USER MANUAL FOR

Government e-Marketplace (GeM)

LANDING PAGE

Displays all the important URLs of GeM portal like: About, Contact, Terms & Conditions, Privacy Policy, Copyright Policy, FAQs- sellers and buyers, Returns Policy, Feedback, Helpdesk, and Disclaimer.
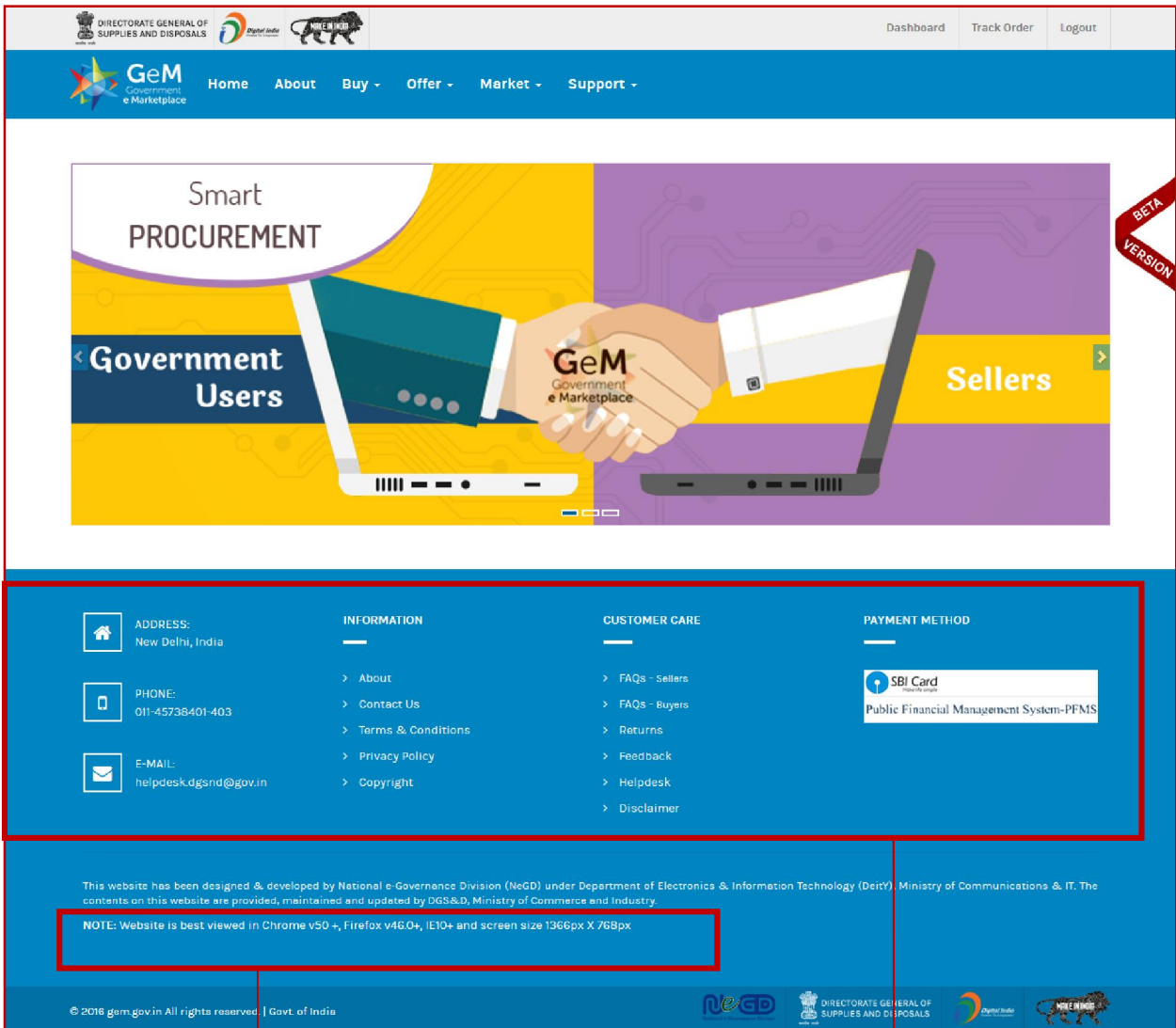
Gem.gov.in is best viewed by Windows Operating System 8.x or higher, Chrome V50 or higher, Firefox V46.0 or higher, Internet Explorer 10 or higher or any other equivalent browsers

1. **Home:** - The Home page is the landing page of the website. It is to be considered as the main page of the GeM portal.

2. **About:** - This page gives a brief description about the GeM portal.

3. **Buy:** Buy contains a sub menu-
   I. **Products**: "Products" tab offers a log-in page to the users. Users need to log-in to this section to utilize it fullu with their registered credentials. New users need to first register to access the tab.
   II. **Services**: Ditto as Products tab.

4. **Offer:** "Offer" menu allows the registered sellers and services providers to display the offers they are offering to the users.
   I. Products: Product sellers need to log-in/register to this section to list their products.
   II. Services: Ditto as Products menu.

5. **Market:** Users need to register/log-in to buy/sell products on "Market" page.

6. **Support:**
   I. User Manual: This is a detailed guide about the GeM platform.
   II. Terms & Conditions: Contains all the terms and conditions for buying and selling on GeM.
   III. FAQs-Buyers: Contains frequently asked questions for the buyers.
   IV. FAQs-Sellers: Contains frequently asked questions for the sellers.
   V. Contact Us: Displays the contact details of the officials.
   VI. Helpdesk: Displays the contact details of the concerns to be reached in case of ant query.

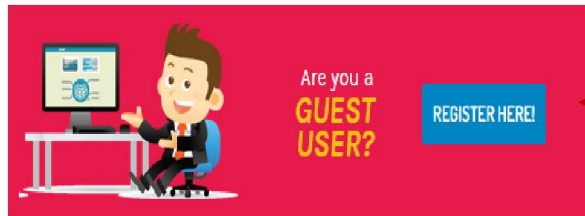7. **Register:** Users can register using four different options as explained below:

   I.

   Government Buyer: :Clicking here Government Buyers can register themselves by providing the necessary details

   II.

   Product Seller: Clicking here users can register as Product Sellers.

   Service Provider: Clicking here users can register as Service Providers.

III.

Guest User: Clicking here users can register as Guest Users to compare price.

: Guest users can only view and compare products. To buy or sell products, users have to register themselves as Government Buyers or Product Sellers/Service Providers.

8. **Login** We have a common login for all type of users (Buyer/ Product Seller/ Service Provider/ Guest User).

GOVERNMENT BUYER/HOD REGISTRATION

All the fields marked with "*" are mandatory fields to fill.

Once the user clicks on this checkbox, terms and conditions box will popup. He/she will have to e-sign the terms & conditions document to register.

Buyer registration form: Related fields are explained below:

Organization type	Select your organization name from the drop down.
Ministry/Department	Select the Ministry/Department from the drop down.
Organization	Select your organization type from the drop down

Address	Type your organization address.
State	Select the state.
District	Select the district.
Pin code	Write your pin code.
Employee id	Type your Employee Id and click the **Verify button** to verify it.
Aadhaar	Enter your Aadhaar number and generate the OTP.
First name	Enter your first name.
Last name	Enter your last name.
Email (official)	Type your official Email id.
Mobile (official)	Type your official mobile number.
Designation	Type your Designation.
Organization	Type the organization name.
Aadhaar	Type the Aadhaar number of your **Competent Authority**.
Employee id	Type the employee if of your **Competent Authority**.
First name	First name of your **Competent Authority**.
Last name	Last name of your **Competent Authority**.
Email (official)	Mail id of your **Competent Authority**.
Mobile (official)	Mobile number of your **Competent Authority**.

GUEST USER REGISTRATION

All the fields marked with "*" are mandatory fields to fill.

Once the user clicks on this checkbox, terms and conditions box will popup. He/ she will have to accept the terms & conditions to register.

