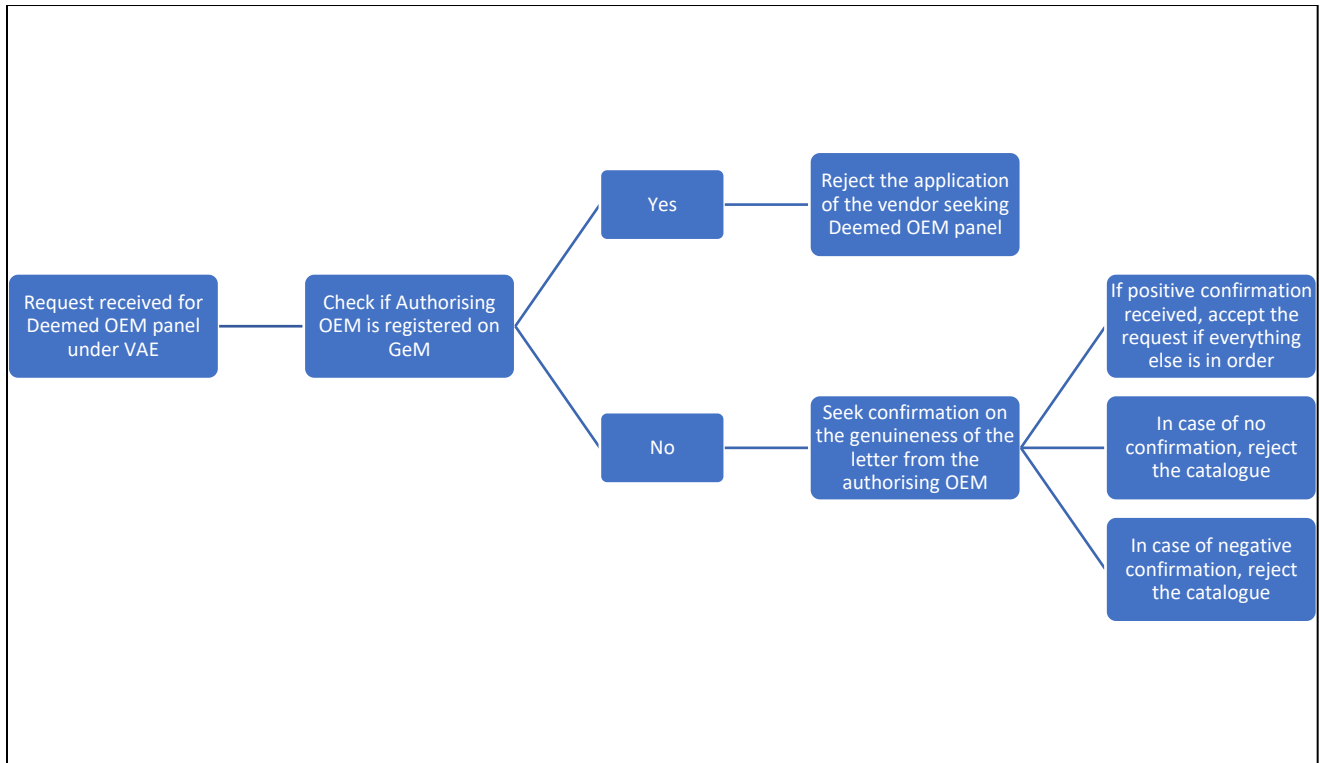


## SOP FOR VALIDATION OF VENDORS SEEKING DEEMED OEM PANEL UNDER VAE

**Applicability:** Deemed OEM authorization request shall be accepted for all the exemption categories wherein the exemptions are allowed to the OEMs as per Vendor Validation Policy

### Validation Process



If authorizing OEM is registered on GeM as seller/service provider-

- a) If yes (OEM is registered), application of the vendor seeking Deemed OEM panel shall be rejected with the reason: ***“Request for Deemed OEM panel cannot be considered as the authorizing OEM is registered on GeM”***
- b) If no (OEM is not registered), an email shall be sent to the authorizing OEM to confirm the genuineness of the Deemed OEM authorization letter submitted by the vendor. 3 working days shall be provided to the authorizing OEM to revert on the email.
  - i. If OEM confirms the authorization letter- **the application shall be exempted if everything else is in order**
  - ii. If no revert is received from the authorizing OEM within 3 working days, application shall be rejected with the reason: ***“Deemed OEM panel request cannot be considered, as no confirmation has been received from the Authorizing OEM on the letter uploaded.”***
  - iii. If negative confirmation is received, the application shall be rejected with the applicable reason.

**Turnaround Time:** The turnaround time for the vendors seeking Deemed OEM panel shall be 5 working days from the application received date.

**Documents required for the vendors seeking Deemed OEM panel:**

1. Deemed OEM authorization as per the template available on GeM
2. Beneficial ownership documents of the vendor seeking Deemed OEM panel as per their constitution type
3. Beneficial ownership documents of the Authorizing OEM as per their constitution type