Government e-Marketplace – Technical Evaluator in Bid



Technical Evaluator in Bid

USER MANUAL

Version 1.0





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1. Overview

At present on GeM, the Bids are being evaluated by the buyer only and detailed bid evaluation is happening in an offline mode. So, in order to capture the detailed process of the Technical Evaluation, GeM has introduced one more role i.e. Technical Evaluator for the Buyers' entity who will be solely responsible to evaluate the bid technically.

Buyer can onboard new users with technical Evaluator role or may update the profile of existing secondary users. The evaluation can be based on Single / Multiple evaluators or self, selection of Tender Committee option shall also be available for the buyer. Tender Committee team strength shall be configurable 2 - 10 users selectable by the buyer.

2. Role creation-Assigning Scope

The Technical Evaluator role can be created by HOD for:

- 1. New user
- 2. Existing user

2.1 Definition:

- HOD would be able to create the Technical evaluator user under the same office zone
- The process for the creation of Technical evaluator users would remain the same as of the Buyer, Consignee, PAO/DDO
- HOD will be able to update existing Technical evaluator profile
- The Technical evaluator user can complete their profile

2.2 Role allocation Do's

- 1. HOD is able to create only the Technical evaluator role
- 2. The Technical evaluator role can be combined with HOD + Consignee role
- 3. The Technical evaluator role may be combined with only the Buyer role
- 4. The Technical evaluator role can be combined with only the Consignee role
- 5. The Technical evaluator role can be combined with the Buyer + Consignee role
- 6. The Technical evaluator role can be combined with the PAO + DDO role

2.3 Role allocation Don'ts

- 1. The Technical evaluator role cannot be combined with only the PAO role.
- 2. The Technical evaluator role cannot be combined with only the DDO role.
- 3. Technical evaluator role cannot be combined with only the Primary (HOD) user



3. Role creation-Allocation Journey

Step 1: Go to https://gem.gov.in/

Step 2: Click on the login

→ C 🔒 gem.gov.in							ie 🕁 🗖 😒
English 👻 🔵 Dark Mod	le Font Size A- A A	A+ Skip to Main Co	ontent				Raise a Ticket 📔 Need Help ? 🤝
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	GeM Advantages	GeM Exclusive	Rate a Seller	View Contracts	CPPP tenders	Seller Details	🌞 New on GeM 🛛 🗘
						Beware of fra	udulent entities & websites imperson

Step 3: Enter user credential

English 🔻 📔 👁 Dark Mode 📔 Font Size A- A A+ 📋 Skip to Main Content	S1800-419-3436 │ ⊠ helpdesk-gem[at]gov[dot]in │ Need Help? ✔
	Bids 🗕 Sign Up 🗸
Not Registered with GeM ? Sign up to experience the Marketplace	
Register as Buyer (Register as Seller	Login in to Government e Marketplace GeM
Need help with your Login ? Raise a Ticket Agents and experts available on a single platform ready to help you Contact Us Email. helpdesk-gem[at]gov[dot]in Call: 1-1800-419-3436 / 1-1800-102-3436 (9:00 am - 6:00 pm Mon to Sat)	GeM User Id • ① Type the characters in the box below. • MJLNUA Password shall be entered on next screen post successful GeM login ID and Captcha validation Submit



Step 4: After successful login with HOD credential, click on My Account

English 🔻 📔 🕄 Air Ticket Booking			Need Help? 🔻
Geen Cardina Andreta Andre	Dashboard Market 🔻 F	Forward Auction 👻 Bids 💌 Purchase Requisitions Use	ers () Vinay Gupta -
CATEGORIES All Categorie	28 ~	٩	Logout
	Forward Auction is liv	re now. To know more, click here	
NOTIFICATIONS			+
GeM facilitates procur for POSHAN ABHIYAA Explore Now	ement Norther States Restantion of Holisic Religibulity - देश रोशन	Products on GeM	

Step 5: Once accessing the My Account page, Click on My Team to access existing user list or to create a new user in the team.

