



# Direct Purchase - Services

## Objective

Direct Purchase process enables a buyer to buy services of value up to Rs. 50,000 which meet the requisite quality, specifications and delivery period without comparison (except automobiles), through any of the available sellers on Government e-Marketplace.

### Key Features of Direct Purchase - Services:

- Creation of Bid is not required
- All the vendors are available for procurement, basis on their Requisite Quality, Specification, and Consignee Location
- Selection of vendors on the basis of:
  - Seller ratings
  - Seller registered address
- No mandate comparison between services is required

# Login to gem.gov.in

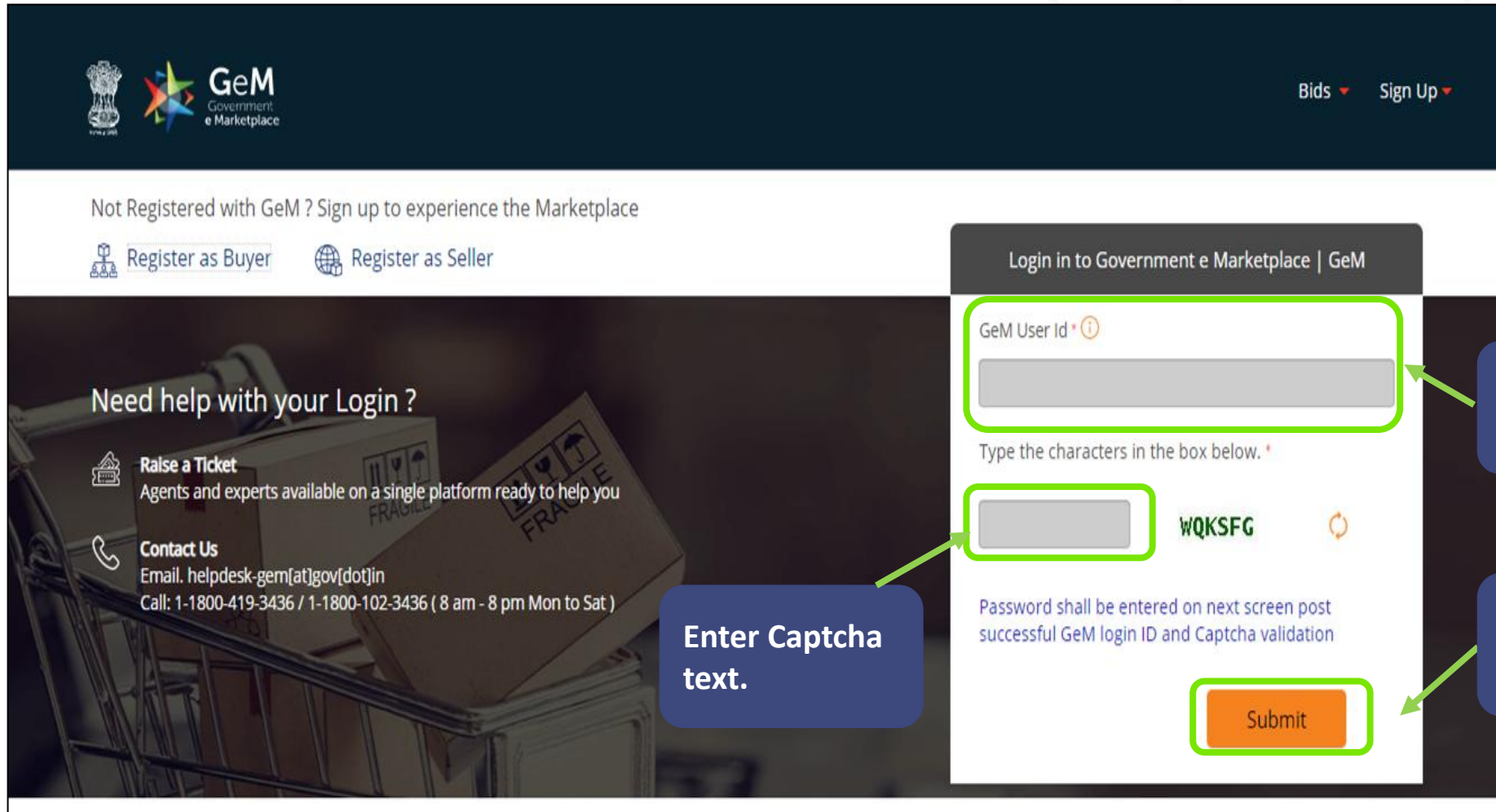


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A screenshot of the GeM website homepage. The top navigation bar includes links for "English", "Dark Mode", "Font Size", and "Skip to Main Content". The main header features the GeM logo, a search bar with the placeholder text "Looking for something on GeM?", and navigation links for "Forward Auction", "Bids", "Sign Up", and "Login". The "Login" button is highlighted with a green box. Below the header, there is a section for "CATEGORIES" and a news banner about GeM's partnership with Axis My India. The main banner features a trophy and the text "GeM has reached an all-time high of ₹2 LAKH CRORE GMV in a single Financial Year (2022-23)".

Click here.

