

**USER MANUAL FOR**

# **Government e-Marketplace (GeM)**

For more queries, please contact [helpdesk.dgsnd@gov.in](mailto:helpdesk.dgsnd@gov.in)



# LANDING PAGE

DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS Digital India

Dashboard Track Order Logout

GeM Government e Marketplace Home About Buy Offer Market Support

Smart PROCUREMENT

Government Users Sellers

GeM Government e Marketplace

BETA VERSION

ADDRESS: New Delhi, India

PHONE: 011-45738401-403

E-MAIL: helpdesk.dgsnd@gov.in

INFORMATION

- > About
- > Contact Us
- > Terms & Conditions
- > Privacy Policy
- > Copyright

CUSTOMER CARE

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

PAYMENT METHOD

SBI Card Public Financial Management System-PFMS

This website has been designed & developed by National e-Governance Division (NeGD) under Department of Electronics & Information Technology (DeitY), Ministry of Communications & IT. The contents on this website are provided, maintained and updated by DGS&D, Ministry of Commerce and Industry.

NOTE: Website is best viewed in Chrome v50+, Firefox v46.0+, IE10+ and screen size 1366px X 768px

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NeGD DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS Digital India GeM

*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*

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.

## NAVIGATION



Home

About

Buy ▾

Offer ▾

Market ▾

Support ▾

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



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



**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

CREATE AN ACCOUNT // HOD Registration

**ORGANIZATION INFORMATION**

ORGANIZATION TYPE \*  
Select Organization Type

MINISTRY/DEPARTMENT \*  
Select Ministry/Department

ORGANIZATION \*  
Organization

ADDRESS \*  
Address

STATE \*  
Select State \*

DISTRICT \*  
District \*

PINCODE \*  
Pincode

**ACCOUNT INFORMATION**

EMPLOYEE ID \*  
Employee ID

AADHAAR \*  
Aadhaar

FIRST NAME \*  
First Name

LAST NAME \*  
Last Name

EMAIL (OFFICIAL) \*  
Email (Official)

MOBILE (OFFICIAL) \*  
Mobile (Official)

DESIGNATION \*  
Designation

ORGANIZATION \*  
Organization

PASSWORD \*  
Password \*

CONFIRM PASSWORD \*  
Confirm Password \*

**COMPETENT AUTHORITY DETAILS**

AADHAAR \*  
Aadhaar

EMPLOYEE ID \*  
Employee ID

FIRST NAME \*  
First Name

LAST NAME \*  
Last Name

EMAIL (OFFICIAL) \*  
Email (Official)

MOBILE (OFFICIAL) \*  
Mobile (Official)

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.

## Buyer registration form: Related fields are explained below:

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

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

## GUEST USER REGISTRATION

SIGN-UP NOW // Guest Registration

**ACCOUNT INFORMATION**

AADHAAR \*

FIRST NAME \*  LAST NAME \*

EMAIL \*  MOBILE \*

PASSWORD \*  CONFIRM PASSWORD \*

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

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:

<b>Aadhaar</b>	Fill in the valid Aadhaar number and verify it using the OTP received on your registered mobile number with Aadhaar database.
<b>First Name</b>	Enter your first name
<b>Last Name</b>	Enter your last name
<b>Email</b>	Enter a valid email id on which GeM related emails will be delivered.
<b>Mobile</b>	Enter a valid mobile number and verify it using the OTP received
<b>Password</b>	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(@).
<b>Confirm Password</b>	Re-enter the password entered in the password field.
<b>Terms &amp; Conditions</b>	Click on the checkbox to accept the GeM terms & conditions. Without accepting Terms & conditions, the user cannot register on GeM platform.

# PRODUCT SELLER REGISTRATION

HOME / CREATE ACCOUNT

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)	<input type="checkbox"/>
2	2014 - 2015	Turnover	Profit	Profit/Loss amount (In Lacs)	<input type="checkbox"/>
3	2013 - 2014	Turnover	Profit	Profit/Loss amount (In Lacs)	<input type="checkbox"/>

**ACCOUNT DETAIL**

APPLICANT AADHAAR NUMBER \*  
Aadhaar No. \*

CONTACT NAME \*  
First Name \*

E-MAIL (OFFICIAL) \*  
Email \*

PAN NUMBER \*  
Pan No.

DESIGNATION \*  
Designation \*

MOBILE (OFFICIAL) \*  
Mobile No. \*

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).

BETA  
VERSION

BETA  
VERSION

BETA  
VERSION

BETA  
VERSION

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**

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

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

# SERVICE PROVIDER REGISTRATION

DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS  

Dashboard Track Order Login/Register

 Home About Buy Offer Market Support

HOME / CREATE ACCOUNT

### CREATE AN ACCOUNT // Service Provider Registration

#### COMPANY INFORMATION

TYPE OF SERVICE \*  YEAR OF REGISTRATION \*

NAME OF COMPANY/ LLP \*  COMPANY PAN NUMBER \*  SERVICE TAX NUMBER \*

REGISTERED ADDRESS \*

STATE \*  DISTRICT \*  PINCODE \*

BILLING ADDRESS SAME AS REGISTERED ADDRESS  YES  NO

Enter your billing address

STATE \*  DISTRICT \*  PINCODE \*

TYPE OF SERVICE \*  SPOT HIRING  REGULAR HIRING  LEASE  PERSONAL SERVICES COMPANY BANK ACCOUNT NAME \*

COMPANY BANK ACCOUNT NUMBER \*  COMPANY BANK IFSC CODE \*

EXPERIENCE WITH GOVERNMENT (NO. OF YEARS) \*  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)	<input type="checkbox"/>
2	2014 - 2015	Turnover	Profit	Profit/Loss amount (In Lacs)	<input type="checkbox"/>
3	2013 - 2014	Turnover	Profit	Profit/Loss amount (In Lacs)	<input type="checkbox"/>