	Dashboard	Market 🔻	Forward Auction	- Bids -	Purchase Re	quisitions	Users	💮 Vinay Gupta 👻
CATEGORIES A	ll Categories 🗸 🗸					۵		
								Fo
NOTIFICATIONS								+
Organisation Address	UPDATE ADDRESS							
Payment Method	Pincode *		110003					
Bank Account Detail	State *		DELHI					
Personal Information Forward Auction Bank Account details	District *		Central Delhi Parliament Street					
Referral Verification								11
Update Mobile Organisation Hierarchy	Contact No.(Office) () *		011	23456789		124		
Change Email	Website URL *		www.abc.gov.in					
Change Password			SAVE					
Not Vinay? My Team ① Deactivate Account ①								



Step 6: Once the HOD user click on My Team, they will be able to see the Secondary users list

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2 🗱	Gee A Zadi Ka Covernment e Marketplace	hotsav	Dashboard N	larket 🔻	Forward Auction 🔹 Bids 👻	Purchase Requisitions	Users 0	🕽 Vinay Gupta 🔻
CATEGO	RIES	All Categories	~			Q)	
know more,	click here							
NOTIFICA	TIONS							+
+ ADD SE	CONDARY USER ①	MANAGE POST	S MANAGE DIV	ISIONS	CREATE GEM BUYER EMAIL ID			K GO BACK
Filter	Search				Select division	All		~
SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1 Ask GeMmy	Hari Mohan	CAGDel-F2	VP Finance	PAO	testcagfinance@gov.in	*****8735		Ø

From here, the HOD can create New user and assign desired role. Also HOD can select any existing user from the team and can assign desired role.

3.1. New user role creation (Adding Secondary user in My Team)

Below are the steps to add Secondary user in HODs Team and assigning of Technical evaluator role.

Step 1	: Click on Add	l Secondary	user						
English 🔻	Air Ticket Booking								Need Help? 🔻
	GeM Covernment e Marketplace	hotsav	Dashboard	Market 🝷	Forward Auction 🔻	Bids 🔻	Purchase Requisitions	Users	🕕 🕖 Vinay Gupta 🔻
	ORIES	All Categories	~				٩)	
know more	e, click here								
NOTIFIC	ATIONS								+
+ ADD	SECONDARY USER ①	MANAGE POSTS	MANAGE D	IVISIONS	CREATE GEM BUYER	EMAIL ID			< GO BACK
Filter	Search				Sel	ect division	All		~
SI.No	Name	User Id	Posts	Roles	Email		Mobile	Division	Action
1 Isk GeMmy	Hari Mohan	CAGDel-F2	VP Finance	PAO	testcagfinance@go	ov.in	*****8735		ø



Step 2: Once HOD click on Add secondary user, they will be required to create Role

		Forward Auction is live now. To know more, click here	
NOTIFICATIONS			+
Divisions »	Add/Invite Secondary User	0	
New division »	Post *	Select post V CREATE ROLES	
Manage posts »		No vacant posts	
	Invite Email ID		
Divisions » New division » Manage posts »	Add/Invite Secondary User Post * Invite Email ID	Select post CREATE ROLES No vacant posts	

Step 3: Click on Create Roles as suggested in above screenshot.

Step 4: Once HOD click on Create Roles, they will be required to fill requisite information as shown below.

DELHI Z1 FINANCE : POST MA	NAGEMENT				
Create Roles					ADD USER
Designation (Reshma Tripath	y			
Divisions	Delhi Z1 Financ	0	~]	
Select Roles	1 Checked		~		
RDLES	TECHNICAL_EVALU	ATDR			
The office contact number will be publis with the Buyers post contract	hed on GeM Artifa	cts (such as Contract and Irwoi	e) for helping the Seller	communicate	
Contact No.(Office)	D11	12345678	1.20		
User Id 🔘*	TEST TE MSP 1				
Secondary User email should be register @zembuyer Email ID.	red with NIC. If you	do not have NIC registered en	ail, please click below li	ke to apply for	
Official Email ()*	testTE@nic.in				
	Apply for @gembu	yer.in Email ID			
Action	ADD POST				

Step 5: Once HOD fills the requisite information and click on ADD USER, the desired New User get an invite from GeM to register as per standard GeM Secondary user registration process.