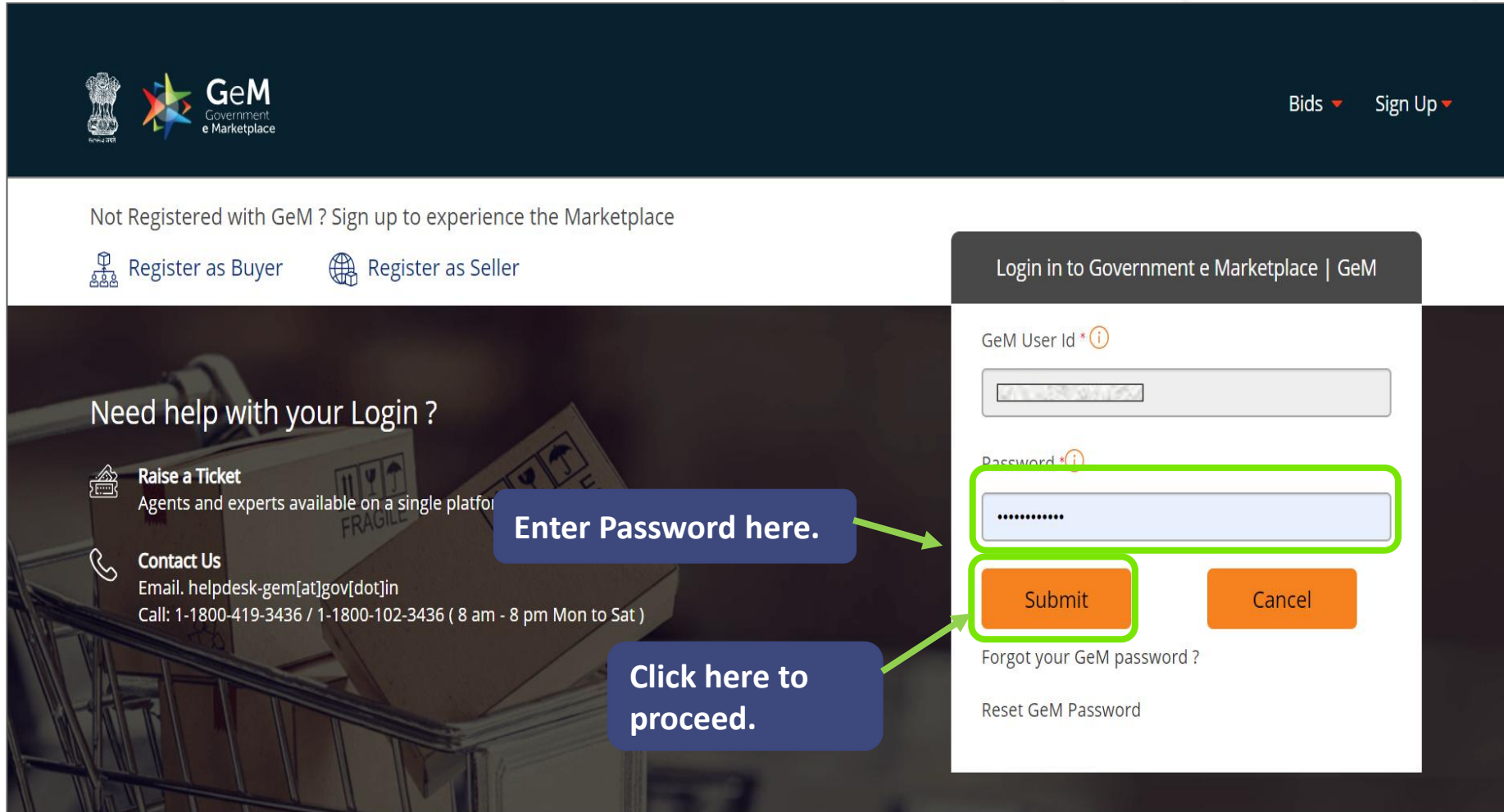
# Enter your credentials



The screenshot shows the GeM login interface. At the top left is the GeM logo and the text 'GeM Government e Marketplace'. On the right, there are links for 'Bids' and 'Sign Up'. Below the header, there is a message: 'Not Registered with GeM ? Sign up to experience the Marketplace' with buttons for 'Register as Buyer' and 'Register as Seller'. The main content area is titled 'Need help with your Login ?' and includes links for 'Raise a Ticket' and 'Contact Us'. The login form is titled 'Login in to Government e Marketplace | GeM' and contains the following elements:

- A text input field for 'GeM User Id' with an information icon, highlighted by a green box and a blue callout: 'Enter the User ID here.'
- A text input field for the captcha, highlighted by a green box and a blue callout: 'Enter Captcha text.'
- A captcha image showing the characters 'WQKSFG'.
- A 'Submit' button, highlighted by a green box and a blue callout: 'Click here to submit.'
- Text below the captcha: 'Type the characters in the box below.\*' and 'Password shall be entered on next screen post successful GeM login ID and Captcha validation'.

# Enter your credentials



The screenshot shows the GeM login interface. At the top left, there are logos for the Government of India and GeM. On the right, there are links for 'Bids' and 'Sign Up'. Below the header, there is a message: 'Not Registered with GeM ? Sign up to experience the Marketplace' with links for 'Register as Buyer' and 'Register as Seller'. The main content area features a 'Need help with your Login ?' section with 'Raise a Ticket' and 'Contact Us' options. A modal window titled 'Login in to Government e Marketplace | GeM' is open, containing a 'GeM User Id' field, a 'Password' field (highlighted with a green box), and 'Submit' and 'Cancel' buttons (both also highlighted with green boxes). A blue callout box with the text 'Enter Password here.' has an arrow pointing to the password field. Another blue callout box with the text 'Click here to proceed.' has an arrow pointing to the 'Submit' button.

Not Registered with GeM ? Sign up to experience the Marketplace

Register as Buyer Register as Seller

Need help with your Login ?

Raise a Ticket  
Agents and experts available on a single platform

Contact Us  
Email. helpdesk-gem[at]gov[dot]in  
Call: 1-1800-419-3436 / 1-1800-102-3436 ( 8 am - 8 pm Mon to Sat )

Enter Password here.

Click here to proceed.