Guest User registration form: Related fields are explained below:

Aadhaar	Fill in the valid Aadhaar number and verify it using the OTP received on your registered mobile number with Aadhaar database.
First Name	Enter your first name
Last Name	Enter your last name
Email	Enter a valid email id on which GeM related emails will be delivered.
Mobile	Enter a valid mobile number and verify I it using the OTP received
Password	Enter the password. The password should be between 8 to 30 characters. Must contain at least one letter, one number and one special character. Special characters allowed are hash(#), exclamation(!), Asterisk (*), dollar($) and at the rate(@).
Confirm Password	Re-enter the password entered in the password field.
Terms & Conditions	Click on the checkbox to accept the GeM terms & conditions. Without accepting Terms & conditions, the user cannot register on GeM platform.

PRODUCT SELLER REGISTRATION

CREATE AN ACCOUNT // Seller Registration

COMPANY INFORMATION

TYPE OF FIRM *
--Select Firm Type--

CONSTITUTION OF FIRM *
--Select Constitution Type--

NAME OF COMPANY/ LLP *
Name of company/LLP *

COMPANY PAN NUMBER *
Pan No.

TIN NUMBER (CST) *
TIN No.

TIN NUMBER (VAT) *
TIN No.

REGISTERED ADDRESS *

STATE *
Select State *

DISTRICT *
District *

PINCODE *
Pincode *

BILLING ADDRESS
Same as registered address   ○ YES   ● NO
Enter your billing address

STATE *
Select State *

DISTRICT *
District *

PINCODE *
Pincode *

TYPE OF SELLER *
☐ OEM   ☐ AUTHORIZED CHANNEL PARTNER   ☐ OTHERS

COMPANY BANK ACCOUNT NAME *
Bank Acc. (Company Name)

COMPANY BANK ACCOUNT NUMBER *
Bank Acc. No.

COMPANY BANK IFSC CODE *
Bank IFSC code

DATE OF INCORPORATION IN (DD-MM-YYYY) *
dd-mm-yyyy

IS IT BLACKLISTED BY GOVERNMENT *
☐ YES   ☐ NO

LATEST ANNUAL TURNOVER *

#	Financial year	Turnover in INR (Lacs)	Profit/loss Flag	Profit/loss Amount (In lacs)	Audited
1	2015 - 2016	Turnover	Profit	Profit/Loss amount (In Lacs	
2	2014 - 2015	Turnover	Profit	Profit/Loss amount (In Lacs	
3	2013 - 2014	Turnover	Profit	Profit/Loss amount (In Lacs	

ACCOUNT DETAIL

APPLICANT AADHAAR NUMBER *
Aadhaar No. *   GENERATE OTP

CONTACT NAME *
First Name *

E-MAIL (OFFICIAL) *
Email *

PAN NUMBER *
Pan No.   VERIFY

DESIGNATION *
Designation *

MOBILE (OFFICIAL) *
Mobile No *   GENERATE OTP

PAYMENT *
5000.00

PASSWORD *
Password *

CONFIRM PASSWORD *
Confirm Password *

☐ I have read and agree to comply with and/or be bound by the Terms & Conditions of Government e-Marketplace (GeM).   REGISTER

All the fields marked with "*" are mandatory fields to fill.

Once the user clicks on this checkbox, terms and conditions box will popup. He/she will have to e-sign the terms & conditions document to register.

Product Seller Registration form: Related fields are explained below

	COMPANY INFORMATION
Type of firm	Select your firm type: Large-scale industry, medium enterprise, small & micro enterprise or others.
Company Identification Number	Enter registered CIN (Company Identification Number) of your company.
Udyog Aadhaar Number	Enter registered Udyog Aadhaar Number for medium, small and micro enterprises.
Constitution of firm	Select Constitution of the firm.
Name of company/ LLP	Type Name of Company/ LLP.
Company pan number	Enter Company Pan Number.
TIN Number (CST)	Enter Tin number (CST) of your company.
TIN Number (VAT)	Enter Tin number (VAT) of your company.
Registered address	Enter the address of your company.
State	Enter state name.
District	Enter district name.
Pin code	Enter pin code.
Billing address	Enter billing address.
Type of seller	Select the seller type.
Company bank account name	Enter Company bank account name.
Company bank account number	Enter Company bank account number.
Company bank ifsc code	Enter Company bank IFSC code.
Date of incorporation	Enter date of incorporation of your company in dd-mm-yyyy format.
Experience with Government	Enter the years for which you are working with the Government.
Is it blacklisted by government	Whether blacklisted by Government or not. *Blacklisted sellers cannot register with GeM*
Latest annual turnover	Provide the details of your latest annual turnover.
	ACCOUNT DETAIL
Applicant Aadhaar number	Enter Applicant Aadhaar number and **generate OTP**
Contact name	Enter the name of the account holder.
E-mail (official)	Enter the email of the account holder.
Pan number	Enter the PAN number of the account holder and **verify** it.
Designation	Enter designation of the account holder.

Mobile (official)	Enter mobile number of the account holder and generate **OTP**.
Payment	This is the GeM portal usage charges by DGS&D.
Password / Confirm password	Enter the password and then re-enter the password to confirm.

SERVICE PROVIDER REGISTRATION

All the fields marked with "*" are mandatory fields to fill.

Once the user clicks on this checkbox, terms and conditions box will popup. He/she will have to e-sign the terms & conditions document to register.

Home   About   Buy ▾   Offer ▾   Market ▾   Support ▾

HOME / LOGIN

LOGIN

LOGIN CREDENTIALS

USER ID *

vinay

PASSWORD *

••••••••

CAPTCHA *

Type the answer

=6 + 5

Forgot Password?

LOGIN

NEW TO E-MARKET PLACE??

Are you a
GOVERMENT
BUYER?
REGISTER HERE!

Are you a
PRODUCT
SELLER?
SELLER
REGISTER HERE!

Are you a
SERVICE
PROVIDER?
REGISTER HERE!

Are you a
GUEST
USER?
REGISTER HERE!

BETA VERSION

ADDRESS:
New Delhi, India

PHONE:
011-45738501-503

E-MAIL:
helpdesk.dgsnd@gov.in

INFORMATION

> About Us
> Contact Us
> Terms & Conditions - Sellers
> Terms & Conditions - Buyers
> Privacy Policy

CUSTOMER CARE

> FAQs - Sellers
> FAQs - Buyers
> Returns
> Feedback
> Helpdesk
> Disclaimer

PAYMENT METHOD

SBI Card
Public Financial Management System-PFMS

NeGD   DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS   Digital India   MAKE IN INDIA

Enter the registered Username, Password and Captcha to login.

MARKET PAGE

Welcome Vinay Gupta!

GeM
Government
e Marketplace

? Need Help?
24/7 Support

All Categories | Enter a keyword. | 🔍

CART: 00 ITEM(S)

