Government e-marketplace

Procurement Cycle

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Flow of Presentation

• Learning Objective 1: How to Login as organisation/Office and users on GeM
  • Two Stages
    • Step-1: Login as Organisation/Office
    • Step-2: Login as Secondary Users

• Learning Objective 2: How to procure Goods & Services on GeM
Important Aspects of while procuring on GeM portal

• Parties in GeM
  ✓ Buyer
    ➢ Who can buy
    ➢ How to register to buy
    ➢ How to buy
  ✓ Seller
    ➢ Who can sell
    ➢ How to register to sell
  ✓ DGS&D
    ➢ Role and responsibilities

• Each has its predefined role and responsibilities
Steps for Login as Organisation/Office/HOD

- **Step 1**: Login to [https://gem.gov.in](https://gem.gov.in)
- **Step 2**: Click on Login/Register Webpage
- **Step 3**: Fill the required login credentials and Click Login
Flowchart for Login as Organization/HOD

Go to www.gem.gov.in

Click on "Login/Register" tab on the top right corner of GeM Website

Fill the required credential and click on LOGIN
Steps to Procurement

• Login as a Buyer
• Go to the Market option
• Select the required product category
• Narrow down your selection by providing details of your requirement on three criteria
• Select the desired product and proceed with purchase / adding to cart
Administrative Filter

1. Put the administrative filter
2. Quantity required
3. Delivery Location
4. Year of experience with government
5. Supplier Rating
Financial Filter

1. Put the financial filter
2. Product amount range
3. Annual turnover of the supplier
4. PMA-Value addition
5. Profit & Loss of supplier
Product Description

Put the product technical specification as per requirement of buyer.

- As brand
- As model
- Processor etc
Important Note

• All filters applied by the buyer at the selecting product always remain on GeM and it may see by the HOD means the buyer have adequate justification as per requisite quality.
The Purchase Process - 141 A

- If the total purchase amount upto Rs. 50,000,
- If the total purchase amount above Rs. 50,000
Purchase Process

1. When the purchase amount is **Less than Rs 50,000**:
   - There is no need of doing comparison.
   - Buyer can select any product as per their specifications.

2. When the purchase amount is **more than Rs 50,000**:
   - It is mandatory to do comparison of the products first.
   - Buyer need to select the L1 product.
   - [..\GeM__Market Comparison Sheet.pdf](..\GeM__Market Comparison Sheet.pdf)
## Comparison Sheet

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Product 1</th>
<th>Product 2</th>
<th>Product 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Specifications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brand</strong></td>
<td>HP</td>
<td>HP</td>
<td>NIFM</td>
</tr>
<tr>
<td><strong>Model</strong></td>
<td>ProBook</td>
<td>UX</td>
<td>NIFM</td>
</tr>
<tr>
<td><strong>Processor Make</strong></td>
<td>Intel</td>
<td>Intel</td>
<td>Intel</td>
</tr>
<tr>
<td><strong>Processor Configuration</strong></td>
<td>Intel Core i7</td>
<td>Intel Core i7</td>
<td>Intel Core i7</td>
</tr>
<tr>
<td><strong>Type Of Operating System</strong></td>
<td>Windows</td>
<td>Windows</td>
<td>Windows</td>
</tr>
<tr>
<td><strong>Warranty Period</strong></td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td><strong>Display Size (inches)</strong></td>
<td>15.6</td>
<td>15.6</td>
<td>15.6</td>
</tr>
<tr>
<td><strong>Display Resolution</strong></td>
<td>1920 x 1080, WUXGA</td>
<td>1920 x 1080, WUXGA</td>
<td>1920 x 1080, WUXGA</td>
</tr>
<tr>
<td><strong>Hard Disk Size (GB)</strong></td>
<td>1TB</td>
<td>1TB</td>
<td>1TB</td>
</tr>
<tr>
<td><strong>RAM Size (GB)</strong></td>
<td>8 GB</td>
<td>8 GB</td>
<td>8 GB</td>
</tr>
<tr>
<td><strong>Type Of Hard Disk</strong></td>
<td>SATA</td>
<td>SATA</td>
<td>SATA</td>
</tr>
<tr>
<td><strong>Processor Name</strong></td>
<td>Core i7</td>
<td>Core i7</td>
<td>Core i7</td>
</tr>
<tr>
<td><strong>Wireless Connectivity</strong></td>
<td>B/G/N (Single Antenna) - BT 4.0</td>
<td>B/G/N (Single Antenna) - BT 4.0</td>
<td>B/G/N (Single Antenna) - BT 4.0</td>
</tr>
<tr>
<td><strong>Battery</strong></td>
<td>6 Cell</td>
<td>6 Cell</td>
<td>6 Cell</td>
</tr>
<tr>
<td><strong>Battery Warranty Period</strong></td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td><strong>RAM Speed (MHz)</strong></td>
<td>1600</td>
<td>1600</td>
<td>1600</td>
</tr>
<tr>
<td><strong>Type Of RAM</strong></td>
<td>DDR3</td>
<td>DDR3</td>
<td>DDR3</td>
</tr>
</tbody>
</table>