Login in to Government e Marketplace | GeM

GeM User Id \*

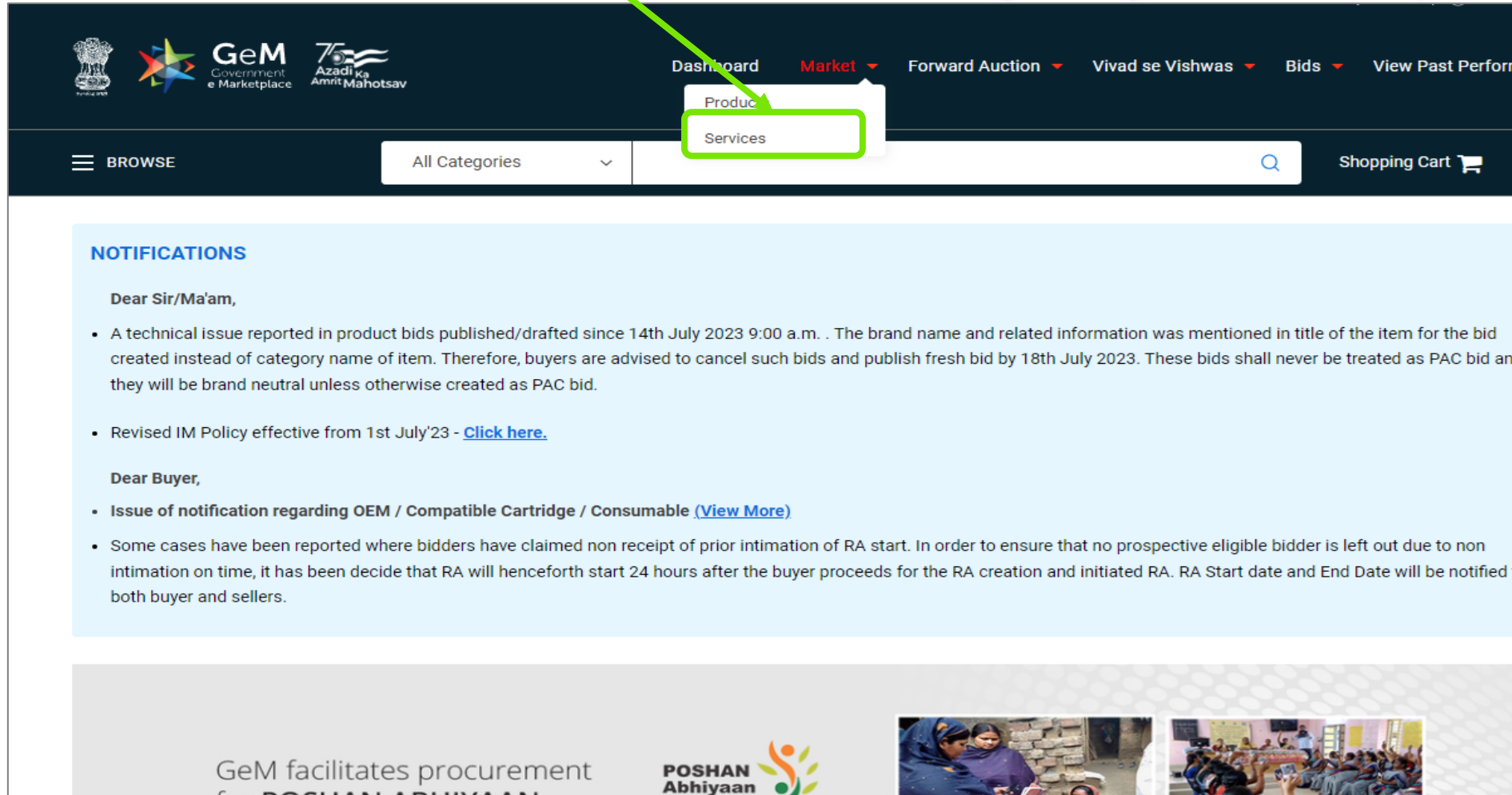
Password \*

Submit Cancel

Forgot your GeM password ?



Reset GeM Password

Click on 'Market' and from the dropdown menu, click on 'Services' to check out the list of services available.

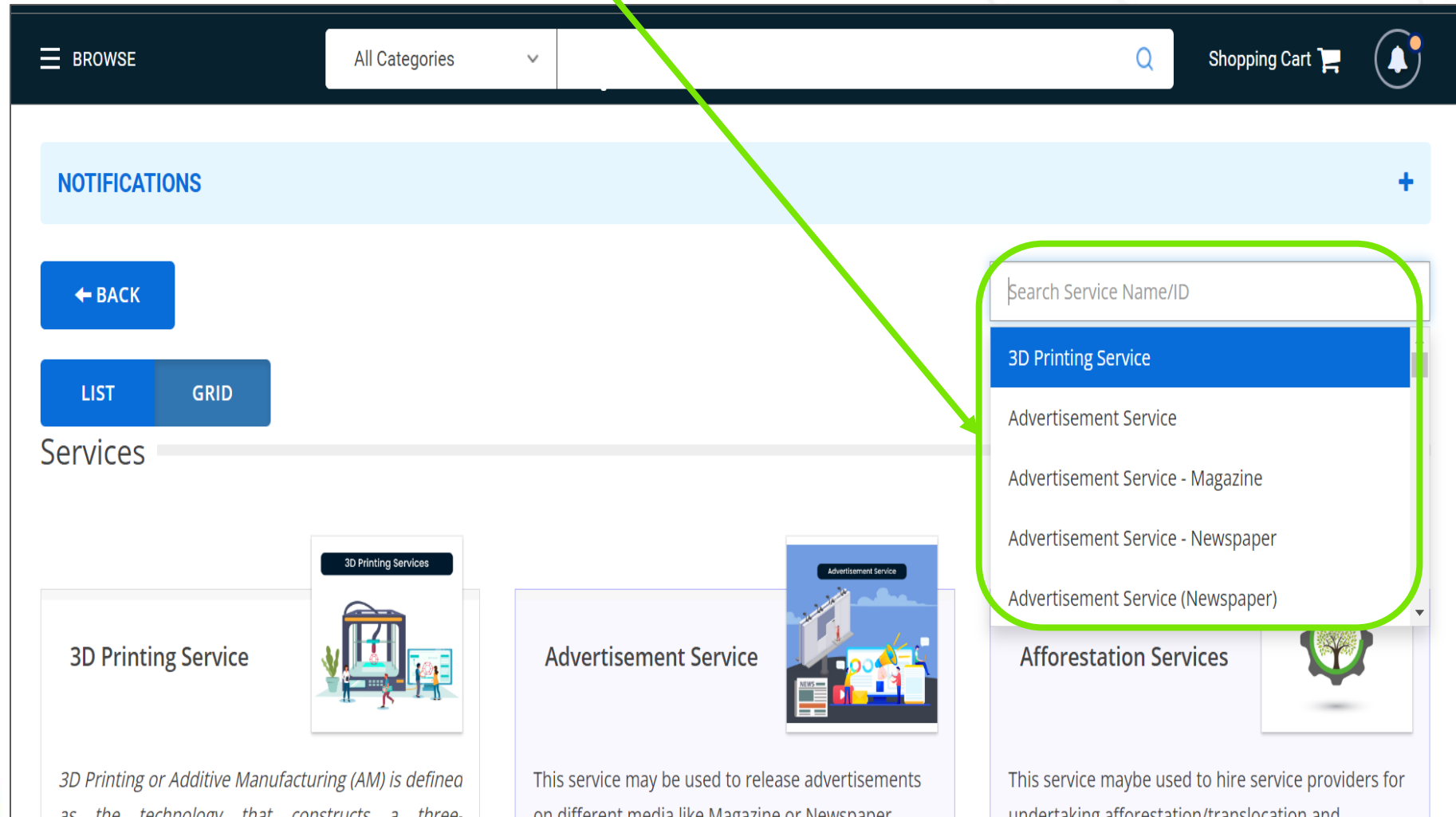


The screenshot shows the GeM website interface. At the top, there is a navigation bar with the following items: Dashboard, Market (highlighted with a red dropdown arrow), Forward Auction, Vivad se Vishwas, Bids, and View Past Perform. Below this is a secondary navigation bar with a hamburger menu icon, BROWSE, All Categories (with a dropdown arrow), a search bar, and a Shopping Cart icon. A green box highlights the 'Services' option in the Market dropdown menu. Below the navigation bar is a light blue notification section titled 'NOTIFICATIONS'. It contains two sections: 'Dear Sir/Ma'am' and 'Dear Buyer'. The 'Dear Sir/Ma'am' section contains two bullet points: 'A technical issue reported in product bids published/drafted since 14th July 2023 9:00 a.m. . The brand name and related information was mentioned in title of the item for the bid created instead of category name of item. Therefore, buyers are advised to cancel such bids . and publish fresh bid by 18th July 2023. These bids shall never be treated as PAC bid and they will be brand neutral unless otherwise created as PAC bid.' and 'Revised IM Policy effective from 1st July'23 - [Click here.](#)'. The 'Dear Buyer' section contains two bullet points: 'Issue of notification regarding OEM / Compatible Cartridge / Consumable [\(View More\)](#)' and 'Some cases have been reported where bidders have claimed non receipt of prior intimation of RA start. In order to ensure that no prospective eligible bidder is left out due to non intimation on time, it has been decide that RA will henceforth start 24 hours after the buyer proceeds for the RA creation and initiated RA. RA Start date and End Date will be notified to both buyer and sellers.'

GeM facilitates procurement  
for POSHAN ABHIYAAN



You can select the service from all the services listed . Or, you can search for the service by typing in the keywords here.