HOME | TOP SELLING PRODUCTS | HOT DEALS | RECENTLY ADDED | TERMS & CONDITIONS | LOGOUT

CATEGORIES

Product >
Services >

CHOOSE FROM A WIDE RANGE OF **LAPTOPS**
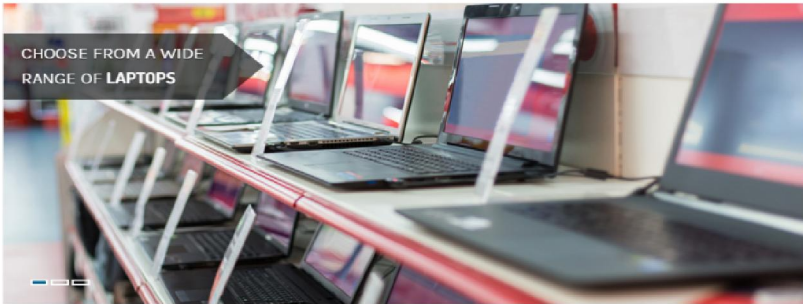
TOP SELLING PRODUCTS

Samsung Galaxy Tab T
(Samsung)
★★★☆☆
₹ 14,900

Professional Desktop
(HP)
★★★☆☆
₹ 55,140

dell computer
(Dell)
★★★☆☆
₹ 43,000

DAIKIN 1.5 Ton, 5 St
(DAIKIN)
★★★☆☆
₹ 46,300

HOT DEALS   VIEW ALL ▸

| -8.00% | -3.00% | -2.50% | -2.00% |

DAIKIN 1.5 Ton, 5 Star Split _
(DAIKIN)
★★★☆☆
₹ 46300.00
₹ 42,596.00

KBS Desktop Computer
(KBS)
★★★☆☆
₹ 33750.00
₹ 32,737.50

KBS Desktop Computer
(KBS)
★★★☆☆
₹ 42000.00
₹ 40,950.00

KBS Desktop Computer
(KBS)
★★★☆☆
₹ 29500.00
₹ 28,910.00

QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART

Digital India
Power To Empower
A DIGITAL INDIA INITIATIVE

NOW IT IS EASY TO **BUY** AND **SELL** PRODUCTS

MAKE IN INDIA

RECENTLY ADDED   VIEW ALL ▸

| NEW | NEW | NEW | NEW |

INVERTER SPLIT AC
(Blue Star)
★★★☆☆
₹ 56,465.00

SPLIT AC
(Blue Star)
★★★☆☆
₹ 39,560.00

INVERTER SPLIT AC
(Blue Star)
★★★☆☆
₹ 45,415.00

1.5 Ton Window Airconditio_
(VOLTAS)
★★★☆☆
₹ 27,000.00

QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART

RECENTLY VIEWED

Commercial/Enterpris
(Lenovo)
★★★☆☆
₹ 32,000

Commercial/Enterpris
(Lenovo)
★★★☆☆
₹ 32,000

Commercial/Enterpris
(Lenovo)
★★★☆☆
₹ 77,100

Commercial/Enterpris
(Lenovo)
★★★☆☆
₹ 77,100

RANDOM PRODUCTS   VIEW ALL ▸

INVERTER SPLIT AC
(Blue Star)
★★★☆☆
₹ 56,465.00

SPLIT AC
(Blue Star)
★★★☆☆
₹ 39,560.00

INVERTER SPLIT AC
(Blue Star)
★★★☆☆
₹ 45,415.00

1.5 Ton Window Airconditio_
(VOLTAS)
★★★☆☆
₹ 27,000.00

QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART
QTY 1 +/- ADD TO CART

SELLERS

DELL   **hp**

LENOVO Z70-80 LAPTOP
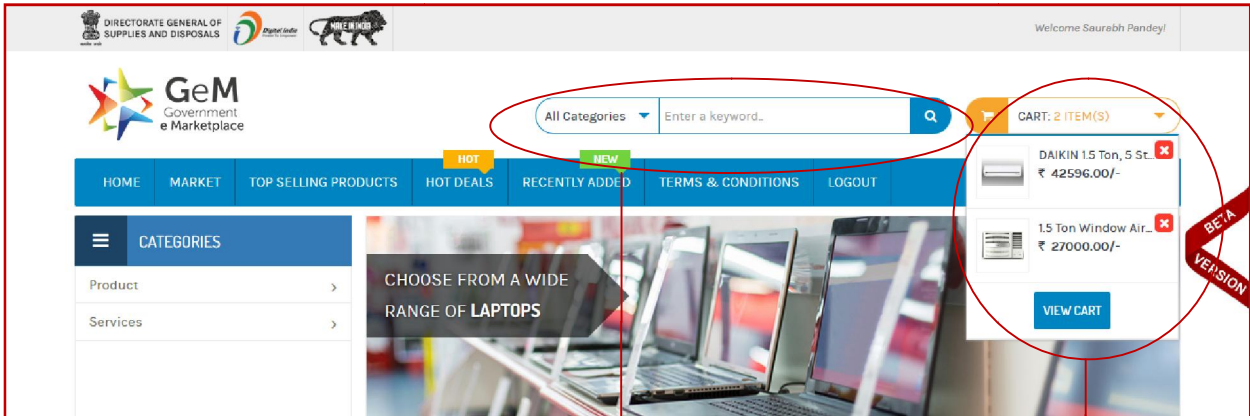Add a Warranty and Save Big! 20% Off Select Warranties Until 9/12

BETA VERSION

Search box: The search box allows users to do a keyword base search. Users can also select any option from "All categories" drop down menu.

"View Cart" allows registered users to view the available products on their cart

1. **Home:** The landing page of the portal.
2. **Top Selling Products:** List all the top selling products available in the portal.
3. **Hot Deals:** Most discounted item available in the portal.
4. **Recently Added:** Recently added items in the portal.
5. **Terms & Conditions:** Terms & Conditions to use the portal.
6. **Logout:** Lets a user logout from the portal.

HOT DEALS
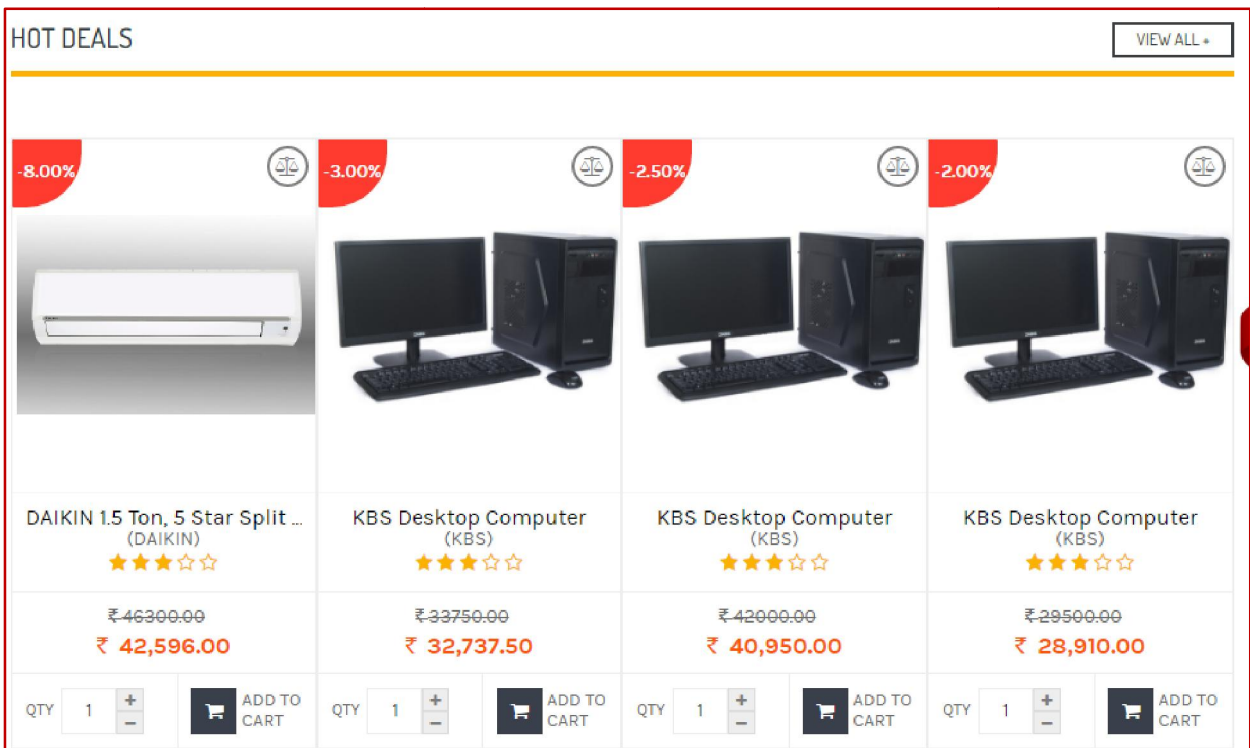
Hot Deals: Displays top 4 discounted products.