overn	ment	e-Marketplace	e – Technical Evaluator in Bid			
1,223		Invitation to r	egister on GeM (odishate@gov.in) Inbox ×		•	Ø
	*	noreply@gem.gov.ir to me, gemtest77 👻	n 11:57 AM (0 minutes ago)	☆	4	:
			See See Azadi Ka Azadi Ka Armit Mahotsav			
			Dear Sir / Madam , Your organisation's primary user, Hari Mohan , has invited you to join as technical evaluator for test on Government eMarketplace (GeM).			
+			To proceed further, kindly verify this invitation by clicking on 'verify me now'. <u>Verify me Now</u> Regards, Team GeM			
			For any queries : 🍤 1-800-419-3436, 1-800-102-3436 or 🐸 helpdesk-gem@gov.in © 2018. Government eMarketplace (GeM). All rights reserved.			

Step 6: Once the invited user register on GeM as a secondary user, they will be required to verify via clicking on the Verify me Now.

Step 7: Once the user verifies, they will start appearing in HODs My Team as a Secondary user with Technical evaluator role as shown below.

, C	 Inkp.gemonon.org/my-account 	it#:/usel_tist			-		Upc
SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER,CONSIGNEE,TECHNICAL_EVALUATOR	odisha2@gov.in	*****8715	
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR,CONSIGNEE	odisha7@gov.in	*****4190	
6	ShivshankarChoudhury Malhotraanannanan	odisha_buyer8	uiyhio	BUYER	odisha_buyer8@gov.in	*****8715	
7	Kumar Agarwallillillillillillillillillillillillilli	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735	
8	ShivshankarChoudhury Malhotraanannanan	odisha_te	technical evaluator	TECHNICAL_EVALUATOR	odishate@gov.in	*****8715	
9	Nilesh Kumar Pal	odisha_buyer	buyer	CONSIGNEE, TECHNICAL_EVALUATOR	odisha1@gov.in	*****8715	Bangalore
							+





3.2. Existing user role allocation

Below are the steps to assign a Technical evaluator role to an existing user.

Step 1: Once HOD successfully login at GeM, they can access My Team as shown below:

← → C	mkp.gemorion.org/my-accour	nt#!/user_list				▶ ☆	۵ * ۷	Update
SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Acti
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER	odisha2@gov.in	*****8715		đ
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR, CONSIGNEE	odisha7@gov.in	*****4190		đ
6	ShivshankarChoudhury Malhotraanannanan	odisha_buyer8	uiyhio	BUYER, TECHNICAL_EVALUATOR	odisha_buyer8@gov.in	*****8715		đ
7	Kumar Agarwallillillillillillillillillillillillilli	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735		đ

Step 2: HOD can select desired Secondary user from the existing user list for Technical evaluator role allocation.

Let's discuss scenarios while role allocation to a Secondary user.

Scenario 1: Buyer + Technical evaluator

The Technical evaluator role can be combined with only the Buyer role.

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and save as shown below.

DNISIONS test ielect Roles 2 Checked 2 Checked COLES BUYER,TECHNICAL_EVALUATOR 'ayment Method(s) for post State Internet Banking The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract 'ontact No.(Office) ① 00000 Extension No.	C mkp.gemorion.org/my-a	account#!/edit_post		> 🖈 🖲 🗯 💙 🤇	Update 🔅
Select Roles 2 Checked XOLES BUYER,TECHNICAL_EVALUATOR Payment Method(s) for post State Internet Banking The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract The office On Oco Oco Oco Extension No.	ivisions	test	~		
BUVER.TECHNICAL_EVALUATOR Payment Method(s) for post Image: State Internet Banking The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract	elect Roles	2 Checked	~		
BUYER, TECHNICAL_EVALUATOR Payment Method(s) for post Internet Banking The office contact number will be published on GeM Artifacts (such as Contract and Involce) for helping the Seller communicate with the Buyers post contract					
Payment Method(s) for post Internet Banking The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract Contact No.(Office) ① 00000 Extension No.	OLES	BUYER, TECHNICAL_EVALUATOR			
The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract Contact No.(Office) ① 000000 Extension No.	ayment Method(s) for post	✓ State ✓ Internet Banking			
The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract contact No.(Office) ① 00000 Extension No.					
Contact No.(Office) ① 000000 000000 Extension No.	The office contact number will be with the Buyers post contract	published on GeM Artifacts (such as Contract and Ir	nvoice) for helping the Seller communicate		
	ontact No.(Office) (i)	00000	Extension No		
	. , 0		Extension no.		
SAVE	SAVE				
SAVE	SAVE				



