

GeM Registration

The Government e-Marketplace



One Stop Government e Marketplace



Mr. Mohit Arora
(NGO Consultant)

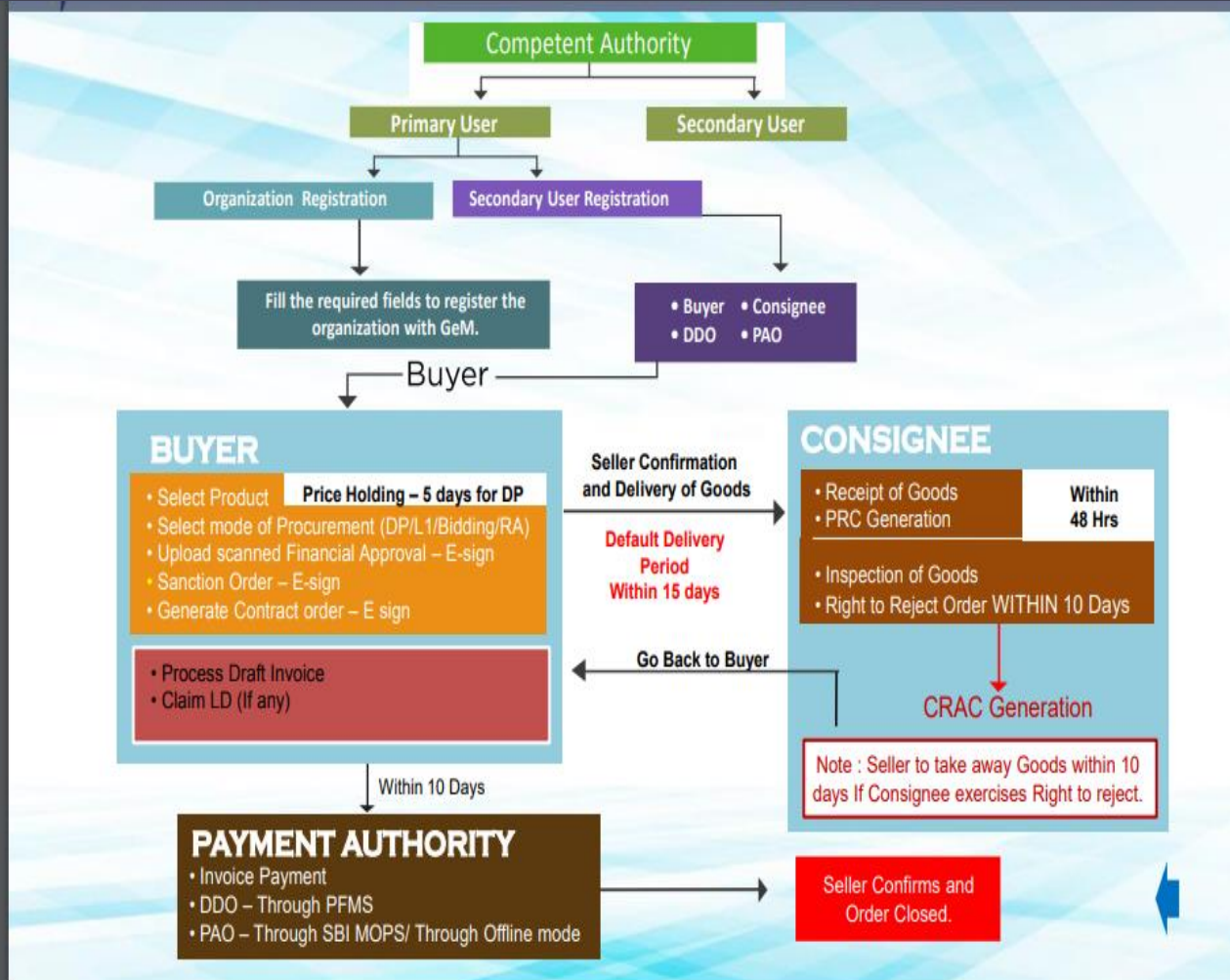
Mob. No
+91-8882452426

Email:
ngo@agarwalmartaxcon.com

□ What is GeM Registration?

- *The Government e-Marketplace (GeM) is a government-run e-commerce portal. It is a one-stop to facilitate and enable easy online procurement of the Consumer Goods & Services that are needed by various Government Departments, Organizations and PSUs.*

□ Authorities of GeM:



□ Important Aspects of while procuring on GeM portal:

- Parties in GeM
 - **Buyer**
 - Who can buy?
 - How to register to buy?
 - How to buy?
 - **Seller**
 - Who can sell?
 - How to register to sell?
 - **DGS&D**
 - Role and responsibilities
 - Each has its predefined role and responsibilities

□ GeM Advantages:

For Buyers:

- 1. Rich listing of products for individual categories of Goods/Services**
- 2. Search, Compare, Select and Buy facility**
- 3. Buying Goods and Services online, as and when required.**
- 4. Transparent and ease of buying**
- 5. Continuous vendor rating system**
- 6. User-friendly dash board for Buying and monitoring supplies and payments**
- 7. Easy Return policy**

For Sellers:

- 1. Direct access to all Government departments.**
- 2. One stop shop for marketing with minimal efforts.**
- 3. One stop shop for bids / reverse auction on products / services**
- 4. New Product Suggestion facility available to Sellers**
- 5. Dynamic pricing: Price can be changed based on market conditions**
- 6. Seller friendly dashboard for selling and monitoring of supplies and payments**
- 7. Consistent and uniform purchase procedures**

□ Bidding and Reverse Auction

- Bidding:- Bidding is an offer (often competitive) to set a price by an individual or business for a product or service or a demand that something be done. Bidding is used to determine the cost or value of something.
- Reverse Auction: A reverse auction is a type of auction in which the roles of buyer and seller are reversed. In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.