RECENTLY ADDED PRODUCTS

Recently Added Products: Displays the most recently added products on the portal.

RANDOM PRODUCTS

Random Products: This column displays the random products available on the GeM.

TOP SELLING PRODUCTS

Top Selling Products: Contains the list of **4 most sold products** of the portal.

SELLERS

Sellers Slider: This displays the logos of the sellers registered on GeM.

RECENTLY VIEWED PRODUCT

RECENTLY VIEWED

Commercial/Enterpris
(Lenovo)
★ ★ ★ ☆ ☆
₹ 32,000

Commercial/Enterpris
(Lenovo)
★ ★ ★ ☆ ☆
₹ 32,000

Commercial/Enterpris
(Lenovo)
★ ★ ★ ☆ ☆
₹ 77,100

Commercial/Enterpris
(Lenovo)
★ ★ ★ ☆ ☆
₹ 77,100

Recently Viewed Products: Logged-in users can see a list of 4 recently viewed products

CART

| | | HOME | MARKET | TOP SELLING PRODUCTS | HOT DEALS | RECENTLY ADDED | TERMS & CONDITIONS | LOGOUT |

HOME / CART

CART

Select a product to buy.

	Select	Comp. Sheet	Product Detail	Model No.	Quantity	Added On	Unit Price	Sub Total
🗑	⦿	📄	DAIKIN 1.5 Ton, 5 Star Split AC (DAIKIN)	FTF50RRV161	1	03-06-2016 3 Days Left	₹ 42596.00	₹ 42,596.00
🗑	○	📄	1.5 Ton Window Airconditioner (VOLTAS)	183GY	10	06-06-2016 5 Days Left	₹ 27000.00	₹ 270,000.00
Grand Total								₹ 312,596.00

← CONTINUE SHOPPING   🗑 CLEAR CART   DEMAND AGGREGATION →   BIDDING →   REVERSE AUCTION →   DIRECT PURCHASE →

Delete all the items from cart.

Click to view the related comparison sheet.

Click to go back to market page and continue shopping.

Click to delete single product from cart.

1. **Bidding and Reverse Auction:** When the bill amount exceeds 50,000 INR then bidding or reverse auction is must for buyer. Buyer has the **choice** to go for bidding or reverse auction if the amount is less 50,000 INR.

2. **Direct Purchase:** If the purchased item amount is less than 50,000 then the buyer can go for direct purchase but if the price excides INR 50,000 then the buyer has to go for Bidding or Reverse Auction as required.

BIDDING

BID INFORMATION

PRODUCT CATEGORY*
DESKTOPS

COMPARISON SHEET
☑ Show Comparsion Sheet

SPECIFICTIONS

#	Title	Value	Unit
1	Processor Make	Intel	
2	Processor Configuration	Intel® Core™ i7-4790 Processor (8M Cache, up to 4.00 GHz)	
3	Chipset	Q87	
4	Type Of Operating System	Professional	
5	Warranty	3	year
6	Monitor Size	19.5	inch
7	Monitor Resolution	1440x900	
8	Hard Disk	512	GB
9	RAM Size	4	GB
10	Power Supply	280	
11	Bus Architerture	1*PCI, 1*PCI x1, 2*PCI x16	
12	Internal Bays	2	
13	Expandable Ram	32	GB
14	Cabinet	Tower	
15	USB Port 2.0	2	
16	Processor Name	Core i7-4790	
17	Pocessor Generation	Intel 04th Gneration	
18	Version Of Operating System (Presinstalled)	Windows 8.1 Professional	
19	Hard Disk SATA Connector	6	Gbps
20	Type Of RAM	DDR-3	
21	RAM Speed	1600	MHz
22	Monitor Certification	TCO-06	
23	Brightness	250 nits or cd/m2 (typical)	cd/m2
24	Contrast Ratio	1000:1 (typical)	
25	Viewing Angle	178° (+/- 89°) horizontal, 178° (+/- 89°) vertical	
26	Power Efficiency	85	%
27	External Bays	3	
28	USB Port 3.0	6	
29	Video Port	3	

DELIVERY LOCATIONS
[All India ▼]

DELIVERY DATE*
[   ]

BID START DATE*
[   ]

BID END DATE*
[   ]

BID STARTING AMOUNT (IN INR)
53971.05

PBG
[   ]

QUANTITY*
[   ]

TERMS OF DELIVERY*
[Free Delivery at Site (At Consignee's Place) ▼]

EXTRA SPECIFICATIONS
[Title]   [Value]   [Unit]   [+]

TYPE OF SELLER
○ TOP 4 SUPPLIERS   ○ SUPPLIERS OF PRODUCT CATEGORY

☐ I have read and agree to comply with and/or be bound by the Terms & Conditions of Governement e-Marketplace (GeM).

[CREATE BID]

Bidding: Related fields are explained below

BID INFORMATION	
Product category and specifications	Auto filled fields based on product added to cart.
Comparison Sheet	Displays the comparison sheet captured while comparing related products.

|	
Delivery Location	Select the delivery location as required. Buyer can select "All India" or a particular state also.
Delivery Date	Select the delivery date as required. Delivery date cannot be less than 7 days.
Bid Start/End Date/Time	Select the bid start and end date and time as required.
Bid starting amount	It is the minimum amount per unit to place a bid.
Quantity	Enter the products quantity required
Terms of delivery	Select the terms of delivery
Extra Specifications	Enter extra specifications if required.
Terms & Conditions	Click on checkbox to accept the terms & conditions to place a bid. Buyers have to "Accept" the terms and conditions in T&C dialogue box also.

REVERSE AUCTION

Reverse Auction: Related fields are explained below

BID INFORMATION DRAFT	
Product category and specifications	Auto filled fields based on product added in cart.
Comparison Sheet	Displays the comparison sheet captured while comparing related products.
Delivery Location	Select the delivery location as required. Buyer can select "All India" or a particular state also.
Delivery Date	Select the delivery date as required. Delivery date cannot be less than 7 days.
RA Start/RA Date/Time	Select the RA start and end date and time as required.

RA starting amount	It is the minimum amount per unit to place a RA.
Quantity	Enter the products quantity required
Terms of delivery	Select the terms of delivery
Step value decrement	It is the minimum amount difference which should exist in current bid and next bid in RA.
Additional Specifications	Enter additional specifications if required.
Terms & Conditions	Click on checkbox to accept the terms & conditions to create RA. Buyers have to "Accept" the terms and conditions in T&C dialogue box also.

BUYER DASHBOARD

Total number of paid orders

Total no of sellers on GeM

Total products available on GeM

Total demands generated

Total Orders Placed

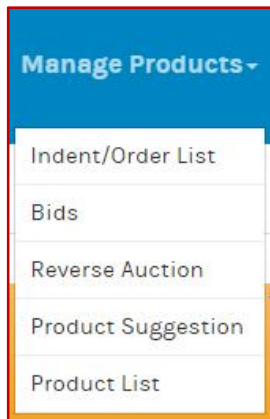This displays the number of pending new products suggested by logged in user.

1. **Total Biddings:** Displays the number of bids for which the seller has been invited by the buyer.
2. **Total reverse Action:** Displays the number of Reverse Auction for which the seller has been invited by the buyer.
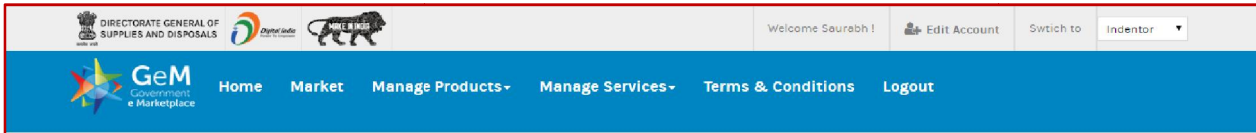
- **Market:** Buyer can go to the market page. In the market, registered buyer can view, search, compare products and add products to cart.
- **Manage Products:**

I.   **Demand/Order List:** Displays the list of all the demands generated by buyer.

o **Bids:** Displays the list of the sellers participated in a bid.