#### APPLICANT DETAIL

CONTACT NAME \*  E-MAIL (OFFICIAL) \*

PAN NUMBER \*   DESIGNATION \*

MOBILE (OFFICIAL) \*

PASSWORD \*  CONFIRM PASSWORD \*

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

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.

# USER LOGIN SCREEN

Government e MarketplaceHome About Buy Offer Market Support

HOME / LOGIN

### LOGIN

**LOGIN CREDENTIALS**

USER ID \*

PASSWORD \*

CAPTCHA \*  
 = 6 + 5

[Forgot Password?](#)

### NEW TO E-MARKET PLACE??

Are you a **GOVERNMENT BUYER?**

Are you a **PRODUCT SELLER?**

Are you a **SERVICE PROVIDER?**

Are you a **GUEST USER?**

**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

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Enter the registered Username, Password and Captcha to login.

# MARKET PAGE



All Categories Enter a keyword\_

Need Help? 24/7 Support

CART: 00 ITEM(S)

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

### CATEGORIES

- Product >
- Services >



### 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)  
★★★★☆  
₹ 48,300

### HOT DEALS

<b>DAIKIN 1.5 Ton, 5 Star Split</b> (DAIKIN) ★★★★☆ ₹ 42,598.00	<b>KBS Desktop Computer</b> (KBS) ★★★★☆ ₹ 32,737.50	<b>KBS Desktop Computer</b> (KBS) ★★★★☆ ₹ 40,950.00	<b>KBS Desktop Computer</b> (KBS) ★★★★☆ ₹ 28,910.00
--	---	---	---

**Digital India**  
Power To Empower

A DIGITAL INDIA INITIATIVE

NOW IT IS EASY TO BUY AND SELL PRODUCTS

**MAKE IN INDIA**

### RECENTLY ADDED

<b>INVERTER SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 58,465.00	<b>SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 39,560.00	<b>INVERTER SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 45,415.00	<b>1.5 Ton Window Airconditio..</b> (VOLTAS) ★★★★☆ ₹ 27,000.00
--	---	--	--

### RECENTLY VIEWED

- Commercial/Enterpris** (Lenovo)  
★★★★☆  
₹ 32,000
- Commercial/Enterpris** (Lenovo)  
★★★★☆  
₹ 32,000
- Commercial/Enterpris** (Lenovo)  
★★★★☆  
₹ 77,100
- Commercial/Enterpris** (Lenovo)  
★★★★☆  
₹ 77,100

### RANDOM PRODUCTS

<b>INVERTER SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 58,465.00	<b>SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 39,560.00	<b>INVERTER SPLIT AC</b> (Blue Star) ★★★★☆ ₹ 45,415.00	<b>1.5 Ton Window Airconditio..</b> (VOLTAS) ★★★★☆ ₹ 27,000.00
--	---	--	--

### SELLERS

- DELL
- hp

### LENOVO Z70-80 LAPTOP

Add a Warranty and Save Big! 20% Off Select Warranties Until 9/12

BETA VERSION

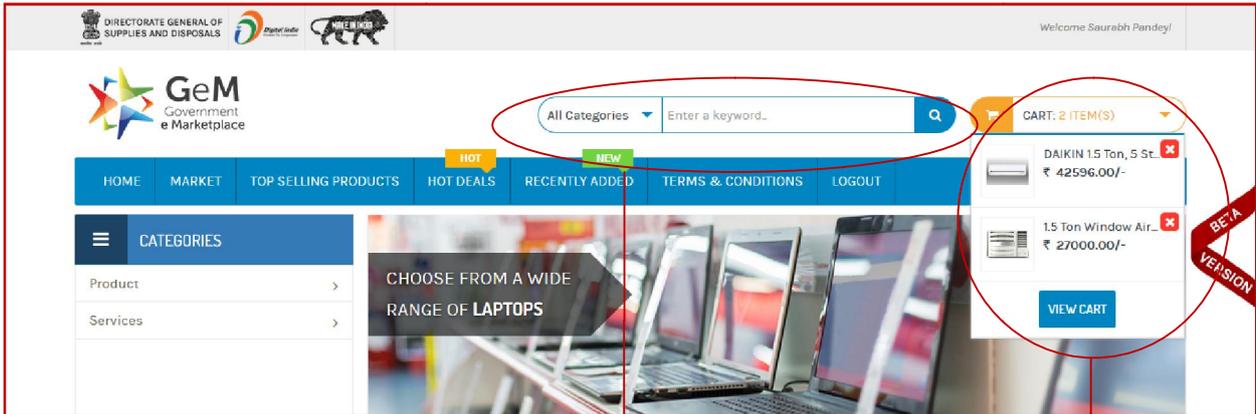
BETA VERSION

BETA VERSION

BETA VERSION

BETA VERSION

## MARKET MENU



**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

The screenshot displays the 'HOT DEALS' section of the GeM website. It features a grid of four product cards, each with a discount percentage, a product image, a title, a star rating, a price, and an 'ADD TO CART' button. The products are:

Product	Discount	Original Price	Discounted Price
DAIKIN 1.5 Ton, 5 Star Split ... (DAIKIN)	-8.00%	₹46300.00	₹42,596.00
KBS Desktop Computer (KBS)	-3.00%	₹33750.00	₹32,737.50
KBS Desktop Computer (KBS)	-2.50%	₹42000.00	₹40,950.00
KBS Desktop Computer (KBS)	-2.00%	₹29500.00	₹28,910.00

**Hot Deals:** Displays top 4 discounted products.

### RECENTLY ADDED PRODUCTS

RECENTLY ADDED VIEW ALL +

INVERTER SPLIT AC (Blue Star) ★★★★☆	SPLIT AC (Blue Star) ★★★★☆	INVERTER SPLIT AC (Blue Star) ★★★★☆	1.5 Ton Window Airconditio.. (VOLTAS) ★★★★☆
₹ 56,465.00	₹ 39,560.00	₹ 45,415.00	₹ 27,000.00
QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>

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

### RANDOM PRODUCTS

RANDOM PRODUCTS VIEW ALL +

INVERTER SPLIT AC (Blue Star) ★★★★☆	SPLIT AC (Blue Star) ★★★★☆	INVERTER SPLIT AC (Blue Star) ★★★★☆	1.5 Ton Window Airconditio.. (VOLTAS) ★★★★☆
₹ 56,465.00	₹ 39,560.00	₹ 45,415.00	₹ 27,000.00
QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>	QTY <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="ADD TO CART"/>

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

## TOP SELLING PRODUCTS

**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

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

## SELLERS

**SELLERS**



The image shows a horizontal slider with two logos: the Dell logo on the left and the HP logo on the right. The slider has a blue bar at the top and small arrows on the left and right sides to indicate it can be scrolled.

**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
	<input checked="" type="radio"/>		DAIKIN 1.5 Ton, 5 Star Split AC (DAIKIN)	FTF50RRV161	1	03-06-2016 3 Days Left	₹ 42596.00	₹ 42,596.00
	<input type="radio"/>		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 go back to market page and continue shopping.

Click to delete single product from cart.

Click to view the related comparison sheet.

- 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.
- 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

BIDDING

**BID INFORMATION**

**COMPARISON SHEET**

PRODUCT CATEGORY\*  
DESKTOPS

SPECIFICATIONS

#	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 Architecture	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	Processor Generation	Intel i4th Generation	
18	Version Of Operating System (Preinstalled)	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

DELIVERY DATE\*      
 BID START DATE\*      
 BID END DATE\*

BID STARTING AMOUNT (IN INR)  
**53971.05**     
 PBG      
 QUANTITY\*

TERMS OF DELIVERY\*

EXTRA SPECIFICATIONS

Title	Value	Unit	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

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 Government e-Marketplace (GeM).

**Bidding: Related fields are explained below**

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

<b>Delivery Location</b>	Select the delivery location as required. Buyer can select “All India” or a particular state also.
<b>Delivery Date</b>	Select the delivery date as required. Delivery date cannot be less than 7 days.
<b>Bid Start/End Date/Time</b>	Select the bid start and end date and time as required.
<b>Bid starting amount</b>	It is the minimum amount per unit to place a bid.
<b>Quantity</b>	Enter the products quantity required
<b>Terms of delivery</b>	Select the terms of delivery
<b>Extra Specifications</b>	Enter extra specifications if required.
<b>Terms &amp; Conditions</b>	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

### BID INFORMATION - DRAFT

PRODUCT CATEGORY  
AIR CONDITIONER

COMPARISON SHEET

Show Comparison Sheet

### SPECIFICATIONS

#	Title	Value	Unit
1	BEE Star Rating	5	
2	Warranty On Compressor	5	Year(s)
3	Nominal Cooling Capacity 1.5/2	1.5	Ton
4	Warranty On Machine	1	Year(s)
5	Nominal Cooling Capacity	4500	Kcal/hr
6	Eco Friendly Refrigerant	Yes	
7	Coil Material	CU	
8	Indian Standard	IS 1391	
9	5 Meters Of Copper Pipe For Installation And Commissioning	Inclusive	
10	Type Of Air Conditioner	Split	
11	Installation And Commissioning	Inclusive	

### DELIVERY LOCATIONS

All India

### DELIVERY DATE\*

### RA START DATE\*

### RA END DATE\*

### RA STARTING AMOUNT (IN INR)

46300.00

### QUANTITY\*

### TERMS OF DELIVERY\*

Free Delivery at Site (At Consignee's Place)