**Comparison Sheet**

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Product 1</th>
<th>Product 2</th>
<th>Product 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sellers</strong></td>
<td>1 Seller(s)</td>
<td>1 Seller(s)</td>
<td>1 Seller(s)</td>
</tr>
</tbody>
</table>

**Comparison Sheet**

- **MSRP/Unit**: ₹ 44,000.00
- **Unit Price**: ₹ 22,000.00
- **Total Price**: ₹ 55,000.00
- **MSRP/Unit**: ₹ 25,000.00
- **Unit Price**: ₹ 21,500.00
- **Total Price**: ₹ 32,000.00
- **MSRP/Unit**: ₹ 20,000.00
- **Unit Price**: ₹ 10,000.00
- **Total Price**: ₹ 20,000.00
Purchase Options

1. Direct Purchase
2. Bidding
3. Reverse Auction
Direct Purchase

For the purchases in the above condition:

• Go on product of screen and select product at top of right for comparison of products maximum upto four products.
• Select the product(s).
• If the amount is less than 50,000 then buyer can go For any product.
• Add to cart.
**Direct Purchase**

- And the same may “add to cart” by clicking on add to cart button.

- Go to cart and select the product which need to be purchased and Direct Purchase option.

<table>
<thead>
<tr>
<th>Product Detail</th>
<th>Model No.</th>
<th>Quantity</th>
<th>Added On</th>
<th>Unit Price</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>KBS P32SL (KBS)</td>
<td>KBS P32SL (KBS)(psI32) (DEMO)</td>
<td>2</td>
<td>19-08-2016 5 Days Left</td>
<td>₹ 24900</td>
<td>₹ 49,800.00</td>
</tr>
</tbody>
</table>

Grand Total: ₹ 49,800.00
Direct Purchase

• The total purchase price upto Rs. 50,000 buyer may go for direct purchase by clicking **direct purchase button**.
• Demand generation page will be displayed on screen.
• Fill the required details and upload Financial Approval.

<table>
<thead>
<tr>
<th>DEMAND INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMAND NO.</td>
</tr>
<tr>
<td>DEMAND DATE</td>
</tr>
<tr>
<td>LAST DELIVERY DATE</td>
</tr>
<tr>
<td>SELECT CONSIGNEE</td>
</tr>
</tbody>
</table>

**FINANCIAL APPROVAL (ONLY PDF FILE)**

- Choose File | No file chosen
- UPLOAD & ESIGN

**COMPARISON SHEET**

*Show Comparsion Sheet*
- Select DDO along with Code
- Fill Grant No.
- Select Function Head
- Select Object Code
- Click On Block Budget
BUYER

By filling the required information press submit button and OK to generate the demand.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Product Name</th>
<th>Model No.</th>
<th>Brand</th>
<th>Offer Price</th>
<th>Discount</th>
<th>Ordered Quantity</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KBS P32SL (KBS) (ps132)</td>
<td>KBS P32SL (KBS) (ps132)(DEMO)</td>
<td>KBS</td>
<td>24900.00</td>
<td>0.00%</td>
<td>2</td>
<td>49800.00</td>
</tr>
</tbody>
</table>

**ACCOUNTING DETAILS**

**DESIGNATION OF OFFICIAL PROVIDING ADMIN APPROVAL**

DG

**DESIGNATION OF OFFICIAL PROVIDING FINANCIAL APPROVAL**

DG

**IFD CONCURRENCE REQUIRED?**

- YES
- NO

- YES
- NO

**BUDGET AVAILABLEITY**

- YES
- NO

**BUDGET TO BE BLOCKED**

49800.00
• After clicking of Ok button, demand no. will be generated on screen and notification will be sent to the HOD, and Buyer.