The screenshot shows the GeM website interface. At the top, there is a navigation bar with a 'BROWSE' menu, a category dropdown set to 'All Categories', a search bar, and icons for 'Shopping Cart' and notifications. Below the navigation bar is a 'NOTIFICATIONS' section with a plus icon. A 'BACK' button is visible. There are 'LIST' and 'GRID' view toggle buttons. The main content area is titled 'Services' and displays three service cards: '3D Printing Service', 'Advertisement Service', and 'Afforestation Services'. A search dropdown menu is open over the 'Advertisement Service' card, showing a search input field and a list of results: '3D Printing Service' (highlighted in blue), 'Advertisement Service', 'Advertisement Service - Magazine', 'Advertisement Service - Newspaper', and 'Advertisement Service (Newspaper)'. A green arrow points from the text box at the top to the search dropdown menu.

Home / Packaged Drinking Water Service

**FILTERS**

Intent Of Buying ⓘ ^

BID

**SELECT CONSIGNEES**

Water Type v

Service Delivery v

Brand v

**ADDON**

Dispenser ⓘ v

**ADMINISTRATIVE**

**PACKAGED DRINKING WATER SERVICE**

Number of Active Service Providers : 67

**SERVICE LEVEL AGREEMENT AND PACKAGES**

REQUEST FOR UPDATE IN SERVICE SERVICE DETAILS

Contract Start Date ⓘ  
yyyy-MM-dd

Contract End Date  
yyyy-MM-dd

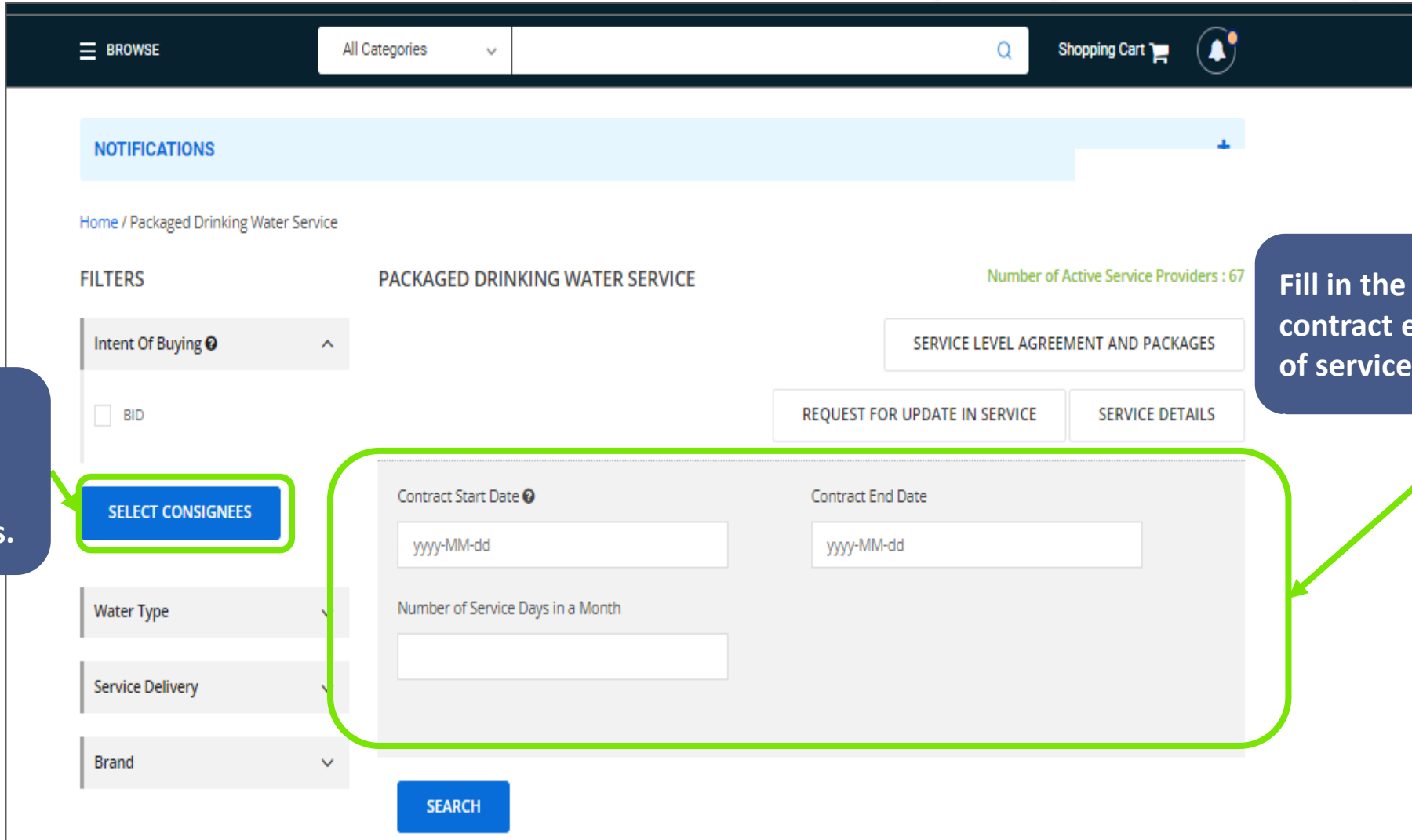
Number of Service Days in a Month


**SEARCH**

Please select/input values for all the parameters to proceed with Add to Cart.

No result found. Please try some different combination

Click on 'Service Level Agreement Package' to view the service levels.



BROWSE All Categories  Shopping Cart 

NOTIFICATIONS

Home / Packaged Drinking Water Service

**FILTERS** **PACKAGED DRINKING WATER SERVICE** Number of Active Service Providers : 67

Intent Of Buying  BID

**SELECT CONSIGNEES**

Water Type

Service Delivery

Brand

SERVICE LEVEL AGREEMENT AND PACKAGES

REQUEST FOR UPDATE IN SERVICE SERVICE DETAILS

Contract Start Date  Contract End Date

Number of Service Days in a Month

SEARCH

Fill in the contract start date, contract end date and number of service days in a month.

Click on 'Select Consignees' to provide the Consignee details.

Home / Packaged Drinking Water Service

**FILTERS** **PACKAGED DRINKING WATER SERVICE** Number of Active Service Providers : 79

Intent Of Buying  BID

**SELECT**

Water Type

Service D

Brand

**ADDON**

Dispenser  **SEARCH**

**ADMINISTRATIVE**

MSE

**Delivery Location**

Please select consignee details and applicable 'Number of Cans (Per Day)' for the 'Water Type' to be selected in the next step.

State	Delivery Location	Number of Cans (Per Day)
BIHAR		3

**OK**

Selected consignee and required Number of Cans (Per Day) can be updated before add to cart.

**SERVICE LEVEL AGREEMENT AND PACKAGES**

**REQUEST FOR UPDATE IN SERVICE**

**SERVICE DETAILS**

Fill in the delivery location and quantity required.

Click on 'OK' to proceed.

You can view all the offerings from different service providers.

