

GeM terminology

- BID
- Bunch BID
- Custom BID
- RA – Reverse Auction
- GeM availability report
- SLA – Service Level Agreement
- ATC – Additional Terms and Conditions
- CRAC – Consignee Receipt and Acceptance Certificate

Custom Bid

- Live demonstration..

NOTIFICATIONS



MY DASHBOARD PRODUCT ORDERS SERVICE ORDERS ALL DEMANDS BILLS BULK PAYMENT UPDATE INCIDENTS ALL CARTS REQUESTS GEM AVAILABILITY REPORT

Number of People/Posts

29

Number of Divisions

9

ALL DEMANDS

In Checkout	10
Declined	4
Total Demands	14

PRODUCT ORDERS

Direct Purchase	20
Bid	0
RA	0
PR	0

SERVICE ORDERS

Direct Purchase	2
Bid	6
RA	0
PR	0

BILLS



Ask GeMmy

https://mkp.gem.gov.in/browse_nodes/category_report

Type here to search



31°C Light rain

17:26
12-08-2021















GeM Availability Report And Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the product/service specification searched by the Buyer. The buyer can either create a manual report or bulk report in case of a large number of search strings. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

If the category is available in GeM but Buyer just needs to add a few more parameters to cover his requirement, Buyer can select matching product from market and then use the option of adding up to five more specifications parameters to the existing category / catalogue. This option would give Buyer the liberty to use normal bidding process and get better and structured / validated response from sellers already registered in a category.

In case, the required product/service category is not at all available on GeM, the buyer can create a custom catalog with required specifications and drawings and float a bid. A bunch bid can also be created with one or more custom items so created by the Buyer and also with existing category products. The competent authority approval is also required for floating custom catalog bid.

After generating GeM Availability Report, Custom Catalogue can be created by clicking at  under Actions.

CREATE MANUAL REPORT		CREATE BULK REPORT		Manual	Generated
Report ID	Report Name	Created At	Actions		
GEM/GARPTS/22072021/3I94EAAIASEH	Repair of Honda Make Genset Make EU 70i at Bathinda depot	Jul 22, 2021	  		
GEM/GARPTS/23072021/FFN1T08GGHIC	Mechanized Cleaning of Coaches , Enroute watering , Depot permises cleaning and collection & disposal of garbage from NG coaching depot KLK and SML to municipal committee nominated place for 2 Years	Jul 23, 2021	  		
GEM/GARPTS/26072021/63T8YF6Y0V4Y	Repair of 40HP Electric Motor of EOT crane Make AMT capacity 10/3Ton	Jul 26, 2021	  		
GEM/GARPTS/07082021/6X1LTEFVLVQE	Mechanized Cleaning of Coaches and collection & disposal of garbage from coaching depot BTI to municipal committee nominated place at BTI for 2 years	Aug 7, 2021	  		

NOTIFICATIONS

+

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GeM Availability Report

Enter your product/service details and keywords to view category suggestions and select categories matching your requirement to generate the GeM Availability Report. You may search for multiple products or/and services to generate a single GeM Availability Report. In case category matching your requirements is not found, you may mark so against the searched product/service and this information will also be added to the generated report.

Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

Enter report name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
-----------------	--------	-------------------	------------

ADD MORE

WEB INFO

- Terms of Use
- Website Policies
- Document Help

 Ask GeMmy

in 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

NOTIFICATIONS +

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Please move your cursor to the category suggestions to see the category preview. You may also view the category to see all products/services and category specifications.

Name

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	REQUEST ID
-----------------	--------	-------------------	------------

Service ▾

Operation and Maintenance Services of Power Generator(DG-Set)

Did not find the category I am looking for

Operation and Maintenance Services of Power Generator(DG-Set)


ADD MORE













GeM Availability Report And Past Transaction Summary

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If the category is available in GeM but Buyer just needs to add a few more parameters to cover his requirement, Buyer can select matching product from market and then use the option of adding up to five more specifications parameters to the existing category / catalogue. This option would give Buyer the liberty to use normal bidding process and get better and structured / validated response from sellers already registered in a category.