### STEP VALUE DECREMENT\*

### EXTRA SPECIFICATIONS

Title

Value

Unit

+

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

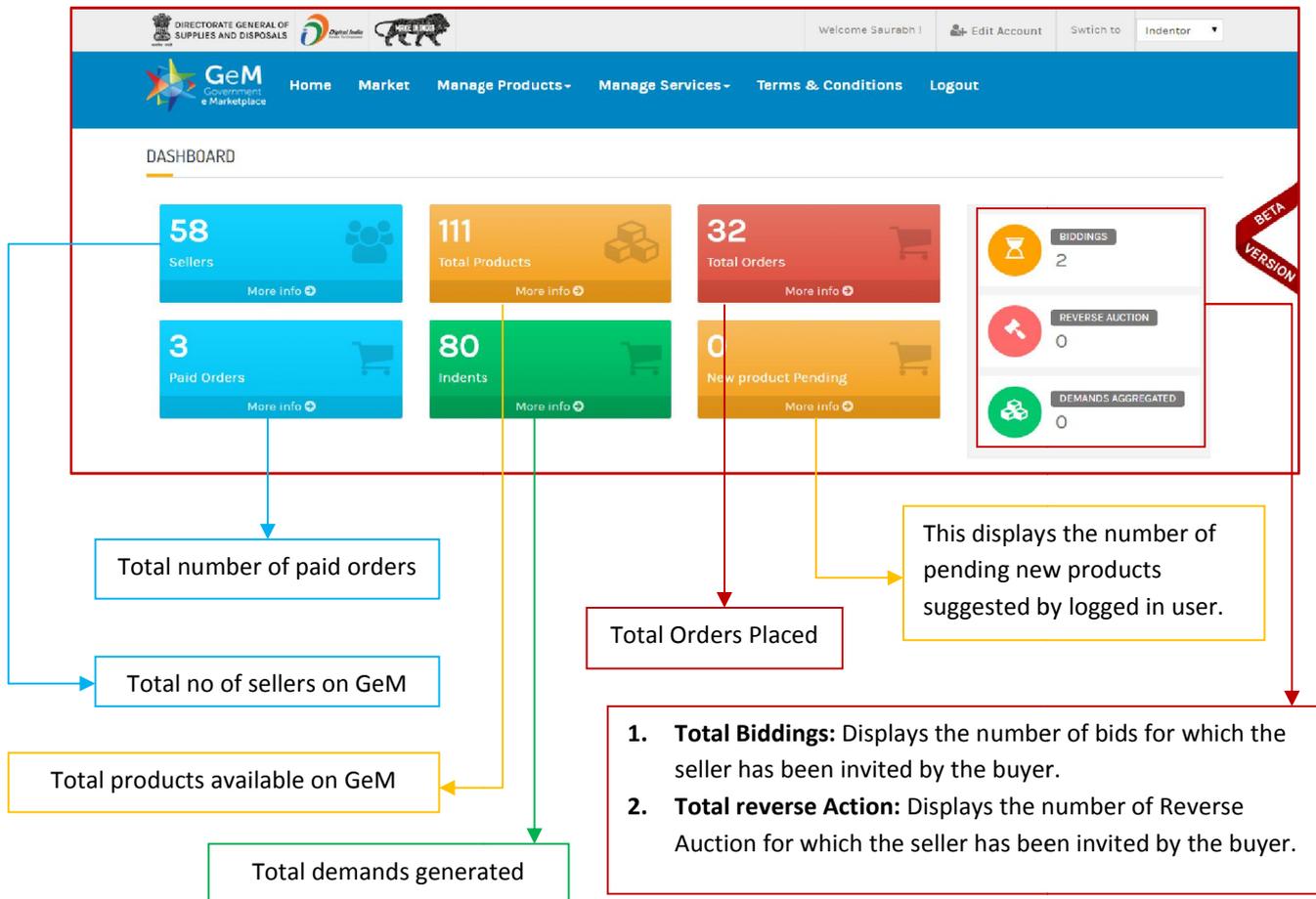
CREATE RA

## Reverse Auction: Related fields are explained below

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

<b>RA starting amount</b>	It is the minimum amount per unit to place a RA.
<b>Quantity</b>	Enter the products quantity required
<b>Terms of delivery</b>	Select the terms of delivery
<b>Step value decrement</b>	It is the minimum amount difference which should exist in current bid and next bid in RA.
<b>Additional Specifications</b>	Enter additional specifications if required.
<b>Terms &amp; Conditions</b>	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.

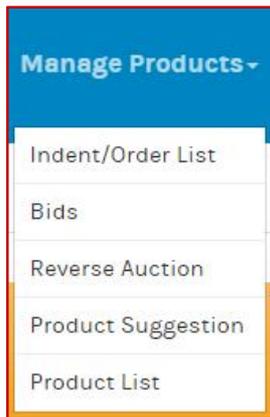
## BUYER DASHBOARD



# BUYER MENU



- **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:**



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

Demand/Order Status Dashboard

DEMAND/ORDER LIST

Demand Details					Order Details				
S.No	Demand No.	Date	Demand Status	Price	Order No.	Date	Order Status	Delivery Date	Action
1	GEM-2016-DO-42-12	31-05-2016	Demand Pending						Process
2	GEM-2016-DO-42-9	31-05-2016	Recommended for Purchase						View
3	GEM-2016-DO-42-8	30-05-2016	Demand Pending						Process
4	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	View Order Summary
5	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	View Order Summary
6	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	View Order Summary
7	GEM-2016-DO-42-2	26-05-2016	Demand Pending						Process
8	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	View Order Summary
9	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	View Order Summary
10	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	View Order Summary

1 2 3 4 5 6 7 8 9 >

Process the generated demand.