II.

LIST OF BIDS

Bid Number	Product Name	Quantity	Reference Price	Start Date	End Date	Bids Placed	Action
GEM/2016/B/1	KBS Desktop Computer	100	₹ 33750.00	31-05-2016	31-05-2016	-	☑Process
GEM/2016/B/2	Commercial/Enterprise Personal Desktop Computer	100	₹ 53971.05	31-05-2016	31-05-2016	-	☑Process
GEM/2016/B/3	KBS Desktop Computer	1000	₹ 33750.00	01-06-2016	01-06-2016	1	☑View

Displays the number of bids placed by a seller

o **Seller list participated in bidding:** Displays the list of the sellers participated in a bid.

Sellers

S. No.	Seller Name	More Specifications	Price Offered	Bid Placed On	Action
1	Vinay Gupta	View	********	19-05-2016	○

Users can view additional

Bid price is only visible when bid is closed.

III. **Product Suggestion (Buyer):** Buyers can suggest products that are not available in the portal.

NEW PRODUCT LISTING

GENERAL INFORMATION

MAJOR PRODUCT CATEGORY*
Select Category ▼

PRODUCT CATEGORY*
Select Category ▼

PRODUCT TITLE *

PRODUCT DESCRIPTION *

SPECIFICATIONS/FUNCTIONALITIES *
Select Specification ▼ | Units | Value | +

NEW PRODUCT SPECIFICATIONS *
Title | Units | Value | +

CAPTCHA *
Type text shown | =5+9 | ↻ | SUBMIT

IV.   **Product List:** Displays a list of products available according to the categories.
 V.   **Terms & Conditions:** Terms & Conditions of using the platform.
VI.   **Logout:** Allows users to logout from their profiles**.**

<div style="text-align:center; background-color:#9dc3e6;">

CONSIGNEE

</div>

Once the order is dispatched by the seller, consignee will receive the order and update the status on GeM.

Consignee order details: Related fields are explained below:

ORDER DETAIL	
Order number, order date, expected delivery date, Demand, purchaser, payment authority	These are auto filled fields generated at the time of placing any order.
Quantity received	Enter the total quantity received by consignee

Quantity Accepted	Enter the quantity accepted by consignee
Quantity Not Accepted	Enter the quantity rejected by the consignee.
Recommendation	Select the appropriate recommendation related to order received.
ACCOUNTING DETAILS: AUTO FILLED FIELDS, DISPLAYING DATA ENTERED AT THE TIME OF GENERATING ORDER	
PROCESS ORDER BY CONSIGNEE	
Received date & time	Select the date and time when the order is received by consignee
Invoice no	Auto filled, generated automatically when seller dispatches the order
Invoice Date	Select the date on which invoice is received.
Remarks	Enter the remarks related to order received.
INSPECTION DETAILS	
Select the inspection type	"Self Inspected" or "Professional Inspection". If the order is self inspected, please select "Self Inspected" from the dropdown. If the order is inspected by any professional agency, please enter Inspection Certificate No., date of inspection and name of the agency.
Consignee Receipt and Acceptance Certificate	Click to view the certificate.
E-Sign	Click on "E-sign CRAC" option to e-Sign the received order. Then submit it for payment.

PAYEMNT AUTHORITY

Once the order is received by the consignee, the payment authority will check and proceed for payment.

Demand/Order Status Dashboard

DEMAND/ORDER LIST

S. No	Demand No.	Date	Demand Status	Price	Order No.	Date	Order Status	Delivery Date	Action
	Demand Details				**Order Details**				
1	GEM-2016-DO-42-9	31-05-2016	Recommended for Purchase						
2	GEM-2016-DO-42-7	28-05-2016	Demand Ordered by Purchaser	47901.00	GEM-2016-DO-42-7	28-05-2016	Order Placed	31-05-2016	☑Order Summary
3	GEM-2016-DO-42-4	27-05-2016	Demand Ordered by Purchaser	40000.00	GEM-2016-DO-42-4	27-05-2016	Order Placed	31-05-2016	☑Order Summary
4	GEM-2016-DO-42-3	26-05-2016	Demand Ordered by Purchaser	47960.00	GEM-2016-DO-42-3	26-05-2016	Order Placed	31-05-2016	☑Order Summary
5	GEM-2016-DO-42-1	26-05-2016	Demand Ordered by Purchaser	43984.60	GEM-2016-DO-42-1	26-05-2016	Order Placed	31-05-2016	☑Order Summary
6	GEM-2016-DO-42-1	26-05-2016	Demand Ordered by Purchaser	32737.50	GEM-2016-DO-42-1	24-05-2016	Order Placed	31-05-2016	☑Order Summary
7	GEM-2016-DO-42-1	24-05-2016	Demand Ordered by Purchaser	43984.60	GEM-2016-DO-42-1	26-05-2016	Order Placed	31-05-2016	☑Order Summary
8	GEM-2016-DO-42-1	24-05-2016	Demand Ordered by Purchaser	32737.50	GEM-2016-DO-42-1	24-05-2016	Order Placed	31-05-2016	☑Order Summary
9	aDlV3epHGL	23-05-2016	Recommended for Purchase						
10	8tjxcKfS1o	22-05-2016	Demand Ordered by Purchaser	32737.50	8tjxcKfS1o	22-05-2016	Recommened for Payment	24-05-2016	☑Process ☑Order Summary

1 2 3 4 5 6 7 8 >

Payment done

Waiting for payment
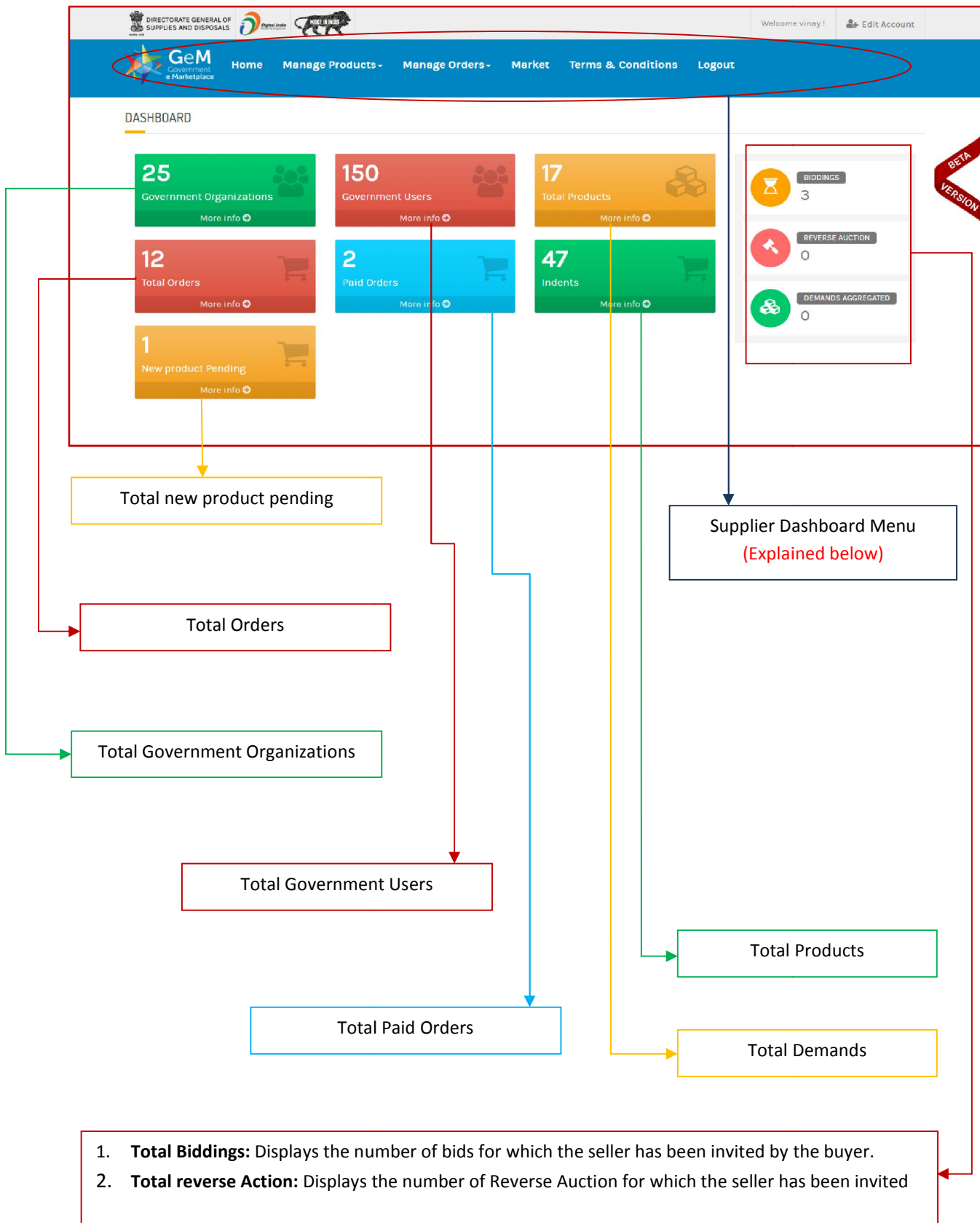
ORDER PAYMENT PROCESS