Step 3: Once the details are saved, the user start reflecting in HODs team with assigned role as shown below:-

Filter	Search			Sele	ct division All			~
SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER	odisha2@gov.in	*****8715		Ø
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR,CONSIGNEE	odisha7@gov.in	*****4190		Ø
б	ShivshankarChoudhury Malhotraanannanan	odisha_buyer8	uiyhio	BUYER, TECHNICAL_EVALUATOR	odisha_buyer8@gov.ir	*****8715		ø
7	Kumar Agarwallillillillillillillillillillillillilli	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735		Ø
8	Nilesh Kumar Pal	odisha buver	buver	CONSIGNEE	odisha1@gov in	*****8715	Bangalore	

Scenario 2: Consignee + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and save as shown below.

Designation (1)	buyer					
Divisions						
Divisions	Bangalore			~		
Select Roles	2 Checked			~		
ROLES	CONSIGNEE, TECH	INICAL_EVALUATOR				
The office contact number will i with the Buyers post contract	be published on GeM Artif	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		
The office contact number will I with the Buyers post contract	be published on GeM Artif	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		
The office contact number will I with the Buyers post contract Contact No.(Office) ①	be published on GeM Artif	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		
The office contact number will I with the Buyers post contract	be published on GeM Artif	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		
The office contact number will with the Buyers post contract	be published on GeM Artif	acts (such as Contract an	d Involce) for helping the Sel	ller communicate		
The office contact number will with the Buyers post contract	be published on GeM Artif	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		
The office contact number will i with the Buyers post contract	00000	acts (such as Contract an	d Invoice) for helping the Sel	ller communicate		



Scenario 3: Buyer & Consignee + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and save as shown below.

C mkp.gemorion.org/my-a	ccount#!/edit_post	> 🖈 🖲 🛪 🌘	V Update
Designation ()	buyer2		
Divisions			
	Test V		
Select Roles	3 Checked 🗸		
ROLES	BUYER,CONSIGNEE,TECHNICAL_EVALUATOR		
Payment Method(s) for post	✓ State ✓ Internet Banking		
	oublished on GeM Artifacts (such as Contract and Invoice) for helping the Seller commu	icato	
with the Buyers post contract	published on dem Arthaces (such as contract and involce) for helping the select continu	icate	
With the Buyers post contract	00000 000000 Extension No.	la	

Scenario 4: PAO & DDO + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and save as shown below.

Colgradion ()	sdggds	1
Divisions		
Select Roles	3 Checked 🗸	
ROLES	DDO,PAO,TECHNICAL_EVALUATOR	
Payment Method(s) for post	✓ All ✓ IFMS	
	IFMS Data For DDO	+
	✓ Others	
The office contact number will be with the Buyers post contract	published on GeM Artifacts (such as Contract and Invoice) for helping the Seller commu	nicate
Contact No.(Office) (i)	0801 1234567 Extension No.	
Ask GeMmy		
		Page



20

Scenario 5: HOD & Consignee + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and save as shown below.

C mkp.gemorion.org/my-accou	nt#!/edit_post			▶ ☆	۲	* () (u
Designation (j)	Drimony Licer						
	Primary Oser						
Divisions		~					
elect Roles							
	3 Checked	~					
	3 Checked	~					
IOLES	3 Checked	~					
IOLES The office contact number will be public with the Buyers nost contract	3 Checked HOD,CONSIGNEE,TECHNICAL_EVALUATOR ished on GeM Artifacts (such as Contract and Invo	v	communicate				
OLES The office contact number will be publi with the Buyers post contract	3 Checked	oice) for helping the Seller	communicate				
NOLES The office contact number will be publi with the Buyers post contract contact No.(Office) ①	3 Checked HOD,CONSIGNEE,TECHNICAL_EVALUATOR Ished on GeM Artifacts (such as Contract and Invo	Dice) for helping the Seller	communicate				

The above role combination is possible however there are some scenarios where the systems prompts an error and are discussed below:

Error Scenario 1: HOD + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step	2:	Check	the	roles	for	the	user	and	an	error	prompt	appears	as	shown	below.
------	----	-------	-----	-------	-----	-----	------	-----	----	-------	--------	---------	----	-------	--------

Designation (i)					
	Primary User				
Divisions			~		
Select Roles	2 Checked		~		- 1
BOLES	HOD TECHNICAL EVALUAT	(m)			
The second second		1CIM			
	HOD TEGHNICAL EVALUAT	OR cannot be same user.			
The office contact number will	be published on GeM Artifacts (such	TOR cannot be same user,	elping the Seller communicat	ie.	
The office contact number will with the Buyers post contract	HOD TECHNICK ENABLING	OR Contract and invoice) for h	elping the Seller communicat	ie	
The office contact number will with the Buyers post contract.	be published on GeM Artifacts (such	COR CORCENTRACE be same user h as Contract and Invoice) for P e Contact Nus. Ester	elping the Seller communicat	e.	
The office contact number will with the Buyers post contract.	De published on GeM Artifacts (such	none (non-transmission of the second of the	wiping the Seller communicat	e.	
The office contact number will with the Buyers post contract Contact No.(Office) ③	be published on GeM Artifacts (such	TOR Calvool be some user h as Contract and Invoice) for P e Confact Nin. Ester	elping the Seller communicat	ie	



Error Scenario 2: PAO + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and an error prompt appears as shown below.

esignation (j)	VP Finance			
ivisions	Delhi Z1 Fi	nance		~
elect Roles	2 Checked			~
OLES	PAO,TECHNIC PAO,TECHNIC	AL_EVALUATOR	same user.	
The office contact number w with the Buyers post contrac	ill be published on GeM <i>i</i> t	Artifacts (such as Contract a	nd Invoice) for helping the S	eller co
ontact No (Office)				

Error Scenario 3: DDO + Technical evaluator

Step 1: Select the Secondary user from My Team.

Step 2: Check the roles for the user and error prompt appears as shown below.

Ivisions [fufh] visions 2 Checked 2 Checked DLES DDO,TECHNICAL_EVALUATOR DDO,TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract The office ① 0801 1234567 Extension No.	Ivisions Jfufhj elect Roles 2 Checked 2 Checked DDO,TECHNICAL_EVALUATOR DDO,TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract Ontact No.(Office) ① 0801 1234567 Extension No.	Itvisions Jfufhj elect Roles 2 Checked OLES DDO,TECHNICAL_EVALUATOR DDO,TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract Ontact No.(Office) ① 0801 1234567 Extension No.		y decounter/yeare_pose		- H .
elect Roles 2 Checked DLES DDO,TECHNICAL_EVALUATOR DDO,TECHNICAL_EVALUATOR cannot be same user.	elect Roles 2 Checked OLES DDO,TECHNICAL_EVALUATOR DDD,TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract The office On ONO 0801 1234567 Extension No.	elect Roles 2 Checked OLES DDO,TECHNICAL_EVALUATOR DDO_TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract Ontact No (Office) ① 0801 1234567 Extension No.	ivisions	jfufhj	~	
DLES DDO,TECHNICAL_EVALUATOR DDO,TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Selier communicate with the Buyers post contract Dontact No.(Office) ① 0801 1234567 Extension No.	OLES DDO, TECHNICAL_EVALUATOR DDO, TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract ontact No.(Office) ① 0801 1234567 Extension No.	OLES DDO, TECHNICAL_EVALUATOR DDD, TECHNICAL_EVALUATOR cannot be same user. The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract ontact No.(Office) ① 0801 1234567 Extension No.	elect Roles	2 Checked	~	
the office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate th the Buyers post contract	the office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate th the Buyers post contract stact No (Office) ① 0801 1234567 Extension No.	ne office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate th the Buyers post contract atact No.(Office) ① 0801 1234567 Extension No.	ES	DDO,TECHNICAL_EVALUATOR	me user	
h the Buyers post contract act No.(Office) ① 0801 1234567 Extension No.	act No.(Office) ① 0801 1234567 Extension No.	h the Buyers post contract	e office contact number will b	e published on GeM Artifacts (such as Contract and	Invoice) for helping the Seller communicate	
ntact No.(Office) ① 0801 1234567 Extension No.	Image: No.(Office) O O O Extension No.	Intact No.(Office) 0801 1234567 Extension No.	with the Buyers post contract			
			ontact No.(Office) 🕕	0801 1234567	Extension No.	