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CREATE MANUAL REPORT		CREATE BULK REPORT		Manual	Generated
Report ID	Report Name	Created At	Actions		
GEM/GARPTS/22072021/3I94EAAIASEH	Repair of Honda Make Genset Make EU 70i at Bathinda depot	Jul 22, 2021	  	<div>Create custom catalog</div>	
GEM/GARPTS/23072021/FFN1T08GGHIC	Mechanized Cleaning of Coaches , Enroute watering , Depot permises cleaning and collection & disposal of garbage from NG coaching depot KLK and SML to municipal committee nominated place for 2 Years	Jul 23, 2021	  		
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NOTIFICATIONS

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Create/Buy Custom Catalog For Not Available Products/services

The Buyer can create new custom catalog for the not available products/services or can float a bid from the previously created custom catalogues.

This Custom Item Bid workflow is for Goods. For Services please use Custom Service workflow. Please click [here](#) to go for Custom Service creation
GeM is a platform for procurement of goods and services. The provision for procurement of works is presently not available on GeM.

Report ID : GEM/GARPTS/22072021/3I94EAAIASEH

Report Name : Repair of Honda Make Genset Make EU 70i at Bathinda depot

Status : Generated

PRODUCT/SERVICE	SEARCH	SELECTED CATEGORY	ACTIONS
Service	GEN	Operation and Maintenance Services of Power Generator(DG-Set)	Not applicable
Service	repair of genset	Not Available	CREATE CUSTOM CATALOG USE EXISTING CATALOG

WEB INFO



Ask GeMmy

[Document Help](#)

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](#)



Type here to search



31°C Light rain



17:32
12-08-2021



Catalog Creation

Title: *

Reference price for Catalog: *

Selling Unit: *

quantity Choose unit

Add related/similar categories:

+ Add Categories

Harmonized System of Nomenclature (HSN) Number

Upload Documents: *

Specification Document

Upload

Images:

Choose Image

No Image chosen

Save

Choose Image

No Image chosen

Choose Image

No Image chosen



CATEGORIES

All Categories

Shopping Cart

NOTIFICATIONS

Home / Custom Bid for Services

FILTERS

Intent Of Buying

☒ BID

SELECT CONSIGNEES

Description /Nomenclature Of Service Proposed For Procurement Using Custom Bid Functionality

☐ ----

☒ Other

of DG Gen Set at BTI

Regulatory/ Statutory Compliance Of Service

☒ YES

CUSTOM BID FOR SERVICES

Number of Active Service Providers : 13470

Intent of Buying : BID

Service Level Agreement and Packages

Request for update in Service

Service Details

Contract Start Date

2021-08-25

Contract End Date

2021-09-24

Description /Nomenclature of Service Proposed for procurement using custom bid functionality : Repair Of DG Gen Set At BTI (Other) X

Regulatory/ Statutory Compliance of Service : YES X

Compliance of Service to SOW, STC, SLA etc : YES X

SEARCH

Offer with price

Offer without price

Seller	Description /Nomenclature Of Service Proposed For Procurement Using Custom Bid Functionality	Regulatory/ Statutory Compliance Of Service	Compliance Of Service To SOW, STC, SLA Etc	Total Value	
----	----	YES	YES	₹ 0.01	ADD TO CART



NOTIFICATIONS

Home / Custom Bid for Services

FILTERS

Intent Of Buying

☒ BID

SELECT CONSIGNEES

Description /Nomenclature Of Service Proposed For Procurement Using Custom Bid Functionality

☐ ----
☒ Other

of DG Gen Set at BTI

Regulatory/ Statutory Compliance Of Service

☒ YES

Compliance Of Service To SOW, STC, SLA Etc

☒ YES

CUSTOM BID FOR SERVICES

Number of Active Service Providers : 13470

Intent of Buying : BID

Service Level Agreement and Packages

Request for update in Service

Service Details

This Service is compatible with existing cart for contract date from 2021-08-25 to 2021-09-24. You may choose different filters to view offerings under this service and add to the same cart or [click here](#) to create a new cart for this service