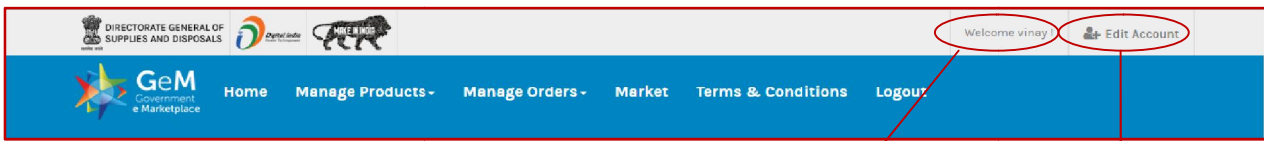**Payment Authority details: Related fields are explained below:**

RECEIVED INFORMATION
Fields are auto populated, displaying order number, order date, expected delivery date, order details by seller (details entered by seller at the time of dispatching order), order received by consignee.

ORDER INFORMATION
Information related to products is displayed here.

TO BE FILLED BY PAYMENT AUTHORITY	
Payment Status	Select the payment status as required: **PAID, ON HOLD, OTHERS.** **Paid:** When the amount to be paid completely

	On Hold: When the amount to be kept on hold due to some order issues.
Amount to be paid	Enter the amount to be paid to seller based on the products received.
Payment Remarks	Enter the remarks related to order received.
PORTAL USAGE CHARGES TO DGS&D	
Amount paid to DGS&D	This field gets auto populated based on the order amount to be paid. This amount is minimal percent of the total order amount to be paid to DGS&D for using GeM portal and this percentage is decided by DGS&D.
Captcha	Enter the code
Pay Using	Select the submit method: **Pay Using SBI:** Make payment using SBI internet banking. **Pay Using PFMS:** Make payment using PFMS

SELLER DASHBOARD

Total new product pending

Total Orders

Total Government Organizations

Supplier Dashboard Menu
(Explained below)

Total Government Users

Total Products

Total Paid Orders

Total Demands

1. **Total Biddings:** Displays the number of bids for which the seller has been invited by the buyer.
2. **Total reverse Action:** Displays the number of Reverse Auction for which the seller has been invited
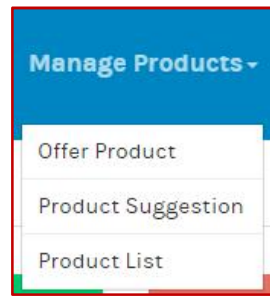
SELLER MENU

Welcome Message

User can edit his/her password and registered mobile number.

1. **Home** Hope page opens the dashboard.
2. **Manage Products:**

- **Offer Product:** Lets the sellers offer their products

- All the necessary details about the products that are available on offers have to be filled. Once the details are filled, product seller has to "check" the terms & conditions box and also have to "accept Terms and Conditions" in the popup.

- **Product Suggestion:** Product sellers can also suggest new specifications of an available product.

Seller has to fill all the necessary details of the products and click on **SUBMIT**.

- **Product List:** This screen will display the list of the products added by the logged in seller.
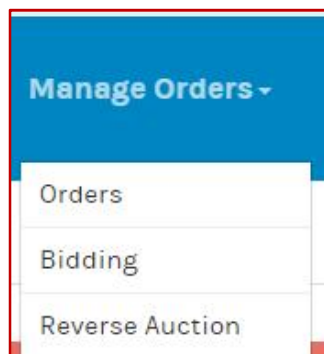
3. **Manage Orders:**

- **Orders:** Here the seller can manages all the orders he had received by updating the dispatch date-time, delivery date-time, Invoice number and remarks.

Click on "View" button to view the related product details and process accordingly.

Seller can manage his/her order from here by filling in the related details and clicking on "Process button".

- **Bidding:** It displays a list of the bids in which seller is invited by the buyer to participate.

Click to view the bid details.

View Bid Details:

BID DETAIL

Details of the Bid	
Bid Status	Active
Bid Start Date	30-05-2016
Bid End Date	30-05-2016
Delivery Date	31-05-2016
Unit Price Offered	₹ 46300.00
PBG	₹
Product Quantity	11
Product Specifications	• Warranty on Machine - 1 Year(s) • Nominal Cooling Capacity 1.5/2 - 1.5 Ton • Nominal cooling capacity - 4500 Kcal/hr • BEE Star Rating - 5 • Warranty on Compressor - 5 Year(s) • Coil Material - CU • 5 meters of copper pipe for Installation and commissioning - Inclusive • Installation and commissioning - Inclusive • Indian Standard - IS 1391 • Type of Air conditioner - Split • Eco friendly refrigerant - Yes
Additional Features (Buyer)	• Bee - 5 Star
Additional Features (Seller)	• Warranty - 1 year
Price	*Bid Not Placed*

- Reverse Auction: It displays a list of the reverse auctions in which seller is invited by the buyer to participate.

AVAILABLE REVERSE AUCTION

S.No.	Reverse Auction Number	Type	Product Name	Quantity	Minimum Price	Start Date	End Date	Action
1	GEM/2016/R/1	RA	1.5 Ton Window Airconditioner	100	₹ 27,000.00	2016-05-26 00:00:00	2016-05-26 12:00:00	☑View
2	GEM/2016/R/2	Draft	KBS Desktop Computer	12	₹ 42000.00	2016-05-30 11:47:00	2016-05-30 12:47:00	☑View

-

Click to view the RA details.

Reverse auction details:

REVERSE AUCTION DETAIL

Details of the Reverse Auction		
Reverse Auction Status	Active	
Reverse Auction Start Date	26-05-2016	
Reverse Auction End Date	26-05-2016	
Reference Unit Price	₹ 27,000.00	26000
Delivery Date	27-05-2016	2016-05-31 12:00:00
Tender Fee	₹ 0.00	Tender Fee
PBG	₹ 1.00	500
EMD	₹ 1.00	500
Product Quantity	100	50
Product Specifications (Deviations / Suggestions)	Nominal cooling capacity - 4500 Kcal/hr	6000 Kcal/hr
	Nominal Cooling Capacity 1.5/2 - 1.5 Ton	2 Ton
	BEE Star Rating - 3	
	Type of Air conditioner - Window	
	Indian Standard - BEE	
	Coil Material - CU	
	Eco friendly refrigerant - No	
	Warranty on Machine - 1 Year(s)	
	Warranty on Compressor - 5 Year(s)	10 Years
	Installation and commissioning - Inclusive	Yes
	5 meters of copper pipe for Installation and commissioning - NA	Yes
Additional Features (Buyer)		
Remarks	Please extend delivery dates by 15 days	
Latest minimum price	₹ 10000	
Suggested Price	₹ 10,000.00	View Old Price

SUBMIT

4. **Market:** Here the sellers can see, search and compare the products but he/she is. To buy a product, one has to be a registered government buyer.