4. Assignment of Tender Committee or Technical Evaluator

- Login to your buyer account with the registered credentials.
- Go to the dashboard and click on the Bids >> List of Bids to access the list of bids published or draft by the buyer.
- Click on the **Open Bid** option available on the bid summary page to open the bid for technical evaluation.

Bid No:			
Item(s): XYZ	Notification(S)		Start Date:
Specification(S)	Bid Document 🚣		End Date:
Total Participations : 1			Bid Status : Active
Remaining Days 🤁 :13			
Published	Ended	Finalized	Open Bid

• Once the Technical Evaluation is opened by the buyer, user has to select the evaluation method for the bid i.e. Technical Evaluator / Tender Committee or Self Evaluator.

BID DETAILS	TECHNICAL EVALUATION	FINANCIAL EV	ΔΙΠΑΤΙΟΝ	BID AWARDED
SIS DE MILO		THURIDIAL LIN	ALDATION	DID ATTAILOED
1. Bid Item(s) DETAILS				-
2 Technical Evaluation				_
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Please select the Technical Evaluator /	Tender Committee or Self as the Technic	cal Evaluator for the technica	al evaluation of the bid:	
Please select the Technical Evaluator / ` O Technical Evaluator / Tender Comm	Tender Committee or Self as the Technic	cal Evaluator for the technica	al evaluation of the bid:	
Please select the Technical Evaluator / C Technical Evaluator / Tender Comm	Tender Committee or Self as the Technic ittee	cal Evaluator for the technica	al evaluation of the bid:	
Please select the Technical Evaluator / Please select the Technical Evaluator / Technical Evaluator / Tender Comm	Tender Committee or Self as the Technic ittee	cal Evaluator for the technica	al evaluation of the bid:	Save Technical Evaluation Method
Please select the Technical Evaluator / `	Tender Committee or Self as the Technic ittee	cal Evaluator for the technica	al evaluation of the bid:	Save Technical Evaluation Method
Please select the Technical Evaluator / ` Technical Evaluator / Tender Comm	Tender Committee or Self as the Technic littee	cal Evaluator for the technica	al evaluation of the bid:	Save Technical Evaluation Method

- Buyer have click on **Technical Evaluator / Tender Committee** if buyer wants to assign the bid to a tender committee for technical evaluation of the bid.
- Maximum 10 registered technical evaluators can be selected by the buyer.
- Along with the technical evaluators, buyer has to select one bid specific member secretory for Tender Committee who will submit the final recommendation on behalf of the Tender Committee.
- To save the method, Buyer has to click on **Save Technical Evaluation Method**.

BID DETAILS	TECHNICAL EVALUATION	FINANCIAL EVALUATION	BID AWARDED
1. Bid Item(s) DETAILS			•
2. Technical Evaluation			•
Please select the Technical Evaluator	/ Tender Committee or Self as the Technical	Evaluator for the technical evaluation of the bid:	
Technical Evaluator / Tender Com	mittee	 Self Evaluator 	
Please select Technical Evaluator this bid:	r(s) / Tender Committee for		
	-		
Select			
Select Please select the member secreta	ary for Tender Committee:		
Select Please select the member secreta Select Member Secretary	ary for Tender Committee:		

• If buyer doesn't want to opt for a tender committee and want to do self-evaluation of the buyer, then buyer has to click on **Self Evaluator** and save the technical evaluation method and proceed.

BID DETAILS	TECHNICAL EVALUATION	FINANCIAL EVALUATION	BID AWARDED
1. Bid Item(s) DETAILS			, and the second se
2. Technical Evaluation			
Please select the Technical Evaluator /	Tender Committee or Self as the Technica	Evaluator for the technical evaluation of	f the hid
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Please select the Technical Evaluator /	Tender Committee or Self as the Technica nittee	Evaluator for the technical evaluation o	f the bid: Save Technical Evaluation Method

5. Technical Evaluator Login and Bid Access

- Technical Evaluator has to login on GeM with the registered credentials.
- Bids can accessed by the Technical Evaluator from the **Technical Evaluator Bids** option available under Dashboard >> Bids.