**ADDON**


Dispenser ⓘ ▾

**ADMINISTRATIVE**

MSE ▾

Startup ▾

Service Provider Registered Address ▾

	Water Type	Service Delivery	Brand	Location	Price Per Can (INR)	Total Value ⓘ	
 Packaged Drinki...	Week Days	Bailley	Bihar	140	₹ 45990.00	<a href="#">PREVIEW FORMULA</a> <a href="#">ADD TO CART</a> <input type="checkbox"/> Add To Compare...	

provider

**FILTERS**

Intent Of Buying ⓘ ^

BID

**SELECT CONSIGNEES**

Water Type ∨

Service Delivery ∨

Brand ∨

**ADDON**

Dispenser ⓘ ∨

**ADMINISTRATIVE**

MSE ∨

Startup ∨

Service Provider Registered Address ∨

**PACKAGED DRINKING WATER SERVICE** Number of Active Service Providers : 67

SERVICE LEVEL AGREEMENT AND PACKAGES

REQUEST FOR UPDATE IN SERVICE

SERVICE DETAILS

Contract Start Date ⓘ Contract End Date

Number of Service Days in a Month

**SEARCH**

Please select/input values for all the parameters to proceed with Add to Cart.

Seller	Water Type	Service Delivery	Brand	Location	
<span style="color: #007bff; font-weight: bold; font-size: small;">STARTUP</span> 	Packaged Mineral Drinking...	Alternate Days In A Week	Kingfisher	Delhi	Report This Offer

Select and apply filters as per your requirement.

The market will appear basis the filters applied by you.

All Days in a Week

**Brand** ^

- Aquafina
- Bailey
- Bailley
- Bisleri
- Leblu
- Ula
- UNA
- Patanjali

**ADDON**

**Dispenser** v

Seller	Water Type	Service Delivery	Brand	Location	Total Value	
<input checked="" type="checkbox"/> QCI VERIFIED L1 BISLERI INTERNATIONAL PRIVATE LIMITED L1 <a href="#">SEE DETAIL</a>	Packag	Week	Aquafin	Delhi	₹ 1839.3	<a href="#">PREVIEW FORMULA</a> <a href="#">ADD TO CART</a> <input type="checkbox"/> Add To Compare...
<input checked="" type="checkbox"/> QCI VERIFIED L1 BISLERI INTERNATIONAL PRIVATE LIMITED L1 <a href="#">SEE DETAIL</a>	Packaged Mineral Drinking Water	All Days In A Week	Bisleri	Gujarat	₹ 5766.00	<a href="#">PREVIEW FORMULA</a> <a href="#">ADD TO CART</a> <input type="checkbox"/> Add To Compare...
Service Provider <a href="#">SEE DETAIL</a>	Packaged Drinki...	Week Days	Aquafina	Delhi	₹ 2480.0	<a href="#">PREVIEW FORMULA</a> <a href="#">ADD TO CART</a> <input type="checkbox"/> Add To Compare...

Choose the preferred service offering and click on 'Add to cart' to proceed.

days from contract generation date for commencement of the service.  
e.g. if number of lead days is 7 days, and contract generation date is 1-Jan-2024, the earliest service


Water Type :  x    Service Delivery :  x    Brand :  x

**SEARCH**

	Water Type	Service Delivery	Brand	Location	Price Per Can (INR)	Total Value
1	Packaged Drinking Water	Week Days	Bailey	Bihar	140	₹ 45990.00

Provider

**Shopping Cart**



**Packaged Drinking Water Service**  
Item Added On 09.08.2024  
10 days left

Number Of Cans (Per Day) : 3

**Price Per Can (Inr): 140**  
**Contract Details:**  
**Duration:** 365 Days  
**Start Date:** Sun, 01 Sep 2024  
**End Date:** Sun, 31 Aug 2025

**₹ 45,990.00**

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**Subtotal: ₹ 45,990.00**

You Can Add More Items Of Human Resource Outsourcing Service, Laundry Services, Technical Manpower Outsourcing Service, Technical Manpower Service... 3 More

**PROCEED TO CHECKOUT**    DELETE CART

VIEW ALL CART

Click on 'Proceed to Checkout' to continue.

NOTIFICATIONS +

### Shopping Cart

Shopping Cart Items - To Buy Now	Number of Cans (Per Day)	Sub Total
 <p><b>Packaged Drinking Water Service</b> Item Added on 09.08.2024 <span>10 DAYS LEFT</span> <b>Price per can (inr): 140</b> <b>Contract details:</b> <b>Duration:</b> 365 days <b>Start date:</b> Sun, 01 Sep 2024 <b>End date:</b> Sun, 31 Aug 2025</p>	3	₹ 45,990.00