Contract Start Date

2021-08-25

Contract End Date

2021-09-24

Description /Nomenclature of Service Proposed for procurement using custom bid functionality : Reapir Of DG Gen Set At BTI (Other) X

Regulatory/ Statutory Compliance of Service : YES X Compliance of Service to SOW, STC, SLA etc : YES X

SEARCH

Offer with price

Offer without price

Seller	Description /Nomenclature Of Service Proposed For Procurement Using Custom Bid Functionality	Regulatory/ Statutory Compliance Of Service	Compliance Of Service To SOW, STC, SLA Etc	Total Value	
AGMATEL INDIA PRIVATE LIMITED	---	YES	YES	Price On Demand	<div>ADD TO CART</div> <div>Report This Offer</div>

SHOPPING CART - INTENT OF BUYING : BID

Custom Bid For Services

Custom Bid For Services - Reapir Of DG Gen Set At BTI

Item Added On
12.08.2021
10 days left

Quantity Of Procurement (To Be Chosen 1 In All Circumstances)
1

Contract Details:

Duration: 31 Days
Start Date: Wed, 25 Aug 2021
End Date: Fri, 24 Sep 2021

X Delete

VIEW ALL CART

PROCEED TO CHECKOUT



NOTIFICATIONS +

SHOPPING CART

	Product Title	Quantity of Procurement (to be chosen 1 in all circumstances)	Sub Total
Custom Bid for Services	Custom Bid for Services - Repair of DG Gen Set at BTI Item Added on 12.08.2021 10 DAYS LEFT Contract details: Duration: 31 days Start date: Wed, 25 Aug 2021 End date: Fri, 24 Sep 2021 Delete	1	Price on Demand



BID

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





1. Specifications
2. Consignees/Reporting Officer
3. Details
4. EMD/ePBG Details
5. Splitting
6. T&C

Additional Terms and Conditions (* Click on the appropriate Group below to add the ATC specific to that Group)

Generic	Scope of Supply	Turnover
OEM	Purchase Preference (Centre)	Service & Support
Inspection	Certificates	Warranty
Payment	All	Purchase Preference (State)
Sample Clause	Buyback for Non PFMS / Non GPA	Past Project Experience
Forms of EMD and PBG	Human Resource Service	Ration Item ATCs
Financial Criteria	Buyer Added Bid Specific ATC	

Submit

After opening of BID

- Technical evaluation
- Clarifications
- TC/Acceptance Note
- Financial approval
- Contract start date
- Uploading Financial approval
- OTP to sign
- Contract Agreement

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.