New demand has been generated successfully. Your demand no. is GEMD2335-24 and Demand Date is 03-10-2016

<table>
<thead>
<tr>
<th>Officials</th>
<th>Email</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td><a href="mailto:anurag1@nic.in">anurag1@nic.in</a></td>
<td>9650444119</td>
</tr>
<tr>
<td>HOD</td>
<td><a href="mailto:narayanksg@nic.in">narayanksg@nic.in</a></td>
<td>9650444119</td>
</tr>
</tbody>
</table>
Direct Purchase

- Go to main page and click on “manage product” menu and click on demand/order list.
- Buyer will see different demand generated and click on process button.
By clicking on process button, buyer will find the sanction order page. 
Click on Generate Sanction Order.
Direct Purchase

1. Fill OTP on required box and e-sign it.
2. Buyer may see e-signed sanction order.
3. Thereafter, click on approve and generate contract.
• These documents duly signed digitally (e-sign) by the Buyer will be made available online to the concerned DDO, PAO and Seller/Supplier.

• The DDO and PAO shall have access to the Contract Agreement /Supply Order/Purchase Order online In order to ensure that the Bill is generated at the stage of payment in accordance with the contractual provisions.

An **electronic signature**, or e-signature, refers to data in electronic form, which is logically associated with other data in electronic form and which is used by the signatory to sign.
Direct Purchase

• After generating the contract, the seller/supplier will dispatch the along with the issue of online invoice on Gem portal.

• A invoice will be online available to the buyer and DDO/PAO regarding invoice cum bill.

• Then GeM portal will send a SMS/ email alert to the Buyer, on submission of Invoice.
Direct Purchase

- After intimation of invoice, consignee needs to login.
- The Buyer/consignee receives the Goods/Services and issues an online Provisional Receipt Certificate (PRC), within 48 hours, \PRC.pdf
- It contains the details regarding:-
  - Quantity received
  - Date of receiving of consignment.
**CONSIGNEE**

## Provisional Receipt Certificate (PRC)

### INVOICE DETAILS
- **Invoice Number:** GEM2163-371N1
- **Invoice Date:** 27-09-2016
- **Order Received Date:** 27-Sep-2016

### PRODUCT DETAILS FROM CONTRACT

<table>
<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Make &amp; Model</th>
<th>Ordered Quantity</th>
<th>Unit</th>
<th>Price per Unit inclusive of all Duties and Taxes (in INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIFM L2 Laptop (NIFM)</td>
<td>NIFM L2 Laptop</td>
<td>2</td>
<td>Pes</td>
<td>18,050.00</td>
</tr>
</tbody>
</table>

**Total Order Value (in INR)**

Rs. 36,100.00

### CONSIGNMENT DETAILS

This Receipt certificate (PRC) issued is on consignment basis and not meant for claiming any payment for the supplies made against the contract. It is certified that the Seller has delivered a consignment of the Goods as per the following particulars:

<table>
<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Accounting Unit</th>
<th>Qty Ordered</th>
<th>Quantity of Goods provisionally received</th>
<th>Actual Date of receipt of consignment of Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIFM L2 Laptop (NIFM)</td>
<td>Pes</td>
<td>2</td>
<td>2</td>
<td>27-Sep-2016 12:00</td>
</tr>
</tbody>
</table>
• After verification Including assessment of quality and quantity, the Consignee will Issue on-line digitally signed **Consignee’s Receipt & Acceptance Certificate (CRAC)** for that stage within 10 days of date of issue of PRC.

..\CRAC.pdf

• The CRAC would clearly indicate:
  • the Order quantity
  • rejected quantity (if any, with reasons for rejection including shortages/damaged /unaccepted quality)
  • quantity accepted and cleared for payment
# Consignment Receipt and Acceptance Certificate (CRAC)

## INVOICE DETAILS

**Invoice Number:** GEM2152-MN1  
**Invoice Date:** 27-09-2016  
**Order Received Date:** 27-Sep-2016

<table>
<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Make &amp; Model</th>
<th>Ordered Quantity</th>
<th>Unit</th>
<th>Price per Unit inclusive of all Duties and Taxes (in INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIFM L2Laptop (NIFM)</td>
<td>NIFM L2 Laptop</td>
<td>2</td>
<td>Pcs</td>
<td>18,009.00</td>
</tr>
</tbody>
</table>

**Total Order Value (in INR):** Rs. 36,100.00

## PRODUCT DETAILS FROM CONTRACT

<table>
<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Make &amp; Model</th>
<th>Ordered Quantity</th>
<th>Unit</th>
<th>Price per Unit inclusive of all Duties and Taxes (in INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIFM L2Laptop (NIFM)</td>
<td>NIFM L2 Laptop</td>
<td>2</td>
<td>Pcs</td>
<td>18,009.00</td>
</tr>
</tbody>
</table>