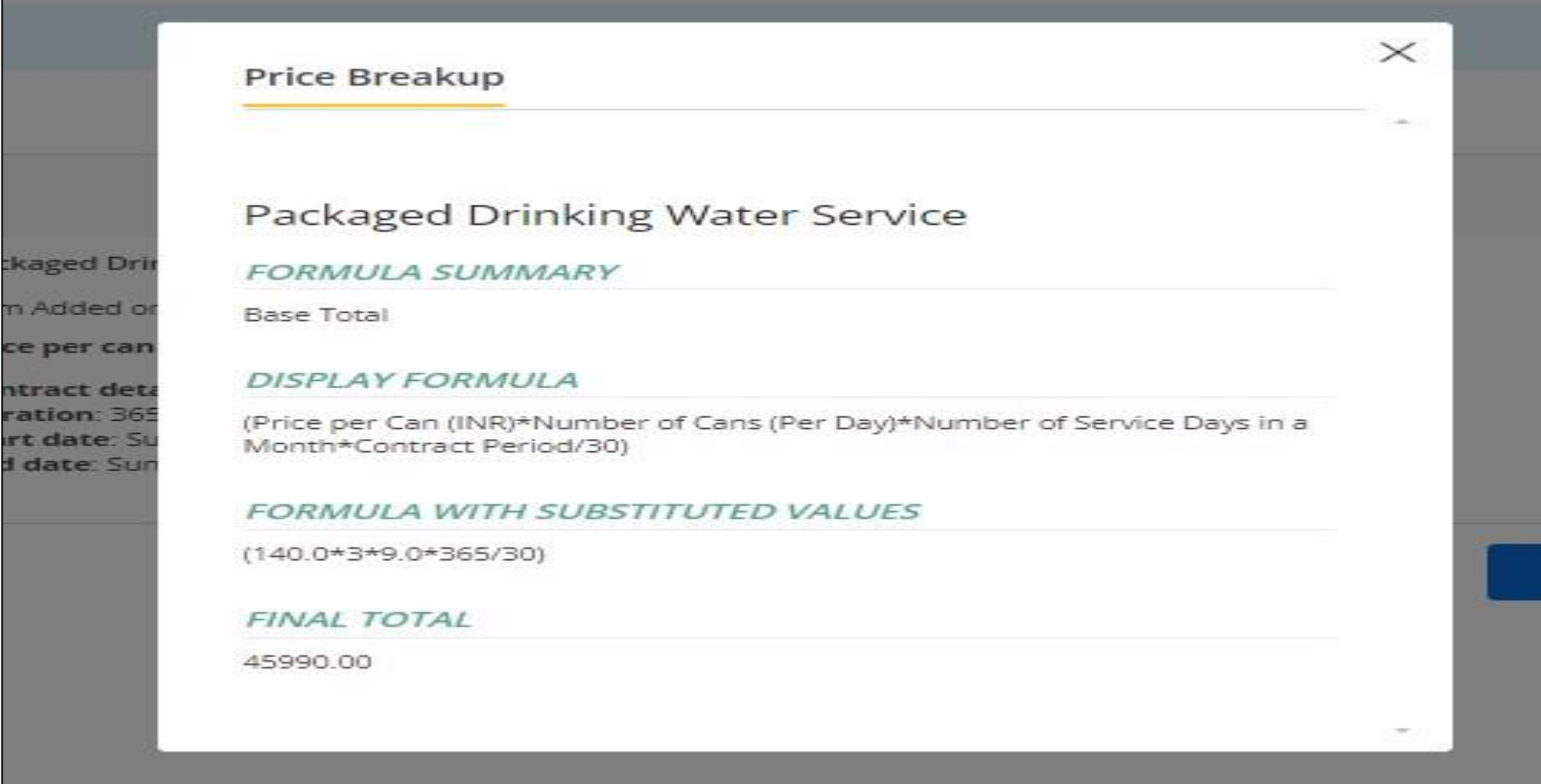
DIRECT PURCHASE

BID

PREVIEW FORMULA

Click here to Preview the Formula.

Here you see the price breakup basis the formula.



**Price Breakup**

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**Packaged Drinking Water Service**

*FORMULA SUMMARY*

Base Total

*DISPLAY FORMULA*

(Price per Can (INR)\*Number of Cans (Per Day)\*Number of Service Days in a Month\*Contract Period/30)

*FORMULA WITH SUBSTITUTED VALUES*

(140.0\*3\*9.0\*365/30)


*FINAL TOTAL*

45990.00

NOTIFICATIONS +

### Shopping Cart

Shopping Cart Items - To Buy Now

	Number of Cans (Per Day)	Sub Total
 <p><b>Packaged Drinking Water Service</b> Item Added on 09.08.2024 <span>10 DAYS LEFT</span> Price per can (inr): 140 <b>Contract details:</b> Duration: 365 days Start date: Sun, 01 Sep 2024 End date: Sun, 31 Aug 2025</p>	3	₹ 45,990.00


[PREVIEW FORMULA](#) [DIRECT PURCHASE](#) [BID](#)

Click on 'Direct Purchase' to proceed.

NOTIFICATIONS

### Shopping Cart

Shopping Cart Items - To Buy Now



Number of Cans (Per Day)	Sub Total
	₹ 1,839.33

#### Certy rate reasonability

Rule 149 of GFR of 2017 provides that while making procurement through GeM, **\*\*The procuring authorities will certify the reasonability of rates.\*\*** Have You / Competent Authority for this procurement, certified/ensured rate reasonability as per GFR Rule 149?

Click 'Confirm' to continue.

## NOTIFICATIONS

### STEP 1 Order Summary

Name : Rishi Raj  
Email : exe-training@gem.gov.in

Number : 511687725595625  
Created At : 09-08-2024

Product Title	Number of Cans (Per Day)	Sub Total	Billing Cycle	Material / Job / Internal Reference No.
 PACKAGED DRINKING WATER SERVICE <b>Price per can (Inr):</b> 140 <b>Contract details:</b> <b>Duration:</b> 365 days <b>Start date:</b> Sun, 01 Sep 2024 <b>End date:</b> Sun, 31 Aug 2025	3	₹ 45,990.00	Weekly Weekly <b>Monthly</b> Yearly Quarterly	Material / Job / Internal Rf

Select a billing cycle from the dropdown here.

### Purchase Requisition Details

Purchase Requisition (PR) No.	<input type="text" value="PR No."/>	Purchase Requisition (PR) Date	<input type="text" value="PR Date"/>
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UPDATE ORDER

Scroll down



Product Title	Number of Cans (Per Day)	Sub Total	Billing Cycle	Material / Job / Internal Reference No.
 <p>PACKAGED DRINKING WATER SERVICE  <b>Price per can (inr):</b> 140  <b>Contract details:</b>  <b>Duration:</b> 365 days  <b>Start date:</b> Sun, 01 Sep 2024  <b>End date:</b> Sun, 31 Aug 2025</p>	3	₹ 45,990.00	Weekly	Material / Job / Internal Re

**Purchase Requisition Details**

Purchase Requisition (PR) No.	<input type="text" value="PR No."/>	Purchase Requisition (PR) Date	<input type="text" value="PR Date"/>
-------------------------------	-------------------------------------	--------------------------------	--------------------------------------

**UPDATE ORDER**

SI No	Consignee	Items
1		<p>Title : Packaged Drinking Water Service</p> <p>Quantity: 3</p> <p>Number Of Service Days In A Month: 9</p>

Total Amount Payable: ₹ 45,990.00

**Click on 'Continue' to proceed further.**

**CONTINUE**

# Fill in your Financial Details and upload the Financial Approval.

Your demand no 511687725595625 has been saved successfully. Kindly fill the financial details and proceed further

STEP 1 ORDER SUMMARY

STEP 2 Financial Details

Select Payment Authority

Designation of official providing administration approval \*

Designation of official providing financial approval \*

GST / Tax invoice to be raised in the name of \*

Do you want bill to be processed by Consignee? \*

TDS to be collected under?

IFD Concurrence / Competent Authority (HOD / Head of Office) Approval Required? \*

Amount to be Paid

Financial approval \*

Yogesh Kumar Sharma (ritesh.kumar@intellectdesign.com)