5. **Terms & Conditions:** Terms & Conditions to use the portal.

6. **Logout:** Lets the user's logout from their profiles.

1. Manage User:
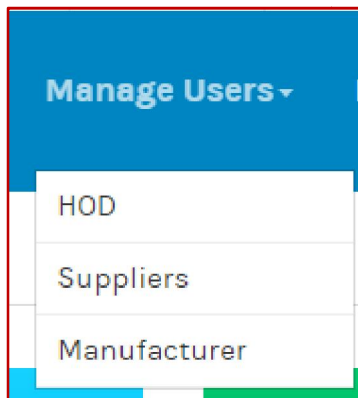
1. **Total Biddings:** Displays the total number of bids available on the portal.
2. **Total Reverse Action:** Displays the total number of Reverse Auctions available on the portal.

The Admin have the right to manage all users on GeM: HOD, Sellers, and Manufacturers.

2. Manage Products:
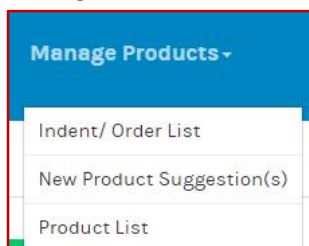
o **Demand/Order List:** Displays list of all orders generated on the portal.
o **New Product Suggestion:** Lists of all the product suggestions generated by the Government Buyer. Admin can accept or reject the suggestions.
o **Product List:** Category wise lists of all the products available on the portal.

HOD APPROVAL

HOD APPROVAL

HOD LISTS

S. No	Registration No.	Department	Organization	Name of HOD	Email	Mobile No.	Aadhaar No.	Created Date	Status	Action
1	GEM/2016 /G/411/15	M/o Commerce & Industry - D/o Commerce	DGS&D test 1	GAURAV SHARMA	gauravsharma.dgsnd@nic.in	9811980050	482799341264	Jun-02, 16	Active	👁
2	GEM/2016 /G/410/14	M/o Communications & IT	NIELIT	BIJAYANAND CHOUDHURY	sckandpal@nielit.gov.in	8826055022	756390465172	May-30, 16	Active	👁
3	GEM/2016 /G/409/13	M/o Commerce & Industry	DDGQA (North Zone)	PARITOSH SINGHAL	psinghal.dgsnd@nic.in	7702385151	740070686769	May-23, 16	Active	👁
4	GEM/2016 /G/408/12	D/o Atomic Energy	Demo Department	Vinay Gupta	vinay.gupta1108@yahoo.gov.in	4535234564	847881671961	May-20, 16	Active	👁
5	GEM/2016 /G/407/11	M/o Commerce & Industry	DGS&D	BINOY KUMAR	dg-dgsnd@gov.in	9871326555	312070070307	May-18, 16	Active	👁
6	GEM/2016 /G/406/10	M/o Communications & IT - D/o Electronics & Information Technology	NeGD	Ram Avtar	r.dhawan@deity.gov.in	9968285623	709408528795	May-17, 16	Active	👁
7	GEM/2016 /G/404/9	M/o Communications & IT - D/o Electronics & Information Technology	tetsingw	Vinay Gupta	vinaey.gupta@negp.gov.in	9958196427	261026649014	May-12, 16	Active	👁
8	GEM/2016 /G/117/8	M/o Agriculture & Farmers Welfare	* ><b me 	Vinay Gupta	vinay.gupta@negp.gov.in	8010892331	261026649014	May-12, 16	Active	👁
9	GEM/2016 /G/115/6	D/o Space	demo	demo demo	demo@gov.in	9012345678	907657453455	May-05, 16	Active	👁
10	GEM/2016 /G/114/5	M/o Communications & IT - D/o Electronics & Information Technology	SNeGD-A	BINOY KUMAR	binoy555@gmail.com	9414444449	312070070307	May-05, 16	Active	👁

HOD DETAILS

REGISTRATION NO.	GEM/2016/G/411/15	DEPARTMENT	M/o Commerce & Industry - D/o Commerce
ORGANIZATION NAME	DGS&D test 1	ORGANIZATION TYPE	Central Government
ORGANIZATION ADDRESS	new delhi		

STATE	DELHI	DISTRICT	NEW DELHI	PINCODE	110001
EMPLOYEE CODE	341264		HOD NAME	GAURAV SHARMA	
EMAIL	gauravsharma.dgsnd@nic.in	MOBILE	9811980050	AADHAR	482799341264

STATUS ⦿ Approved ○ Freeze

UPDATE

Click on view button to view and manage the related HOD status.

To freeze the HOD's account, click on "Freeze" and give appropriate reason in the textbox which will appear after clicking on Freeze.

To activate a user, simply click on approve and update.

SELLER APPROVAL

SUPPLIER APPROVAL

PENDING SUPPLIER LISTS

S. No	Registration No.	Company Name	Contact name	Email	Mobile	Aadhaar No.	Created Date	Status	Action
1	GEM/2016/S/Radex Stationery India Pvt Ltd/46	Radex Stationery India Pvt Ltd	Deepak Prasad Tiwari	contact@radex.co.in	9868339334	750690936584	Jun-06, 16	Active	👁
2	GEM/2016/S/RADEX STATIONERY INDIA PVT LTD/45	RADEX STATIONERY INDIA PVT LTD	Sushil Kumar	sksingh197490@yahoo.com	9868339331	351517788835	Jun-04, 16	Active	👁
3	GEM/2016/S/INTEK MICRO SYSTEMS PVT LTD/44	INTEK MICRO SYSTEMS PVT LTD	Pankaj Kumar	pankaj@intekmicro.com	9958383999	315074140004	Jun-04, 16	Active	👁
4	GEM/2016/S/Apple Weighinfra Ltd/43	Apple Weighinfra Ltd	Mitesh Shah	mit_mitesh@yahoo.com	9824040199	415834076701	Jun-03, 16	Active	👁
5	GEM/2016 /S/HALONIX TECHNOLOGIES PRIVATE LIMITED/42	HALONIX TECHNOLOGIES PRIVATE LIMITED	MUKESH CHATURVEDI	mukesh.chaturvedi@halonix.co.in	8130497327	757388363583	Jun-03, 16	Active	👁
6	GEM/2016 /S/SPREADING HAPPINESS FOUNDATION/41	SPREADING HAPPINESS FOUNDATION	Vinay	gemseller1@gov.in	8872127886	847881671961	Jun-02, 16	Active	👁
7	GEM/2016 /S/CORPORATE INFOTECH PRIVATE LIMITED/40	CORPORATE INFOTECH PRIVATE LIMITED	SUJIT KUMAR	sujit@cipl.org.in	7291970741	905849517958	May-31, 16	Active	👁
8	GEM/2016/S/ASIM NAVIGATION INDIA PRIVATE LIMITED/39	ASIM NAVIGATION INDIA PRIVATE LIMITED	SUMIT KATYAL	sumit@asimindia.com	9810264034	205297611815	May-30, 16	Active	👁

Click on view button to view and manage the related seller's status.