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

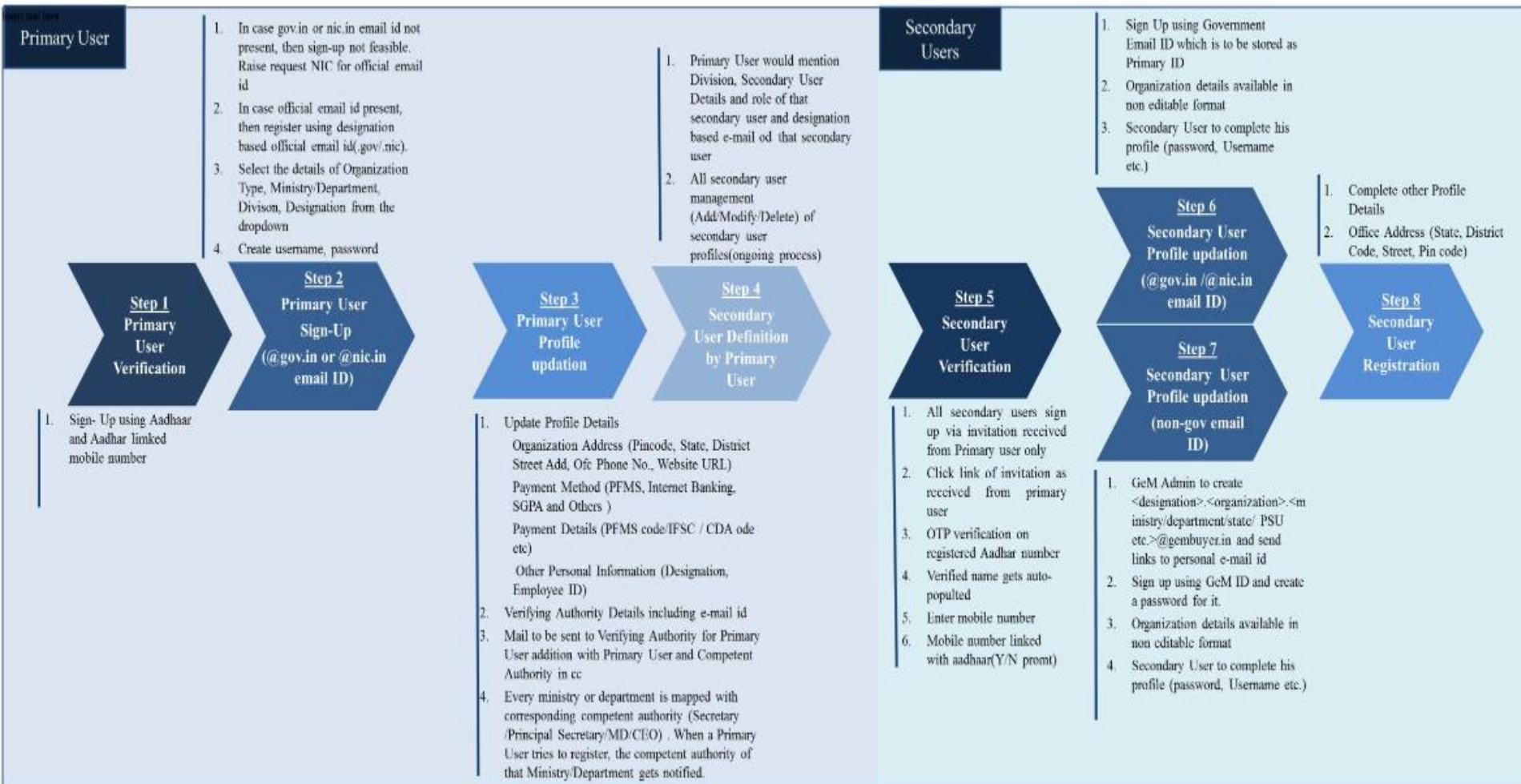
- Government email id – preferably designation based
- Aadhaar number
- Active Mobile number to which your Aadhaar is linked – for OTP purpose

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

[REVIEW TERMS & CONDITIONS](#)

Level	Designation	Responsibilities
Competent Authority	Head of the Organization <ul style="list-style-type: none"> Central Ministries / Department - Secretary to Government of India State Department - Principal Secretary to the State Government For other institution / entity / organization – MD / CMD/ CEO / Chairman/ DG/ Director and the JS(for central ministry) or principal secretary(for state)¹ concerned for that entity/organization 	Will be notified whenever Verifying Authority and Primary User are added under their organization
Verifying Authority	Under Secretary/Equivalent or above. Nominated by competent authority	Responsible for approving the registration of all Primary Users
Primary User²	Can be any one of the users as defined below <ul style="list-style-type: none"> Deputy Secretary or above of the Central Government Ministry, Government of India Head of the Office at Sub Centre / Unit / Branch of Government Organization/ PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies Director / Equivalent Officer 	Approved by the Verifying Authority for creating and managing all Secondary User(s) on GeM under them.
Secondary user	As defined by the Primary User	Approved by the Primary user for the below mentioned roles <ul style="list-style-type: none"> Buyer Consignee Payment/Paying Authority(e.g.: PAO/DDO)

THE PROCESS



- [https://assets-bg.gem.gov.in/resources/pdf/Buyer Registration V1.2.pdf](https://assets-bg.gem.gov.in/resources/pdf/Buyer_Registration_V1.2.pdf)
- Document is available on www.gem.gov.in



ALL THE BEST

THANK YOU!