Buyer  Consignee

Yes  No

Income Tax  GST Act

Yes  No

₹ 45,990.00

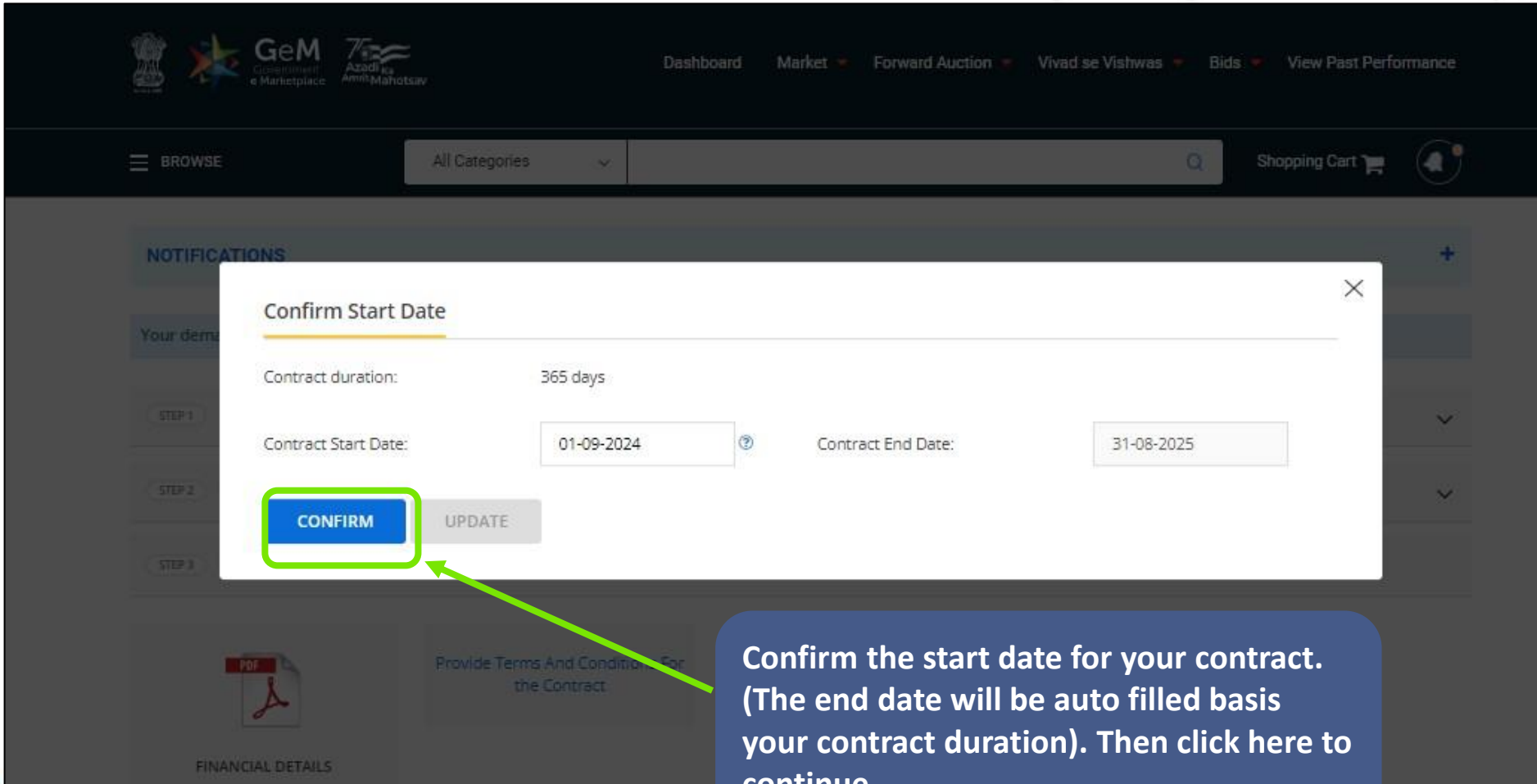
No file chosen

Please upload file in .pdf format with size not exceeding 25MB.

Choose the payment Authority from the dropdown menu.

Click on 'Choose File' to upload financial approval document.

Click on 'Continue' to proceed.



**Confirm Start Date**

Contract duration: 365 days

Contract Start Date: 01-09-2024    Contract End Date: 31-08-2025

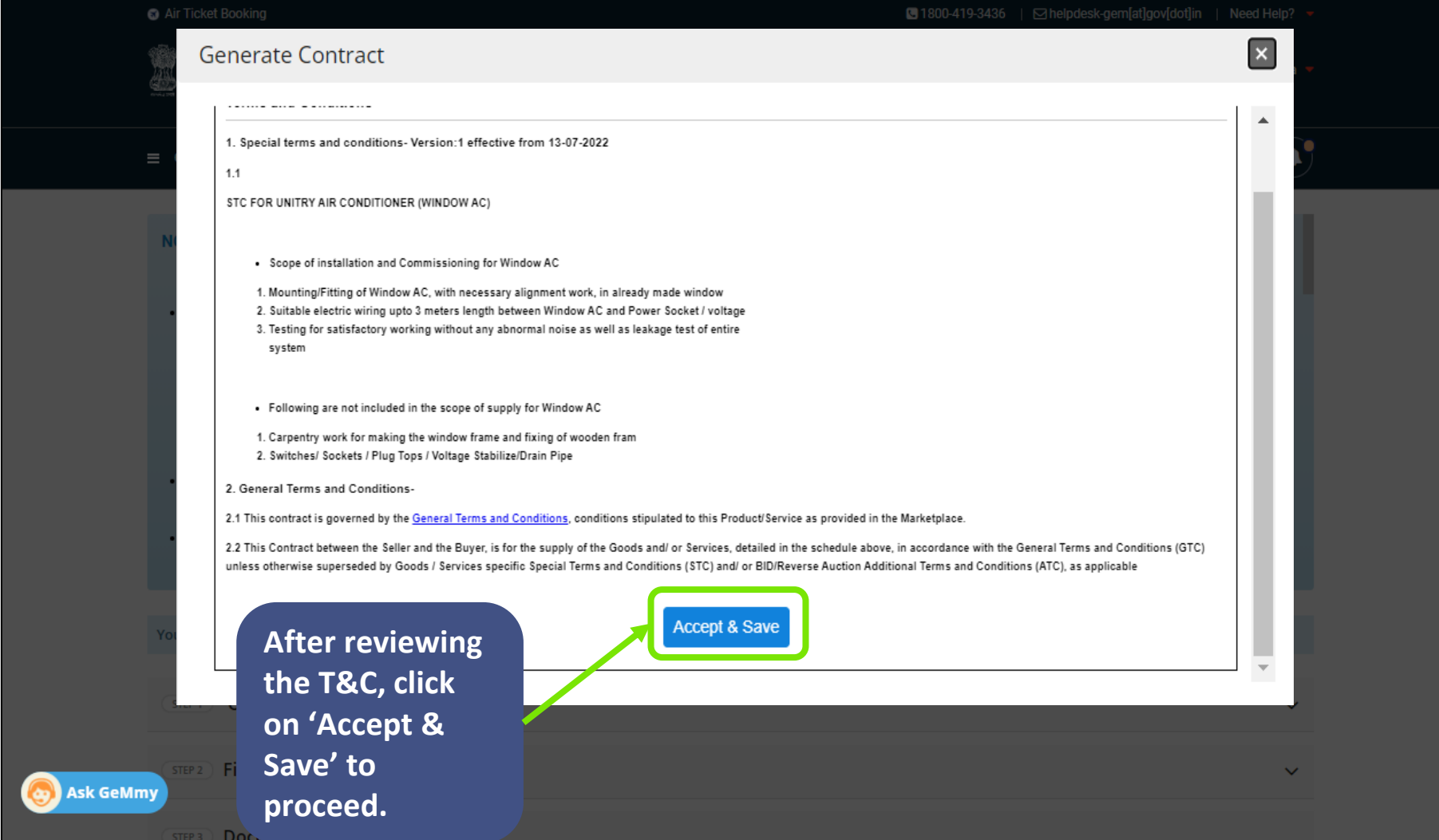
**CONFIRM**    UPDATE

Provide Terms And Conditions For the Contract

FINANCIAL DETAILS

**Confirm the start date for your contract. (The end date will be auto filled basis your contract duration). Then click here to continue.**

Before proceeding, review the Terms & Conditions carefully.