View the generated demand.

Show the order summary after order is placed.

- **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	-	<a href="#">Process</a>
GEM/2016/B/2	Commercial/Enterprise Personal Desktop Computer	100	₹ 53971.05	31-05-2016	31-05-2016	-	<a href="#">Process</a>
GEM/2016/B/3	KBS Desktop Computer	1000	₹ 33750.00	01-06-2016	01-06-2016	1	<a href="#">View</a>

Displays the number of bids placed by a seller

- **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	<a href="#">View</a>	*****	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\*

PRODUCT CATEGORY\*

PRODUCT TITLE\*

PRODUCT DESCRIPTION\*

SPECIFICATIONS/FUNCTIONALITIES\*

Select Specification

NEW PRODUCT SPECIFICATIONS\*

Title

CAPTCHA\*

- 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.

## CONSIGNEE

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

**ORDER DETAIL FOR CONSIGNEE**

ORDER NUMBER GEM-2016-DO-42-7	ORDER DATE (DD-MM-YYYY) 28-05-2016	EXP. DELIVERY DATE 31-05-2016
INDENTOR SAURABH PANDEY (SAURABH.WETPAINT@GMAIL.COM)	PURCHASER SAURABH PANDEY (SAURABH.WETPAINT@GMAIL.COM)	PAYMENT AUTHORITY SAURABH PANDEY (SAURABH.WETPAINT@GMAIL.COM)

Item Name	Model No.	Brand	Quantity Ordered	Quantity Received	Quantity Accepted	Quantity Not Accepted	Recommendation
Optiplex	9020	Dell	1	1	1	1	Accepted

**ACCOUNTING DETAILS**

DESIGNATION OF OFFICIAL PROVIDING ADMIN APPROVAL	DESIGNATION OF OFFICIAL PROVIDING FINANCIAL APPROVAL
IFD CONCURRENCE REQUIRED? * NO	
IFD DAIRY NO. *	IFD DAIRY DATE *
GRANT NO. (FOR FINANCIAL YEAR 2016-2017)	
FUNCTION HEAD	
OBJECT CODE	CATEGORY
BUDGET AVAILABILITY * NO	BUDGET TO BE BLOCKED

**PROCESS ORDER BY CONSIGNEE**

RECEIVED DATE-TIME 30-11--0001 12:00	INVOICE NO. ABC4324	INVOICE DATE	REMARKS By blue dart
---	------------------------	--------------	-------------------------

**INSPECTION DETAILS**

PRODUCT INSPECTED  
 PROFESSIONAL INSPECTION     SELF INSPECTED

CONSIGNEE RECEIPT AND ACCEPTANCE CERTIFICATE  
[VIEW CONSIGNEE CERTIFICATE \(DRAFT\)](#)

[E-SIGN CRAC & SUBMIT](#)

**Consignee order details: Related fields are explained below:**

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

<b>Quantity Accepted</b>	Enter the quantity accepted by consignee
<b>Quantity Not Accepted</b>	Enter the quantity rejected by the consignee.
<b>Recommendation</b>	Select the appropriate recommendation related to order received.
<b>ACCOUNTING DETAILS: AUTO FILLED FIELDS, DISPLAYING DATA ENTERED AT THE TIME OF GENERATING ORDER</b>	
<b>PROCESS ORDER BY CONSIGNEE</b>	
<b>Received date &amp; time</b>	Select the date and time when the order is received by consignee
<b>Invoice no</b>	Auto filled, generated automatically when seller dispatches the order
<b>Invoice Date</b>	Select the date on which invoice is received.
<b>Remarks</b>	Enter the remarks related to order received.
<b>INSPECTION DETAILS</b>	
<b>Select the inspection type</b>	“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.
<b>Consignee Receipt and Acceptance Certificate</b>	Click to view the certificate.
<b>E-Sign</b>	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

Demand Details				Order Details					
S. No	Demand No.	Date	Demand Status	Price	Order No.	Date	Order Status	Delivery Date	Action
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
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	<a href="#">Order Summary</a>
9	aDIV3epHGL	23-05-2016	Recommended for Purchase						
10	8tjxcKfS1o	22-05-2016	Demand Ordered by Purchaser	32737.50	8tjxcKfS1o	22-05-2016	Recommended for Payment	24-05-2016	<a href="#">Process</a> <a href="#">Order Summary</a>

1 2 3 4 5 6 7 8 >

Payment done

Waiting for payment

# ORDER PAYMENT PROCESS

**ORDER PAYMENT PROCESS**

**RECEIVED INFORMATION**

Order No.	Order Date	Expected delivery date	Order detail by Seller's		Order Received by Consignee	
			Invoice no	Dispatched date time	Invoice no	Received Date time
GEM-2016-DO-42-19	01-Jun-2016	29-Jun-2016			INV 2016	30-Nov-2016