□ Documents Required:

- **Any one of the proof of business Registration:**
 - Incorporation Certificate
 - Certificate of GST Registration
 - Certificate of MSME Registration
- **Financial Information:**
 - Financial Information of last 3 year. For example Income Tax Return
- **Owner Details:**
 - Business Owner Details such as Aadhar card or PAN card.
- **Detailed Explanation:**
 - Detailed Explanation about the business
- **Bank Details:**
 - Bank account and supporting KYC documents
 - Cancel cheque copy
- **VAT/TIN no. (if applicable)**

REGISTRATION


GUIDE

(5 SIMPLE STEPS)

Step -1

STEP 1 **HOME PAGE OF GEM PORTAL**

SCREEN 1



The screenshot shows the home page of the Government E Marketplace (GeM) portal. It features a quote from the Prime Minister: "The Government is committed to curbing corruption. One of the key aspects of this objective is to minimize Government's human transactional interface. Accordingly, public procurement is being transformed by leveraging technology such as online market places and e-tendering. The Government E-marketplace (GeM) also offers other advantages such as minimizing prices while maximizing ease, efficiency and transparency. It will help enhance processes in ways such as demand aggregation, real-time price discovery, and prompt automated payments." Below the quote are two smaller quotes from Shri Narendra Modi and Shri. Naregula Sathyanarayana. The page also includes a navigation bar with 'Products', 'Services', 'Bids', and 'Sign Up' buttons.

PROCESS FLOW

- Primary User (Duly nominated by Competent Authority) to Log on to www.gem.gov.in
- Click on SIGN UP button

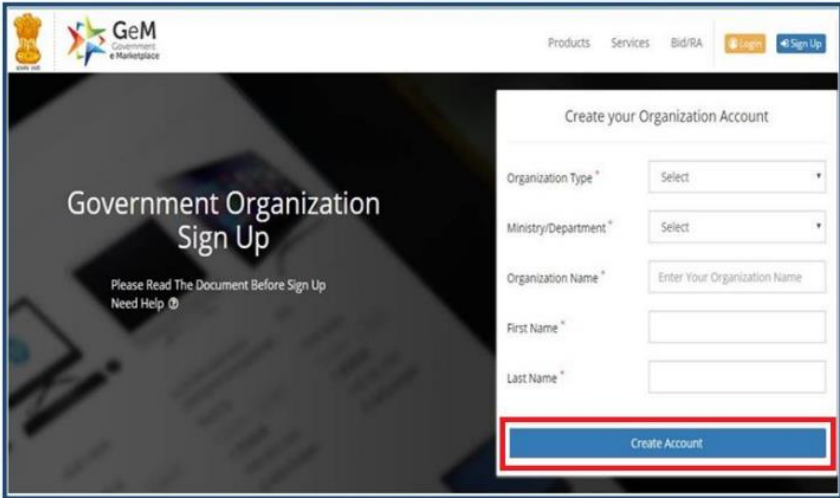
- Please surf the Website content on Home Page for better appreciation before Sign Up

COMPETENT AUTHORITY TO NOMINATE RESPONSIBLE OFFICIALS AS PRIMARY AND SECONDARY USERS VIDE AN INTERNAL OFFICE NOTE. DRAFT FORMAT -<https://img1.digitallocker.gov.in/gem/resources/pdf/creation-of-parimary-user-and-secondary.pdf>

Step-2

STEP 2 **REGISTRATION OF ORGANIZATION**

SCREEN 2



PROCESS FLOW

- Select appropriate Organization Type, Ministry/Department
- Type Organization Name etc.
- Click on CREATE ACCOUNT - the Screen will expand

- All Fields are Mandatory to fill
- Please read THE DOCUMENT before Sign Up
- Please Spell-check Organization Name

PRIMARY USER IS REQUIRED TO FILL UP THE ORGANIZATION AND OTHER DETAILS ON GEM PORTAL

<https://gem.gov.in/register/buyer/signup>

Step-3

- PRIMARY USER IS REQUIRED TO OPEN INBOX MAIL FROM HIS/HER OFFICIAL E-MAIL ID AS FILLED IN STEP 2 AND CLICK ON VERIFY EMAIL LINK.

Step-4

- PRIMARY USER IS REQUIRED TO LOGIN WITH USER ID AND PASSWORD
<https://gem.gov.in/login> CREATED IN STEP 2

Step -5

- PRIMARY USER IS REQUIRED TO FILL UP OTHER ORGANIZATION DETAILS AND DETAILS OF VERIFYING OFFICER AND CREATE SECONDARY USERS AS NOMINATED i.e. BUYER, CONSIGNEE, DDO, AND PAO AS THE CASE MAY BE.

The Organization is now
functionally
REGISTERED with



□ Important note:

- Verifying Officer has no role to play in Registration process except Disable Primary User, only if required.

Thank you