VIEW SELLER DETAILS

SUPPLIER APPROVAL

COMPANY INFORMATION

REGISTRATION NO.
GEM/2016/S/Radex Stationery India Pvt Ltd/46

TYPE OF FIRM

CONSTITUTION OF FIRM
Private Limited

NAME OF COMPANY/ LLP
Radex Stationery India Pvt Ltd

PAN NUMBER
AADCR4126Q

TIN NUMBER
05006732310

BANK ACCOUNT(COMPANY NAME)
Radex Stationery India Pvt Ltd

BANK ACCOUNT NUMBER
502000021365H

BANK IFSC CODE
HDFC0000670

DATE OF COMMENCEMENT OF BUSINESS
Sep-04, 2006

EXPERIENCE WITH GOVERNMENT
7 Yr

#	Financial year	Turnover in INR (Lacs)	Profit/loss	Profit/loss Amount (In lacs)	Audited/Unaudited
1	2014	2262	Profit	3	Audited
2	2013	1804	Profit	7	Audited
3	2012	1521	Profit	6	Audited

ACCOUNT DETAIL

CONTACT NAME
Deepak Prasad Tiwari

E-MAIL
contact@radex.co.in

MOBILE
9868339334

DESIGNATION
Director

PAN NUMBER
ADMP1393NK

APPLICANT AADHAAR NUMBER
750690936584

COMMUNICATION INFO (REGISTERED OFFICE)

ADDRESS
50 Mohebewala Industrial Area, Saharanpur Road, Dehradun - 248002

STATE
UTTARAKHAND

DISTRICT
DEHRADUN

PINCODE
248002

USER ID
contact@radex.co.in

STATUS   ○ Approve ● Freeze

UPDATE

Admin can manage status of the sellers from here.

To freeze the Seller's Account, click on "Freeze" and give appropriate reason in the textbox.

To activate a seller, simply click on approve and update.

INDENT / ORDER LIST

ORDER LIST

S. No	Order No.	Order Date	Consignee	Expected Del. Date	Actual Delivery Date	Status	Action
1	GEM-2016-DO-487-32	2016-06-03 12:46:16	ASHISH	Jun-04, 16		Order Placed	👁
2	6wy8JBluX5	2016-06-03 12:25:45	Saurabh	May-19, 16		Order Placed	👁
3	aDIV3epHGL	2016-06-03 12:01:29	Saurabh	May-26, 16		Order Placed	👁
4	f7906b0b8a8d00f	2016-06-03 11:15:40	Saurabh	May-25, 16		Order Placed	👁
5	GEM-2016-DO-42-26	2016-06-02 15:16:47	Saurabh	Jun-15, 16		Recommened for Payment	👁
6	GEM-2016-DO-42-18	2016-06-02 15:00:43	Saurabh	Jun-21, 16		Order Placed	👁
7	GEM-2016-DO-42-15	2016-06-02 10:39:53	Saurabh	Jun-29, 16		Order Placed	👁
8	GEM-2016-DO-42-9	2016-06-02 10:34:58	Saurabh	Jun-22, 16		Order Placed	👁
9	GEM-2016-DO-42-19	2016-06-01 17:50:55	Saurabh	Jun-29, 16		Recommened for Payment	👁
10	GEM-2016-DO-42-17	2016-06-01 16:25:21	Saurabh	Jun-16, 16		Recommened for Payment	👁
11	GEM-2016-DO-42-14	2016-06-01 16:14:59	Saurabh	Jun-21, 16		Order Placed	👁
12	GEM-2016-DO-42-14	2016-06-01 16:14:33	Saurabh	Jun-21, 16		Order Placed	👁

Click on the view button to view the demand/ order

NEW PRODUCT SUGGESTION

NEW PRODUCT

NEW PRODUCT LISTS

S. No	Product Title	Product Description	Major Category	Sub Category	Requested By	Requested On	Accepted Status	Implemented Status	Action
1	1.5 Ton Splir AC, 3 Star	1.5 Ton , 3 Star , Catechin Filter; CU Condenser	Air Conditioning and Heating Equipments	Air Conditioner	Sanjay Singh Negi	2016-06-01 17:42:51	Pending	Pending	👁
2	Product Titel not Shown	Coloum for Yield of Toner & Drum Should mention separate as their yield is different	Office Machines and their Supplies and Accessories	Photocopier	RAVI SAINI	2016-05-26 16:13:50	Pending	Pending	👁
3	Ipda 6	IPad	Tablet	Ipad	vinay	2016-05-22 19:41:05	Pending	Pending	👁

Click on the "View" button to view and manage the new product suggested by any buyer.

NEW PRODUCT SUGGESTION

NEW PRODUCT PROCESS

NEW PRODUCT DETAIL

PRODUCT TITLE

1.5 Ton Splir AC, 3 Star

PRODUCT DESCRIPTION

1.5 Ton , 3 Star , Catechin Filter; CU Condenser

MAJOR CATEGORY

Air Conditioning and Heating Equipments

SUB CATEGORY

Air Conditioner

NEW PRODUCT SPECIFICATIONS

#	Title	Unit	Value
1	Nominal cooling capacity	Kcal/hr	32800
2	1.5 Ton , 3 Star , Catechin Filter; CU Condenser		32800

ACCEPTED STATUS   ○ Accepted ◉ Rejected

IMPLEMENTATION STATUS   ○ Implemented ◉ Pending

UPDATE

ACCEPTED STATUS:

- Select "**accepted**" if you want to add the suggested product.
- Select **"rejected"** and give reason if admin does not want to add the any among the suggested products.

IMPLEMENTATION STATUS:

- **Implemented:** Select when the product suggested is added.
- **Pending:** Select when no action is taken on suggested products.

SELECT CATEGORY

Desktops

PRODUCT LIST

S. No	Id	Brand	Model	Product	processor Make	processor Configuration	Chipset	Type of Operating System	warranty(year)	monitor size(inch)	monitor resolution	Hard Disk(GB)	RAM Size(GB)
1	4	lenovo	80E502Q8IH	Lenovo G50-80	i3	dual core	intel	WINDOWS	2	17	1300 x 768	512	8
2	10	KBS	Value	KBS P32SL	Intel Pentium G3240	3M Cache, 3.10 GHz	H81	Windows 10	3	18.5	1280*1024	512	2
3	41	Datamini	Festiva MG-Q.C-i3	Desktop Compter	Intel	3.4 GHz	Q81 Chipset	Windows	3	19.5	1920 x 1080	512	4
4	43	Lenovo, Acer	Lenovo M73, Veriton M200-H81	DS-1 Technical-I(Config-A))-Windows	Intel	3.4 Ghz, dual Core or higher	Intel H81	Windows	3	18.5	1920*1080	512	4
5	46	Dell	9020	Optiplex	Intel	Intel Core i5-4590 Processor (Quad Core HT, 3.3GHz, 6MB, w/ HD Graphics 4600)	Q87	Windows(R) 8.1 Pro (64Bit) English	3	19.5	1600 x 900 at 60 Hz	512	4
6	47	Dell	3020	Optiplex	Intel	Intel Core I5-4590 (Quad Core, 3.30GHz Turbo, 6MB, w/ HD Graphics 4600)	H81	LINUX	3	19.5"	1440 x 900 at 60 Hz	512	4
7	48	Dell	3020	Optiplex	intel	Intel Core i3-4160 (Dual Core 3.6GHz 3MB w/HD4400 Graphics)	H81	LINUX	3	19.5"	1440 x 900 at 60 Hz	512	4
8	49	Dell	9020	Optiplex	Intel	Intel Core i3-4160 (Dual Core 3.6GHz 3MB w/HD4400 Graphics)	Q87	LINUX	3	19.5"	1440 x 900 at 60 Hz	512	4
9	50	Dell	9020	Optiplex	Intel	Intel Core i5-4590 Processor (Quad Core HT, 3.3GHz, 6MB, w/ HD Graphics 4600)	Q87	LINUX	3	19.5	1440 x 900 at 60 Hz	512	4
10	51	Dell	9020	Optiplex	Intel	Intel Core i7-4790 Processor (Quad Core, 3.6GHz, 8MB	Q87	WINDOWS 8.1	3	19.5"	1440 x 900 at 60 Hz	512	4

List of all products (category wise) available on GeM

THANK YOU