**ORDER INFORMATION**

S. No	Product Name	Model No.	Brand	Ordered Quantity	Received Quantity	Order Price	Remarks by Consignee
1	KBS Desktop Computer	Attitude SL4130	KBS	1	1	32737.50	OK
<b>Grand Total</b>						<b>₹ 32737.5</b>	

**TO BE FILLED BY PAYMENT AUTHORITY**

PAYMENT STATUS \* AMOUNT TO BE PAID \*

PAID   
  ON HOLD   
  OTHERS

PAYMENT REMARKS \*

PAYMENT METHOD Net Banking

Net Banking   
  State Bank of India   
  ICICI Bank   
  Kotak Bank

Credit Card   
  Axis Bank   
  HDFC Bank   
  Citi Bank

Debit Card

PORTAL USAGE CHARGE TO DGS&D

Amount Paid to DGS&D

CAPTCHA \*

Type text shown  =3+5 ↻

SUBMIT
PAY USING SBI
PAY USING PFMS

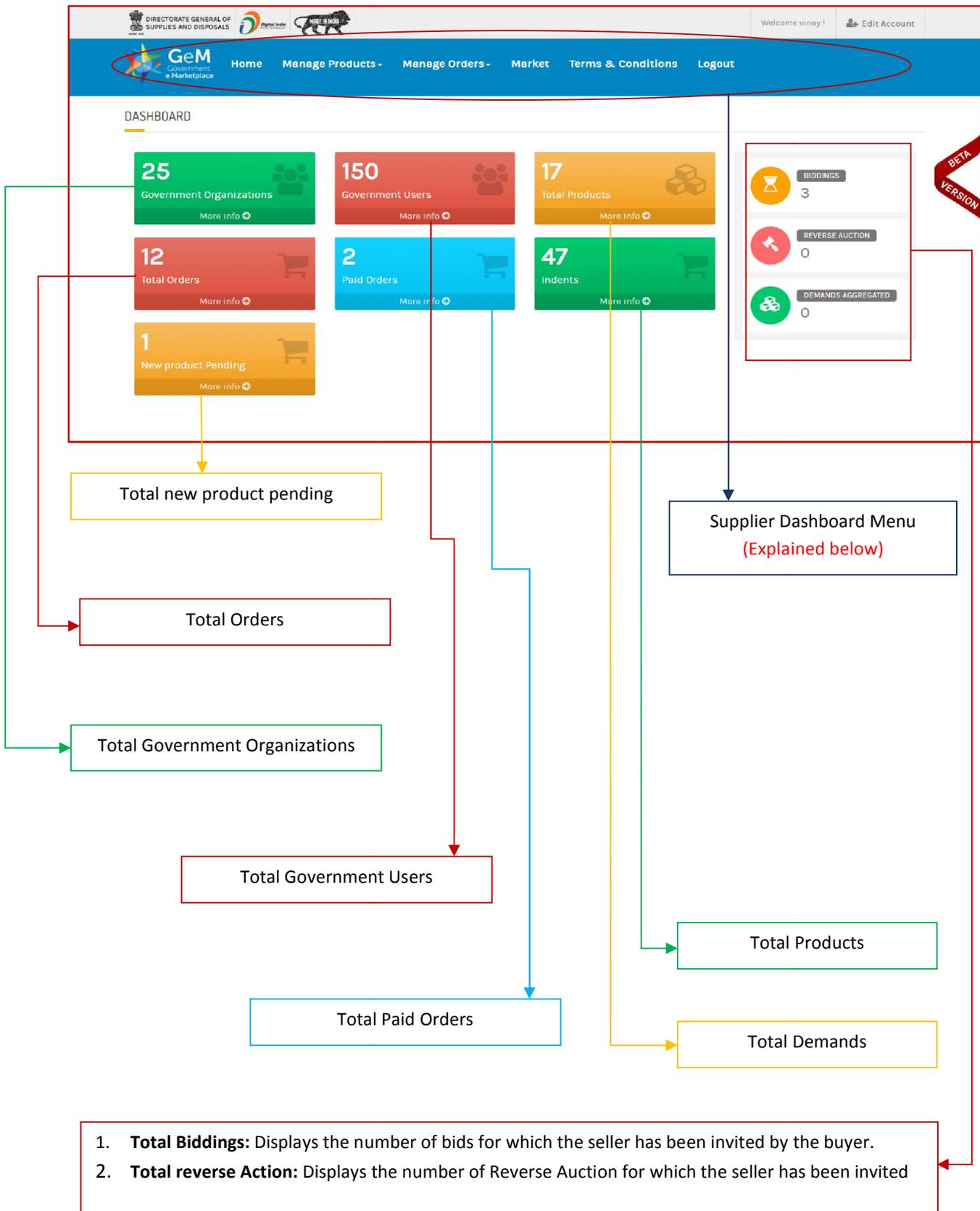
BETA  
VERSION

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

<b>RECEIVED INFORMATION</b>	
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.	
<b>ORDER INFORMATION</b>	
Information related to products is displayed here.	
<b>TO BE FILLED BY PAYMENT AUTHORITY</b>	
<b>Payment Status</b>	Select the payment status as required: <b>PAID, ON HOLD, OTHERS.</b> <b>Paid:</b> When the amount to be paid completely

