e-Signature



The offer(s) and resultant Contract(s) and all Supporting Documents are required to be e-signed on-line by the respective User/Functionary of the Seller and Buyer. The E-sign is at par with digital signatures as per Information Technology Act Amendment 2008. No INK Signed copies of these Documents are required for processing/legality as per OM...



All inclusive Price Prices shall be quoted by Sellers on all inclusive basis i.e. including excise duty taking into account the MODVAT benefits if any, sales tax (ST/CST/VAT/), Service Tax, Customs duty, Entry Tax etc. Statutory variation, if any, shall be to the Seller's account and no variation in contract price, on account of such variations shall be allowed during the delivery period.



Guarantee / Warranty All Products supplied under the Contract(s) shall have Guarantee/Warranty for ONE year period from the date of receipt. Seller at the time of listing /offering their products may choose to provide longer guarantee period (i.e. more than 1 year)



Performance Security & Performance There shall be no Performance security/PBG requirement for contracts

placed under Direct Purchase Option on GeM as of now. However, for procurement through reverse Auction/e-bidding, Security

Deposit/Performance Bank Guarantee (PBG) @2% of contract value, shall be

applicable in respect of contracts valuing above Rs. 25 Lakh.



Consignee's Right to Rejection (Return Policy) The Goods delivered shall bear the self certified Warranty/Guarantee. Buyer shall have the right to reject on proper Justification any consignment of the Goods received within a period of 10 days of receipt. No payment shall be made for rejected goods and the Seller would be liable to take back such

rejected Goods within 10 days without any charge.



Terms of Delivery & Delivery Period All the Goods/Services on GeM shall be offered on Free Delivery at Site basis including loading/unloading. In respect of items requiring installation or commissioning (as indicated in technical details of the item), the charges for the same shall also be included in the offered price on GeM.



On-line payments shall be made in INR against the on-line bills to be submitted by the Seller:

Payment Authority & Payment Terms

For Goods: 100% payment will be released within 10 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and submission of bills.

For Services: 100% payments on the basis of monthly bills will be paid within 10

days of submission of bills with prescribed documents.



Liquidated Damages If the Seller fails to deliver the Goods/Services within the Delivery/Time,

Liquidated Damages will be charged @ 0.5% per week or part of the week of

delayed period not exceeding 5% of the contract value.



Mandatory Minimum **Discount on MRP** Sellers shall offer minimum discount of 10% over MRP mandatorily unless otherwise specified for offering their products on GeM portal. The discount of 10% over MRP is the Minimum discount and sellers are free to offer higher

discount on GeM.



Aadhar Verification In case of registration of Primary user/Buyer and creation of secondary user(s) by the former, their Aadhar (UID) details collected by GeM are solely for user verification and to utilize e-signing on the documents. The e-sign works based on details available in AADHAR database of UIDAI and there is no interference/intrusion in personal details.



Restrictions on Outside Purchase Buyers are not allowed to place any order at GeM prices outside GeM. The prices on GeM are only applicable if the procurement is made through GeM portal. Using GeM prices for procurement outside GeM portal is strictly prohibited.



Reasonableness of Rates

GFR rule 149 allows direct on-line purchases on GeM up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. However, GeM being a dynamic online marketplace this is subject to procuring authorities convinced about the reasonability of rates.



Static Price in case of Direct Purchase In case of Direct Purchase, during carting period of 5 days, rates for carted quantity, for that buyer, are frozen for five days against any upward revision by seller. However, advantage of any downward revision in the offer price of Carted item shall be automatically provided to the buyer by GeM portal.



Annual Procurement Plan The Buyer will provide projection of their annual demands in the GeM indicating required Goods/Services with specification & quality, quantity, consignee location and Delivery Period requirements etc by way of Annual

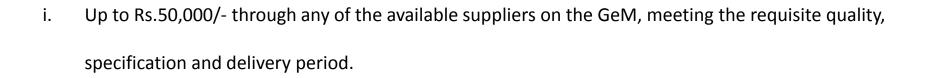
Procurement Plan.

GENERAL FINANCIAL RULES - 2017



Government e-Market place (GeM). DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:







Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.



iii. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.



iv. The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other

Sellers registered on the portal and who have offered their goods/services under the particular

product/service category, as per terms and conditions of GeM.



v. The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases,

if any, outside GeM, relevant GFR Rules shall apply.

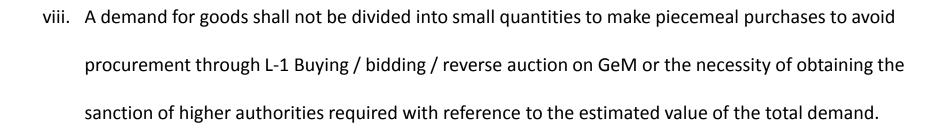
GENERAL FINANCIAL RULES - 2017

vi. The Ministries/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval

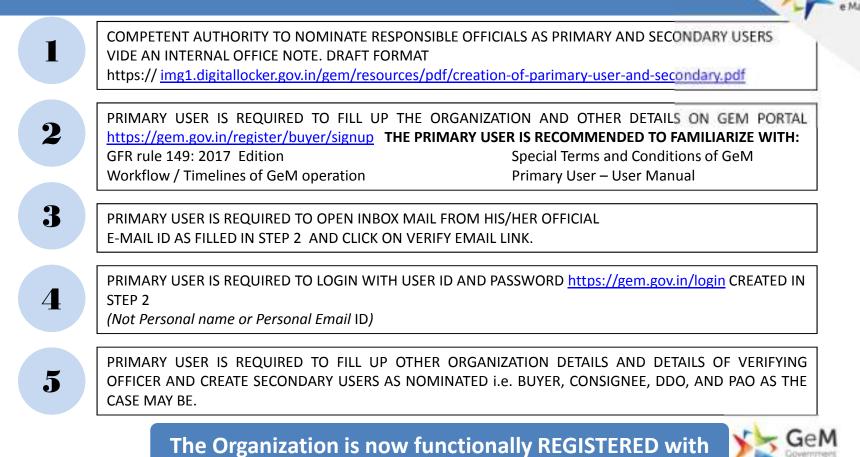


vii. The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.





REGISTRATION GUIDE – 5 SIMPLE STEPS









Shri. Mayank Bisht DCEO GeM SPV



Introduction to Government e-Marketplace



Buyer Registration - Process

Invasion of a thousand armies can be halted, but not an idea whose time as come.



Victor Hugo 1802-1885



General Financial Rules 2017



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