



Ministry of Micro, Small and Medium Enterprises,  
Government of India



ISO 9001 : 2008  
ISO: 14001:2004

## **MSME TECHNOLOGY DEVELOPMENT CENTRE (CDGI)**

### **MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA**

- A1/1, Industrial Area, Jalesar Road, Firozabad 283203, Uttar Pradesh
- [www.cdgiindia.net](http://www.cdgiindia.net)

## **BRIEF DESCRIPTION OF TRAINING PROGRAMME**

### **GEM REGISTRATION E-MARKETPLACE & E-TENDER**

### **GOVERNMENT E-TENDERING**

### **LIVE INTERACTIVE SESSION**

**About Programme:** GeM portal (Government e-Marketplace) is an online portal launched by the government through which Government—it issues tenders for various day to day needs of different government organizations, public sector undertakings and departments. The main aim of introducing the GeM portal is to enhance transparency, efficiency, speed in public procurement as well as employment. By registering through this portal, the seller as well as buyer can buy or sell their products to the government. The main objective of the GeM is to ensure transparency and effectiveness.

**Who Should Attend:** GEM registration helps to authorize the manufacturer, small dealers and service providers to enter the wide and interactive online platform, where they can directly sell their products & services to various buyers from the government departments, organizations and PSUs. It enables the authorized governments to buy the goods and services directly from the private traders and manufacturers instantly and hassle-free. GeM is a portal where the buyers and sellers can register their products either through direct purchase or auction

## Topics to be covered:

### Registration

- 👉 Product uploading
- 👉 Services uploading
- 👉 Bid participate
- 👉 Direct purchase through a link
- 👉 What is L1 Comparison & direct purchase
- 👉 Orders accepted
- 👉 Order dispatch
- 👉 Multi order in one cart
- 👉 introduction of buyer account
- 👉 Tax assessment
- 👉 What is vendors assessment & process
- 👉 OEM penal introduction
- 👉 technically error solution
- 👉 secondary user creation
- 👉 Incidence (topic) policy
- 👉 Reseller Panel
- 👉 Brand Approval
- 👉 New Product Category Apply (what is a process)
- 👉 New Service category Adding request
- 👉 How to delete listing (Product & service)
- 👉 How to get EMD exemption
- 👉 Rules & Regulation for GeM (Overview for GeM)
- 👉 Registration & Required Document's List (PAN/Aadhar Based Login)
- 👉 Seller Profile (GST, ITR & Udyam)

👉 How to Manage Bid

👉 Direct Purchase

👉 L1 Purchase

👉 Product / Services Registration with Golden Parameter (Brand Registration)

👉 Order Processing

👉 Payment Processing

E-tendering

### **Start your business with Government e-Marketplace**

Dashboard Management Activities for Product & Services

Catalogue Management Activities for Product & Services

Miscellaneous Provisions for Buyers and Sellers

Provision for Make in India Policy for GeM

Custom Bid/Catalogue Based Bid

## **GeM Advantages**

- **Government e-marketplace (GeM) is the Public Procurement Portal for procurement of goods and services for all Central Government and State Government Ministries, Departments, Public Sector Units (PSUs) and affiliated. GeM endeavors to make public procurement process transparent, efficient and inclusive. Following are the advantages of GeM It acts as a centralized and unified public procurement platform for government buyer organizations and suppliers of goods and services, accompanied by:**
- **Policy reforms for current processes of the public procurement ecosystem**
- **Driving Inclusiveness and Ease of Doing Business (EoDB) with the government (especially for smaller organizations such as MSMEs)**
- **Standardization of processes backed by the regulatory framework**
- **A fully automated system enabled through advanced technologies**
- **Start your business with Government e-Marketplace**

## **Benefits of Gem Registration.**

- Displays multiple products for each distinct area of products plus services and offers transparency.
- Comparison of prices and market trends among various vendors.
- Simple to use interface for searching, choosing, comparing, and purchasing.
- A simple dashboard for tracking payments and purchases
- With services, several consignees may be chosen.
- Somewhere at the time of bill production, the purchasers may apply further deductions.
- offering a simple return policy

## **Why buy on GeM?**

- Provide transparency and ease of buying
- Offers rich listing of products for individual category of goods/services
- Direct purchase for amounts upto INR 25000
- L1 purchase for amounts greater than INR 25000 and less than INR 5 Lakhs
- Proprietary Article Certificate Bid- Procurement of specific product as per requirement
- Price Trends and Price Comparison From Multiple Suppliers
- Direct notifications to sellers
- Integrated Payment System
- Easy to comprehend interface to search, compare, select and buy
- User friendly dashboard for monitoring supplies and payments
- Online grievance redressal mechanism for quick resolution

- Direct purchase, L1, Push button procurement, Bid/RA mode of procurement and forward auction for auction.

GeM has enriched listing of approximately 10000 products categories and 290 services categories wherein millions of sellers have offered their catalogue.

- Buyers can now select bid duration between 3 & 45 days.
  - Delivery period upto 365 days and upto 6 years with approval.
  - Option to provide multiple consignee locations and quantity
  - Multiple consignee can be selected for Services
  - Pin-code based seller selection for Direct Purchase Mode
  - ATC library available for addition of terms and conditions
  - Additional Deductions can be applied by buyers at the time of bill generation
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- Notification to buyers regarding:
    - expiry of DP (Delivery Period) for the contract
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**Date: 18 & 19 July 2026 (2 Days, 5 pm to 8.30 pm)**

**Course Fee: Rs 3000/- (Study material in softcopy shall be provided)**

**Please find below bank details**

**PAYMENT TO BE MADE ONLY IN MSME TECHNOLOGY DEVELOPMENT CENTRE CDGI ACCOUNT**

**Online (NEFT) Transfer to M/o MSME Technology Development Centre CDGI**

**Account Name: Centre for the Development of Glass Industry**

**Bank: Axis bank ltd**

**A/c No. 672010100020712**

**IFSC Code: UTIB0000672**

**Pls send screenshot of payment details for seat confirmation**

**MSME TECHNOLOGY DEVELOPMENT CENTRE CDGI CODE FOR PAYMENT**



**FOR MORE DETAILS PLEASE CONTACT:**

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