

**On Stamp Paper/OEM Letterhead**

To

CEO

GeM-Government EMarketplace

Delhi

**TO WHOMSOEVER IT MAY CONCERN**

This is to confirm that we \_\_\_\_\_ **(OEM name)** are OEM of \_\_\_\_\_ **(Brand and category name)**. We are selling through our Authorized Distributors in India. We are providing required technical support, consumable & spare parts. We also facilitate imperative trainings time to time.

We hereby authorize \_\_\_\_\_ **(Deemed OEM name)** to register as "Deemed OEM" for \_\_\_\_\_ brand **(OEM brand)** for our different range of products.

\_\_\_\_\_ **(Deemed OEM name)** will perform product brochure uploading, manage and remove unauthorized resellers & other day to day fulfilment/ meeting etc. in consultation with us.

\_\_\_\_\_ **(Deemed OEM name)** is also authorized to operate OEM Panel on our behalf and also give undertaking as attached in annexure2.

It is requested that \_\_\_\_\_ **(Deemed OEM name)** should be approved as Deemed OEM with immediate action.

It is hereby declared that the OEM i.e. \_\_\_\_\_ **(OEM name)** is not registered on GeM as a seller/service provider.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

For OEM

For Deemed OEM

Name: -

Name: -

Designation: -

Designation: -

Date: -

Date: -

**Annexure 1**  
**Details of Authorizing OEM**

- 1. Name of OEM:**
- 2. Brand name:**
- 3. CIN/LLPIN (if applicable):**
- 4. PAN (Individual/Corporate) (if applicable):**
- 5. GSTIN (if applicable):**
- 6. Website URL:**
- 7. UDYAM Registration number (if applicable):**
- 8. Email ID:**
- 9. Registered Address:**

(Signature of Authorized Signatory)

For OEM

Name: -

Designation: -

Date: -

## **Annexure 2** **Undertaking**

By offering / uploading / creating catalogue of our product on GeM under this category, we hereby undertake that:

1. We are the OEM/Deemed OEM of the product being offered as per the definition of OEM/Deemed OEM defined in the General Terms and Conditions on GeM.
2. We agree to be bound by the General Terms and Conditions (GTC) for Sale / Purchase of Goods and / or Services and also the Product / Service Specific Special Terms and Conditions (STC) as applicable.
3. We are totally and exclusively responsible for complete accuracy and integrity of data submitted in respect of the product offered on GeM (including MRP of the product) and will be liable for administrative action as per GeM terms and conditions in case of any discrepancy / infirmity in any data / information submitted on GeM.
4. If there is any change in any of the particulars of the product, we will immediately update the product catalogue on GeM (not later than within 7 days).
5. All legal liability in respect of the offered product shall be totally and exclusively ours for both sanity and quality of offer including warranty obligations and after sales service.
6. It is obligatory on our part to share the list of authorized sellers having authorization to sell the products in the open market across the country.
7. We will try to bring the maximum number of sellers (authorized by us for doing business in an open market for specific product category) on GeM portal.
8. We will also put our best effort to ensure that all our registered sellers also pair all the products uploaded by us on the GeM Portal.
9. We will ensure that catalogs of obsolete models or end of the life products including critical components fitted therein are not uploaded on GeM portal.
10. We are duty bound to collaborate with GeM as a partner to keep specification of category updated all the time in line with global trend and technological up-gradation in product line of the category.
11. We will keep GeM informed/updated about any changes in our authorized seller's base. This intimation will be given by us within seven days of such addition /deletion at our end. We understand that failure to intimate GeM will be construed as breach of trust.
12. We undertake to strengthen the authorized seller's base of our own in case of absence/thin presence of authorized seller in particular geographical region of the country. We will also undertake this exercise whenever GeM suggests doing so with their input.