- Technical Evaluator can view the list of all bids under this section for which the logged in user is tagged as a Technical Evaluator / Member Secretory.
 - **Pending Bids:** This will display the list of all bids where technical evaluation is pending by the logged in user.
 - **Re-evaluation Bids**: This will display the list of all bids where re-evaluation of bid(s) is pending with the logged in user and a challenge rejection is raised by the bidder.
 - Submission Pending Bids: This will display the list of all bids where final submission is pending and logged in user is tagged as a Member Secretory in a Bid.

English 🤍 🛛 🗢 Dark Mode 📔 Font Size A- A A+ 📔 Skip to Main Content	S 1800-419-3436 │ ⊠helpdesk-gem[at]gov[dot]in │ Need Help ? ▾
	Dashboard Market Bids 🕶
HOME / BIDS	
Pending Bids (2) Re-evaluation Bids (3) Submission Pending Bids (1)	BID NUMBER - Enter Exact Bid Number Q
Bid No: Item(s): Computer Mouse Or Trackballs,Computer Mouse Notification(S) Or Tra Bid Document & Specification(S) Total Participations : 2	Start Date: DD/MM/YYYY End Date: DD/MM/YYYY Bid Status : Active

• Technical Evaluator has to click on **Open Bid** button available on the Bid Summary page to evaluate the bid.

Bid No: GEM/2022/B/82107				
tem(s): XYZ	Notification(S)		Start Date:	
Specification(S)	Bid Document 📥		End Date:	
Total Participations : 1	View Representations		Bid Status : Active	
Remaining Days 🤁 :0				
•			Open Rid	
Published	Ended	Finalized	Орен вій	

- Technical Evaluator can view the offered product(s), documents uploaded by the bidder at the time of bid participation and any clarifications seek by the buyer from bidder.
- Technical Evaluator can also view the remarks of other technical evaluator under **view all recommendations** tab.
- Technical Evaluator can also view the members of tender committee as well by clicking on the **View All Technical Evaluators** option available on the evaluation screen.
- Technical Evaluator can give his remarks by clicking on Verify Specification.

Bid Ite	m(s) DETAILS							
Techni	ical Evaluation							
List Of \$	Sellers Participated			View All Tech	nnical Evaluator(s)	Download to Com	pare All View a	and Compare A
S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Status	View All Recommendations	Verify Doc	Evaluate
1	ABC Company	N/A	Make : NA Model : AA (View Product)	DD/MM/YYYY	Pending	Click here to View	View Documents & Clarifications	Verify Specification
Please No 1) Verify a 2) Please 3) Buyers informatio 4) As per comparis tenderer c of the bid document	ote: all the products offered, t verify genuineness of an should disqualify any Se on. para 7.3.5 on (Clarificatio on of bids, the purchaser does not comply or respo shall be sought, offered ts which pre-wistent at the	echnically evaluate the pro y EMD receipt uploaded o llers submitting incorrect on of Bids/Shortfall Docur may, at his discretion, asi nd by the date, his tender or permitted. No poots bid te time of the torder onen	oduct specification offered I ffline. MSE certificates or EMD Ex nents) of the Manual for Pro t the bidder for clarifications will be liable to be rejected. clarification at the initiative ing and which have not undi-	by the seller to open finan emption document with re ocurement of Goods 2017 s on the bid. The request f Depending on the outcom of the bidder shall be ente ergone change since them	cial Bid. espect to the Bid and n , issued by Ministry of or clarification shall be e, such tenders are to retained. The shortfall	hay raise incidents for dis Finance, Department of E given asking the tendere be ignored or considered information / documents is on of documents is comp	ablement of the Seller xpenditure, During eva r to respond by a sper further. No change in should be sought only	s furnishing wron aluation and cified date. If the prices or substar v in case of histori

• Technical Evaluator would be able to recommend or non-recommend a bidder basis on the evaluation.