**Total Received Order Value (in INR):** Rs. 36,100.00

---

**CONSIGNMENT DETAILS**

<table>
<thead>
<tr>
<th>#</th>
<th>Item Description</th>
<th>Unit</th>
<th>Qty Ordered</th>
<th>Qty Received</th>
<th>Qty Accepted</th>
<th>Qty Rejected</th>
<th>Reason for Rejected Items</th>
<th>Price per Unit inclusive of all Duties and Taxes (in INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIFM L2Laptop (NIFM)</td>
<td>Pcs</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
<td>18,009.00</td>
</tr>
</tbody>
</table>

**Total Received Order Value (in INR):** Rs. 36,100.00
• Notification regarding receiving of supplies will be sent to buyer, consignee, HOD and Supplier
• After issuing PRC and CRAC, the information regarding receipt and acceptance of goods has been sent to supplier on GeM Portal.

• Now, DDO/PAO will login to process payment.

• Login as PAO/DDO, go to manage products at the top.

• Under Manage Products select Indent/Order list
• After selecting Indent/order list PAO/DDO will navigate to the demand/order list.
• The latest demand generated will be displayed at the top.
• Under the column **Action**, select **Process**
After clicking on Process, payment authority will be navigated to “bill processing by HOD” page.
Payment Process

PAO/DDO can have access to different documents namely:

1. Financial Approval
2. Sanction order
3. Contract
4. Seller Invoice
5. Provisional Receipt Certificate
6. Consignee Receipt and Acceptance Certificate
7. Buyer Bill process

BILL PROCESSING BY DDO
Payment Process

• Click on Pay Using PFMS/SBI Payment gateway at the below.
If the total purchase amount above Rs 50,000
Bidding and Reverse Auction
• Bidding: Bidding is an offer (often competitive) to set a price by an individual or business for a product or service or a demand that something be done. Bidding is used to determine the cost or value of something.

• Reverse Auction: A reverse auction is a type of auction in which the roles of buyer and seller are reversed. In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.
Bidding
Bidding

• If the buyer wants to participate in Bidding, then buyer needs to select the L1 product and “add to cart” by clicking on add to cart button.

• After adding the product to the cart and selecting to purchase, the buyer will have three options: Bidding, Reverse Auction and Direct Purchase. Select “BIDDING”.

<table>
<thead>
<tr>
<th>Select</th>
<th>Comp. Sheet</th>
<th>Product Detail</th>
<th>Model No.</th>
<th>Quantity</th>
<th>Added On</th>
<th>Unit Price</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Window Air Conditioner 1.5 Tr 3 Star Rating (Gujral)</td>
<td>GL15WRT4</td>
<td>10</td>
<td>20-08-2016</td>
<td>₹ 23760</td>
<td>₹ 237,600.00</td>
</tr>
</tbody>
</table>

Grand Total ₹ 237,600.00

CONTINUE SHOPPING  CLEAR CART  BIDDING  REVERSE AUCTION  DIRECT PURCHASE
• Fill the required details:
  - Delivery days
  - Mention the Bid start and end date.
  - Quantity
  - Extra specifications (if needed)
• Click on “CREATE BID”
If the total purchase amount above Rs 50,000

For the purchases in the above condition:

- Go on product of screen and select product at top right for comparison of products maximum upto four products.
- Press compare button which shows on screen and OK.
- Buyer will find a comparison sheet.
- At the end of the comparison sheet, GeM portal will display the L1 to purchase amongst all the available products on GeM portal.
If the total purchase amount above Rs 50,000

• And the same may “add to cart” by clicking on add to cart button.

• Go to cart and select the product which need to be purchased.

• The purchase price above Rs. 50,000 then, buyer has three options:
If the total purchase amount above Rs 50,000

**Reverse Auction**

- Select the products to purchase.
- GeM portal will suggest the L1 product.
- Add to cart
- After selecting the product in the cart, GeM will give three options: Reverse Auction, Bidding, Direct Purchase
- Click on Reverse Auction button.
Reverse Auction

- Fill the required details:
  - Delivery days
  - Mention the RA start and end date.
  - Quantity
  - Step value decrement
  - Extra specifications (if needed)
- Click on “Finalize RA”
• After clicking on “Create RA”, buyer will be navigated to Reverse Auction Details page where details about RA and product will be displayed.
• Accept the terms and conditions and Click on “FINALIZE RA”
Thank You