	<b>On Hold:</b> When the amount to be kept on hold due to some order issues.
<b>Amount to be paid</b>	Enter the amount to be paid to seller based on the products received.
<b>Payment Remarks</b>	Enter the remarks related to order received.
<b>PORTAL USAGE CHARGES TO DGS&amp;D</b>	
<b>Amount paid to DGS&amp;D</b>	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.
<b>Captcha</b>	Enter the code
<b>Pay Using</b>	Select the submit method: <b>Pay Using SBI:</b> Make payment using SBI internet banking. <b>Pay Using PFMS:</b> Make payment using PFMS

# SELLER DASHBOARD



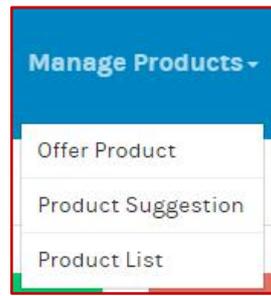
# SELLER MENU



Welcome Message

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

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



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

**PRODUCT OFFER**

**PRODUCT INFORMATION**

MAJOR PRODUCT CATEGORY\*  
Select Category

PRODUCT CATEGORY\*  
Select Category

CATEGORY DESCRIPTION

\* In case the product category you are looking for is not available under product category field, please contact DGS&D (011-45729291).

SELLING PRODUCT AS  
OEM

PRODUCT NAME\*  
BRAND\*  
MODEL\*

MRP (ALL INCLUSIVE) IN INR\*  
OFFER PRICE (ALL INCLUSIVE) IN INR\*  
RATE OF EFFECTIVE SERVICE TAX IN %\*

RATE OF EFFECTIVE EXISE DUTY IN %\*  
CST/VAT TYPE\*  
CST/VAT IN %\*

SLAB QUANTITY DISCOUNT (IN QUANTITY)

S No.	Quantity Start	Quantity End	Discount in %	Action
1	1	1	0	+ X

ACCOUNTING UNIT  
Piece

TERMS OF DELIVERY\*  
Free Delivery at Site (At Consignee's Place)

DELIVERY LOCATIONS  
All India

MAXIMUM QUANTITY (TO BE DELIVER IN 10 DAYS)\*  
MINIMUM QUANTITY PER CONSIGNEE\*

PRODUCT DESCRIPTION\*

SPECIFICATIONS \*

REMARKS (IN CASE OF NEW PRODUCT SPECIFICATION)

Title Value Unit MANDATORY FIELD +

IMAGES (PNG OR JPG ONLY AND SIZE 150 KB-300KB) \*

Choose File No file chosen Choose File No file chosen Choose File No file chosen

ITEM UNDER PMA\*  
YES NO  
Domestic value addition in India (in INR %)

IS IT CERTIFIED BY AGENCY?\*

YES NO

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

**ADD PRODUCT**

- 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.

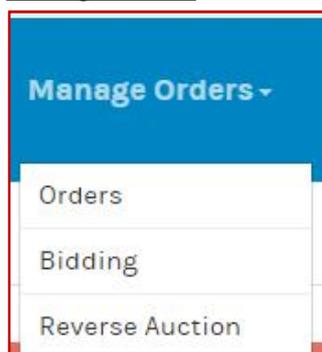
- **Product Suggestion:** Product sellers can also suggest new specifications of an available product.

**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.

S.No	Category	Product Name	Brand	Model	Mrp	Offer Price	Action

### 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.

Supplier's Dashboard

ORDER LIST

Order No.	Order Date	Department	Order by	Order Status	Action
yVhdVTr5Fj	02-05-2016	M/o Communications & IT - D/o Electronics & Information Technology	Saurabh Pandey	Paid	<a href="#">View</a>
uGjTmMATKD	03-05-2016	M/o Communications & IT - D/o Electronics & Information Technology	Saurabh Pandey	Order Placed	<a href="#">View</a>
W1x8Q86F08	05-05-2016	M/o Communications & IT - D/o Electronics & Information Technology	Saurabh Pandey	Payment on hold	<a href="#">View</a>
1L3NFacy2l	05-05-2016	M/o Communications & IT - D/o Electronics & Information Technology	Saurabh Pandey	Paid	<a href="#">View</a>
QkF5wTylr6	06-05-2016	M/o Communications & IT - D/o Electronics & Information	Saurabh Pandey	Order Placed	<a href="#">View</a>

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

ORDER DETAIL FOR SELLER

ORDER NUMBER: 25

ORDER DATE: 02-May-2016

EXP. DELIVERY DATE: 01-Jan-1970

Item Name	Model No.	Brand	Quantity Ordered
Dell Inspiron 15	3551	Dell	1

ORDER STATUS: Paid

DISPATCHED DATE-TIME:

DELIVERY DATE-TIME:

INVOICE NO.:

REMARKS:

[PROCESS](#)

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.

AVAILABLE BIDS

S.No.	Bid Number	Product Name	Quantity	Minimum Price	Start Date	End Date	Action
1	GEM/2016/B/1	DAIKIN 1.5 Ton, 5 Star Split AC	11	₹ 46300.00	2016-05-30 05:42:00	2016-05-30	<a href="#">View</a>

Click to view the bid details.