Government e-Marketplace – Technical Evaluator in Bid

Technical Specifications Comparison				×
Bid Number : Seller Name:ABC Company		Print	Recommended	Non-Recommended
Remark :-				
				Add Comment

6. Final Submission by Member secretory

- Member secretory of the bid can submit the bid finally on behalf of the tender committee so that the buyer can proceed further.
- Member secretory can also view the all recommendations made by the technical evaluators for each bidder.

S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Status	View All Recommendations	Verify Doc	Evaluate
1	ABC Company	N/A	Make : NA Model : AA (View Product)	DD/MM/YYYY	Recommended	Click here to View	View Documents & Clarifications	Verify Specifications
Please N 1) Verify 2) Please 3) Buyers informati 4) As per comparis tenderer of the bid documer after sub certificat 5) If you 6) Incase	ote: all the products offered, tec verify genuineness of any s should disqualify any Selle ion. para 7.3.5 on (Clarification son of bids, the purchaser n does not comply or respon d shall be sought, offered or its which pre-existed at the mission of the tender, only e, the certificate can be asis are the Member Secretary f if you are looking any tech	chnically evaluate the proc EMD receipt uploaded off ers submitting incorrect N of Bids/Shortfall Docum nay, at his discretion, ask d by the date, his tender v r permitted. No post bid c time of the tender openin related shortfall documer ed for and considered. H for this Bid, please review inical clarification from th	duct specification offered b line. ASE certificates or EMD Exe ents) of the Manual for Pro- the bidder for clarifications will be liable to be rejected. I airification at the initiative of g and which have not unde ts should be asked for and owever, no new supply orde all the recommendations m e seller(s). Please contact to	y the seller to open fina emption document with curement of Goods 20° on the bid. The reques Depending on the outco- of the bidder shall be er grone change since th L considered. For examy er should be asked for s nade by Technical Evalu- with your buyer.	ancial Bid. respect to the Bid and n 17, issued by Ministry of t for clarification shall b ome, such tenders are to netratained. The shortfall en. So far as the subbris- pie, if the bidder has sub is oa sto qualify the bidd uator(s) of the Bid and pi	nay raise incidents for dis Finance, Department of E e given asking the tendere be ignored or considered information / documents sion of documents is con mitted a supply order with r. roceed for the final submi	ablement of the Sellers xpenditure, During eval r to respond by a speci further. No change in should be sought only zerned with regard to q nout its completion / pe ssion of Technical Eval	tuation and fied date. If the prices or substance in case of historical ualification criteria, erformance uation. Final Submission

• Once click on the **Final Submission**, member secretory has to acknowledge that all recommendations made by technical evaluators are reviewed and now user want to submit the bid on behalf of tender committee.



• Member secretory has to provide the remarks mandatorily for final submission and may upload the MOM or other reports here as part of technical evaluation.

rticipated	A Constant of Technical Technical (a)	Provident to Compare All Viev
	Final Submission Form	×
ame Seller	Final Submission Comment:	s Verify Doc
E ICS PRIVATE	•	View Documents Clarifications
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on (Clarification of Bids/S the purchaser may, at his mply or respond by the d ught, offered or permitte e-existed at the time of t the tender, only related st cate can be asked for an ober Secretary for this Bi	Upload (Max Size : 2MB, Type: PDF) Submit	f Expenditure, During e erer to respond by a sp ed further. No change ts should be sought o picerned with regard t ithout its completion mission of Technical E

7. Re-evaluation of Bids

- In case of re-evaluation, Technical Evaluator has to review the challenge rejection request and provide the remarks again on the representation rasied by the bidder.
- Technical evaluator can also view the all recommendations made by him or other evaluators in the initial stage

Government e-Marketplace – Technical Evaluator in Bid

List Of Sellers Participated			View All Technical Evaluator(s) Download to Compare All			View and Compare All				
S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Verify Doc	Status	View All Recommendations	View Specs	Evaluate	Review
1	ABC Company	N/A	View Details	DD/MM/YYYY	View Documents & Clarifications	Evaluated	Click here to View	View	Verify	View Representations
2	XYZ Company	N/A	View Details	DD/MM/YYYY	View Documents	Evaluated	Click here to	View	Verify	View

This Covers the Scope 'Technical Evaluator' selection for Technical Evaluation.

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