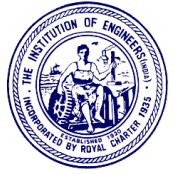




# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)  
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India



## INFORMATION TECHNOLOGY DIVISION

### ONLINE PROFESSIONAL DEVELOPMENT PROGRAMME

## GEM Procurement Procedures

Gem Account operation from Basic to expertise (Buyer module)

19 – 21 May 2025

(Six Hours per day)



### Introduction

Government e Marketplace (GeM) is an online platform for public procurement in India. The initiative was launched on August 9, 2016 by the Ministry of Commerce and Industry, Government of India with the objective to create an open and transparent procurement platform for government buyers.

GeM is a contactless, paperless and cashless online marketplace that replaced the Directorate General of Supplies and Disposals (DGS&D) in 2016. Since its inception, GeM has brought in the visibility and transparency in public procurement. The portal has transformed public procurement in India by driving its three pillars, namely, inclusion, usability and transparency and efficiency and cost savings.

Objective of this 5 half day Online training is to explore skills for Buyer organization in **GeM** Account operation from basic to expertise.

### Objective

- To understand the different **GeM for Procurement Procedures**
- This training cover Gem Account operation from Basic to expertise (**Buyer module**)
- To explore the procurement process of **GeM Portal**
- To understand the benefits and challenges of Government e Marketplace (**GeM**)

### Course Coverage

Introduction to Buyer functionality

Registration

- Primary user registration
- Secondary user creation
- Secondary user deactivation & transfer

Procurement - Product

- Direct purchase product
- L1 Purchase Product
- Bid Creation Product
- Reverse Auction (RA) Bid Creation Product
- Purchase requisition product
- Reverse Auction (RA) Awarding
- Bid Awarding

Procurement - Service

- Direct purchase Service
- L1 Purchase Service
- Bid Creation Service
- Reverse Auction (RA) Bid Creation Service
- Purchase requisition Service
- Reverse Auction (RA) Awarding Service
- Bid Awarding Service

Order Processing

- Order Processing CRAC- Generation

Payment

- Payment Process PFMS
- GPA Challan Model
- GPA Non-Challan Model

Overview of buyer dashboard

Overview of marketplace

Bid to ra Conversation

Bunch bid creation- Product

Bunch bid creation- Service

Intent of buying - BID

Intent of Buying - PAC (Proprietary Article Certificate Bid )

Request management for buyers

Gem Availability Report

Custom Catalogue Based BID - Product

Custom Catalogue Based BID - Service

GFR (General Financial Rule 2017) Rule Section 149 for Gem

Assessment 1 (Theoretical knowledge)

- Assessment 2 (Practical Knowledge)

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence**

## Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with audio visual aid, bench marked video shows, chalk & talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

## Target Participants

- Officers working in Procurement Department or Accounts Department
- All the Managers / Executives / Engineers of Govt, Defence & Public Sector, who are Involved in GeM Procurement & dealing eTenders through GeM

## Programme Dates & Timings

**Dates: 19 – 21 May 2025 (6 Hours per day)**

**session timings** will be from 14:00 – 17:00 hrs with 15 Minutes Tea break and 1 hour Lunch Break.

## Course Director

**Mr. Syed Azgar , MBA(IT), RHCE, MCSA**

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

## Course Fee

₹ **16,500/- (Residential Fee)** per participant. Fee includes Single AC accommodation, course material, course kit, Breakfast. Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program.

## Online Fee

₹ **10,500/-** per Participant. Fee includes, 18 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

**GST @18%** is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZCC) of Finance act – 1994).

Programme fee is to be paid in in favour of “**THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA**” by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank A/c No. 912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

## Registration

**Online registration** shall be available on ESCI **web portal** : <http://www.escihyd.org/index.php/it-upcoming-trainings>

**To register manually** please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : [it@escihyd.org](mailto:it@escihyd.org)

**A Certificate of participation will be awarded to each participant on conclusion of the programme.**

**Information Technology Division, Engineering Staff College of India**

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