## View Bid Details:

BID DETAIL	
<b>Details of the Bid</b>	
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	<ul style="list-style-type: none"> <li>Warranty on Machine - 1 Year(s)</li> <li>Nominal Cooling Capacity 1.5/2 - 1.5 Ton</li> <li>Nominal cooling capacity - 4500 Kcal/hr</li> <li>BEE Star Rating - 5</li> <li>Warranty on Compressor - 5 Year(s)</li> <li>Coil Material - CU</li> <li>5 meters of copper pipe for installation and commissioning - Inclusive</li> <li>Installation and commissioning - Inclusive</li> <li>Indian Standard - IS 1391</li> <li>Type of Air conditioner - Split</li> <li>Eco friendly refrigerant - Yes</li> </ul>
Additional Features (Buyer)	<ul style="list-style-type: none"> <li>Bee - 5 Star</li> </ul>
Additional Features (Seller)	<ul style="list-style-type: none"> <li>Warranty - 1 year</li> </ul>
Price	<i>Bid Not Placed</i>

- **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	<a href="#">View</a>
2	GEM/2016/R/2	Draft	KBS Desktop Computer	12	₹ 420,000.00	2016-05-30 11:47:00	2016-05-30 12:47:00	<a href="#">View</a>

Click to view the RA details.

## Reverse auction details:

REVERSE AUCTION DETAIL																							
<b>Details of the Reverse Auction</b>																							
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 <input type="text" value="Tender Fee"/>																						
PBG	₹ 1.00      500																						
EMD	₹ 1.00      500																						
Product Quantity	100      50																						
Product Specifications (Deviations / Suggestions)	<table border="0"> <tr> <td>Nominal cooling capacity - 4500 Kcal/hr</td> <td>6000 Kcal/hr</td> </tr> <tr> <td>Nominal Cooling Capacity 1.5/2 - 1.5 Ton</td> <td>2 Ton</td> </tr> <tr> <td>BEE Star Rating - 3</td> <td></td> </tr> <tr> <td>Type of Air conditioner - Window</td> <td></td> </tr> <tr> <td>Indian Standard - BEE</td> <td></td> </tr> <tr> <td>Coil Material - CU</td> <td></td> </tr> <tr> <td>Eco friendly refrigerant - No</td> <td></td> </tr> <tr> <td>Warranty on Machine - 1 Year(s)</td> <td></td> </tr> <tr> <td>Warranty on Compressor - 5 Year(s)</td> <td>10 Years</td> </tr> <tr> <td>Installation and commissioning - Inclusive</td> <td>Yes</td> </tr> <tr> <td>5 meters of copper pipe for installation and commissioning - NA</td> <td>Yes</td> </tr> </table>	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
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 <input type="text" value="View Old Price"/>																						
<a href="#">SUBMIT</a>																							

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.

# DGSND-ADMIN

The dashboard displays the following metrics:

44 Sellers	19 Government Organizations	14 Government Users
102 Total Products	62 Total Orders	11 Paid Orders
301 Indents	2 New product Pending	

Summary Table:

BIDDINGS	3
REVERSE AUCTION	0
DEMANDS AGGREGATED	0

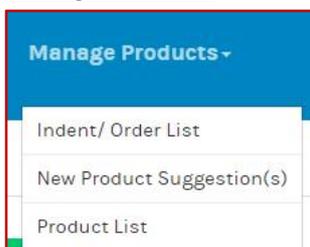
## 1. Manage User:



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:



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

# HOD APPROVAL

BETA  
VERSION

## 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	vinaygupta1108@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	vinaygupta@negp.gov.in	9958196427	261026649014	May-12, 16	Active	
8	GEM/2016 /G/117/8	M/o Agriculture & Farmers Welfare		Vinay Gupta	vinaygupta@negp.gov.in	8010892331	261026649014	May-12, 16	Active	
9	GEM/2016 /G/115/6	D/o Space	damo	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	<input checked="" type="radio"/> Approved <input type="radio"/> Freeze					
<input type="button" value="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	gemseller@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

**COMPANY INFORMATION**

REGISTRATION NO. GEM/2016/S/Radex Stationery India Pvt Ltd/46  
TYPE OF FIRM Private Limited

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 50200000000000000000  
BANK IFSC CODE 00000000000000000000

DATE OF COMMENCEMENT OF BUSINESS Sep-04, 2008  
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 INFORMATION**

CONTACT NAME Deepak Prasad Tiwari  
E-MAIL contact@radex.co.in

MOBILE 9868339334  
DESIGNATION Director  
PAN NUMBER AADCR4126Q  
APPLICANT AADHAAR NUMBER 750690936584

**COMMUNICATION INFO (REGISTERED OFFICE)**

ADDRESS 50 Mohabewala Industrial Area, Saharanpur Road, Dehradun - 248002  
STATE UTTARAKHAND  
DISTRICT DEHRADUN  
PINCODE 248002

USER ID contact@radex.co.in

STATUS  Approve  Freeze

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		Recommended 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		Recommended for Payment	
10	GEM-2016-DO-42-17	2016-06-01 16:25:21	Saurabh	Jun-16, 16		Recommended 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 16:14:59	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	Ipda	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.

# PRODUCTS LIST

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 P325L	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-13	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\*\*\***