

## Vendor Assessment on GeM

GeM enables the Sellers to establish their credentials and fast track their sales by getting pre-assessed by GeM approved SEBI empanelled Rating Agencies. This is an optional Vendor Assessment facility made available to OEMs, Sellers and Service Providers to validate their organisational & financial credentials and their professional track record, for the purpose of speedy participation in GeM transactions. It simplifies complex buying decisions by assuring Buyers of the background profile of Sellers, their whereabouts, past supplies, capabilities to deliver and many more leading questions that originate in a buying process.

### 1. Benefits of getting Vendor Assessment done at GeM:

- Pre-assessed Vendors are tagged as **VA** in front of their names at GeM Marketplace and hence the confidence of prospective buyers grows manifold when they are aware they are transacting with Sellers whose credentials are already verified and authenticated.
- Vendor Assessment is a contributing parameter to arrive at the **Seller Rating** displayed on the GeM Marketplace.
- Sellers who have undergone Vendor Assessment will get **priority to fast track listing of their products** on the Marketplace.

The Vendor Assessment of the applicant will be based on authentication of vendor profile, financial capacity and technical details of the items to be offered on GeM as per the prescribed format.

GeM provides for Vendor Assessment services by 3 SEBI empanelled Credit Rating Agencies namely M/s CRISIL Ltd ([www.crisil.com](http://www.crisil.com)), M/s India Ratings and Research Pvt Ltd ([www.indiaratings.co.in](http://www.indiaratings.co.in)), and Brickworks Ratings India Pvt. Ltd ([www.brickworksrating.com](http://www.brickworksrating.com)).

### 2. Exclusions

Seller organisations meeting the below mentioned criteria are excluded from the scope of Vendor Assessment:

- OEMs having annual turnover of Rs. 500 Crore and having profit in last three years out of five years.
- Sellers of Stationery items (except paper) where average volume of transactions on GeM for the last three years is less than Rs. 20 lakh.
- KVIC, ACASH, WDO, Coir Board, TRIFED.

### 3. Process:

An online application form is made available on GeM portal for furnishing the required information to initiate vendor assessment. Any additional documents required during this process will be informed by Vendor Assessment Agencies.

#### (a) Assessment Fee

The fee structure **payable by the Sellers** for Vendor Assessment is as under:

Schedule No.	Vendor Assessment Details	Assessment Fee (in Rupees) excluding GST @ 18%
1	<b>Assessment of Seller- OEM</b>	
	(i) Turnover - up to Rs.5 Crores	12,000
	(ii) Turnover - between Rs.5 Crores to Rs. 50 Crores	24,000
	(iii) Turnover - above Rs. 50 Crores & less than Rs. 500 Crores	30,000
2.	<b>Assessment of Seller and Service Providers - Other than OEM</b>	
	(i) Turnover - up to Rs. 5 Crores	6,000
	(ii) Turnover - above Rs. 5 Crores	12,000
3.	Supplementary Vendor Assessment of Sellers – OEM for additional items which are over and above for which Vendor Assessment has already been done.	3,000 (Later on)
4.	Supplementary Vendor Assessment of Sellers other than OEMs for additional items/services which are over and above for which Vendor Assessment has already been done.	1,200 (Later on)
5.	Review of Vendor Assessment of Sellers - OEM	3,000 (Later on)
6.	Review of Vendor Assessment of Sellers - other than OEMs	3,000 (Later on)

#### (b) Validity of Vendor Assessment Rating

The validity of Vendor Assessment Rating shall be for a term of two (2) years from the date of issue. However, any Seller is free to get re-assessed at any point of time during this period. Once re-assessed, the revised Vendor Assessment Rating shall be made available on the GeM Portal for a term of two (2) years from the date of such revision.

#### 4. Process Flow for Vendor Assessment

- Seller initiates the option of undergoing Vendor Assessment by filling up the Online Vendor Assessment Form and uploads supporting documents on GeM Portal
- Upon successful completion of Application form, GeM allots an assessment agency and displays the same to the Seller
- Seller makes the payment of Assessment Fee through online payment system
- Vendor Assessment Agency conducts the assessment through verification of documents submitted and site visit.
- Vendor Assessment shall be completed within 15 days of payment of fee and draft Vendor Assessment Report made available to the Seller.
- If the Seller has any disagreement, it can be addressed to the Vendor Assessment Agency within 5 days of the report being made available to them. In case of dispute/disagreement, the same has to be settled between 15th to 20th day.
- On 21st day of payment of fee Vendor Assessment Report to be made available on GeM portal for all Buyers under three categories
  - Fully Assessed - Information provided in the application is matching. In this case the Seller will be tagged as “**VA**” on the GeM Marketplace
  - Not Assessed- Information provided in the application is not matching. In this case, there will be no tagging of Seller on GeM Marketplace.
- The Vendor Assessment is needed to be completed by all manufacturers (OEMS), except those as mentioned in 2. Exclusions above, **within a period of three months i.e. up to 30.9.2018.**

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