**Generate Contract**

1. Special terms and conditions- Version:1 effective from 13-07-2022

1.1

STC FOR UNITRY AIR CONDITIONER (WINDOW AC)

- Scope of installation and Commissioning for Window AC

1. Mounting/Fitting of Window AC, with necessary alignment work, in already made window
2. Suitable electric wiring upto 3 meters length between Window AC and Power Socket / voltage
3. Testing for satisfactory working without any abnormal noise as well as leakage test of entire system

- Following are not included in the scope of supply for Window AC

1. Carpentry work for making the window frame and fixing of wooden fram
2. Switches/ Sockets / Plug Tops / Voltage Stabilize/Drain Pipe

2. General Terms and Conditions-

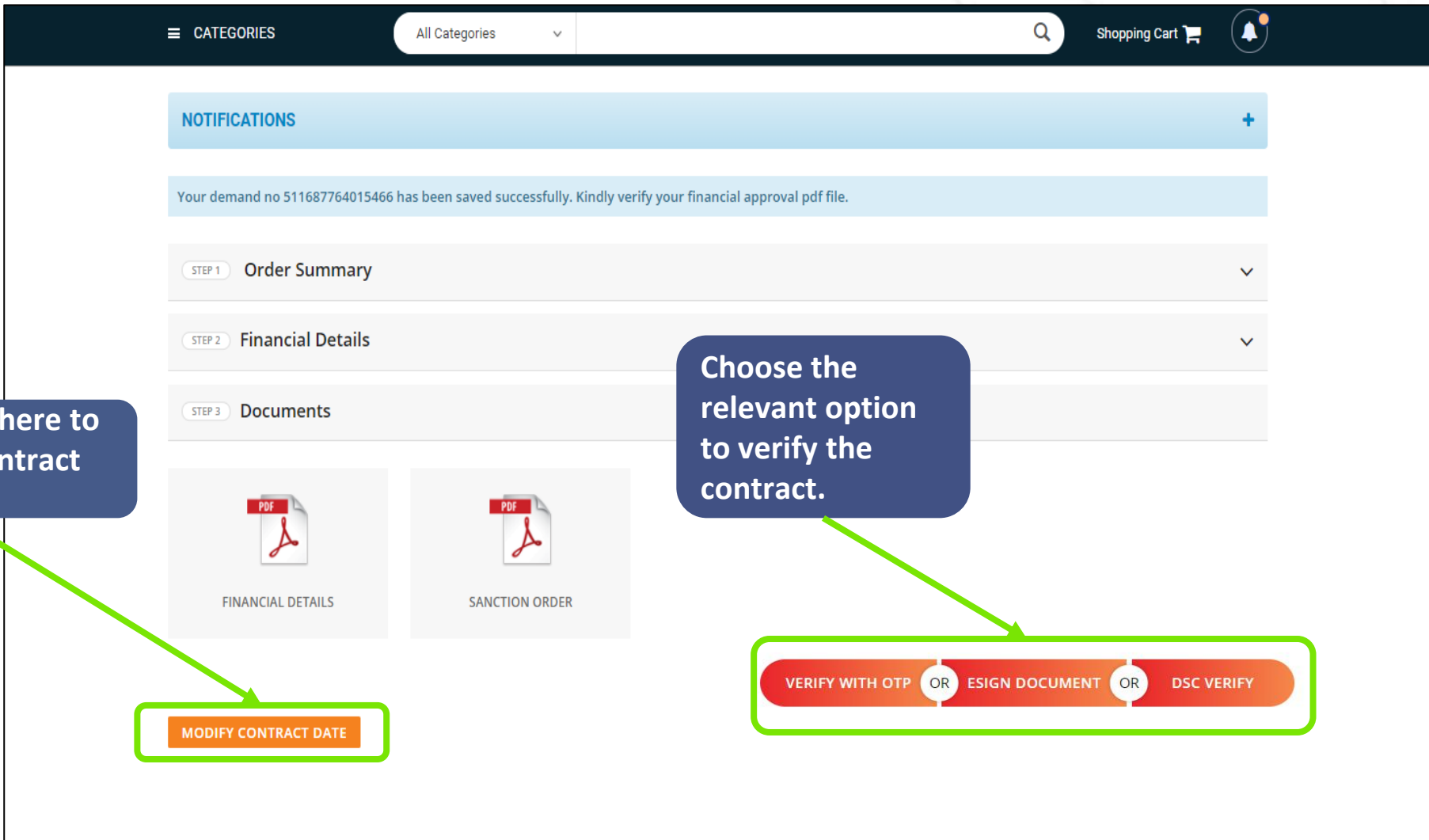
2.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.

2.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

**Accept & Save**

After reviewing the T&C, click on 'Accept & Save' to proceed.

Ask GeMmy



CATEGORIES All Categories Shopping Cart

**NOTIFICATIONS**

Your demand no 511687764015466 has been saved successfully. Kindly verify your financial approval pdf file.

STEP 1 Order Summary

STEP 2 Financial Details

STEP 3 Documents

PDF FINANCIAL DETAILS

PDF SANCTION ORDER

MODIFY CONTRACT DATE


VERIFY WITH OTP OR ESIGN DOCUMENT OR DSC VERIFY

You may click here to modify the Contract Date.

Choose the relevant option to verify the contract.

# Contract successfully generated.

✔ Your contract no GEMC-511687782255697 has been Saved and Your Order is Placed Successfully

Product Title	Number of Cans (Per Day)	Sub Total
 <p>Packaged Drinking Water Service</p> <p>Item Added on 28.10.2021 <span>10 DAYS LEFT</span></p> <p>Price per can (inr): 62</p> <p><b>Contract details:</b> <b>Duration:</b> 93 days <b>Start date:</b> Sun, 28 Nov 2021 <b>End date:</b> Mon, 28 Feb 2022</p> <p><a href="#">X Delete</a></p>	1	45,990

Documents verified successfully! and Your Order is Placed

## Conclusion

- Direct purchase is eligible to procure services up to Rs. 50,000.
- Multiple consignees are not allowed.
- Reviewing the Service Level Agreement is a mandate.
- Selection and application of filters will narrow down the service offerings at the marketplace.
- Can preview the formula of order total calculation.

For other procurement processes, refer to [Bid Awarding](#), [Converting Bid to RA](#), and [Bunch Bid Creation- Products](#) Modules on the Website under Training Modules.

### **What should I do if I encounter error message 'Consignee not found'?**

All secondary users such as Consignees are to be added by the HOD of the organization. In case, you are encountering such issues, you may ask your HOD to update or add the consignee details from his/her account, by clicking on 'My Account'.

### **What are the eligibility criteria for Delivery Period(DP) amendment?**

Orders created through any payment gateway and any purchase mode, irrespective of the order value, can be eligible for delivery period amendment before the invoice creation of all the shipments

### **Is it mandatory for a buyer to verify contract through OTP?**

Yes, it is mandatory for a buyer to verify a contract through OTP/ DSC/ e-Sign

### **Who will issue the amendment letter/ document?**

For Both Seller/Buyer initiated amendment, Buyer will always issue the amendment document



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