User Manual

Vendor Assessment of OEM

References

I. <u>Eligibility for Vendor Assessment</u>

Check if you fall in exemption category. Click on the following link to see the exemption list:
https://admin.gem.gov.in/news/admin/showFile/vendorvalidationpolicy1560264608.pdf

If you fall in any of the Exemption categories

If you do not fall into any of the Exemption categories

Apply for Exemption on GeM portal
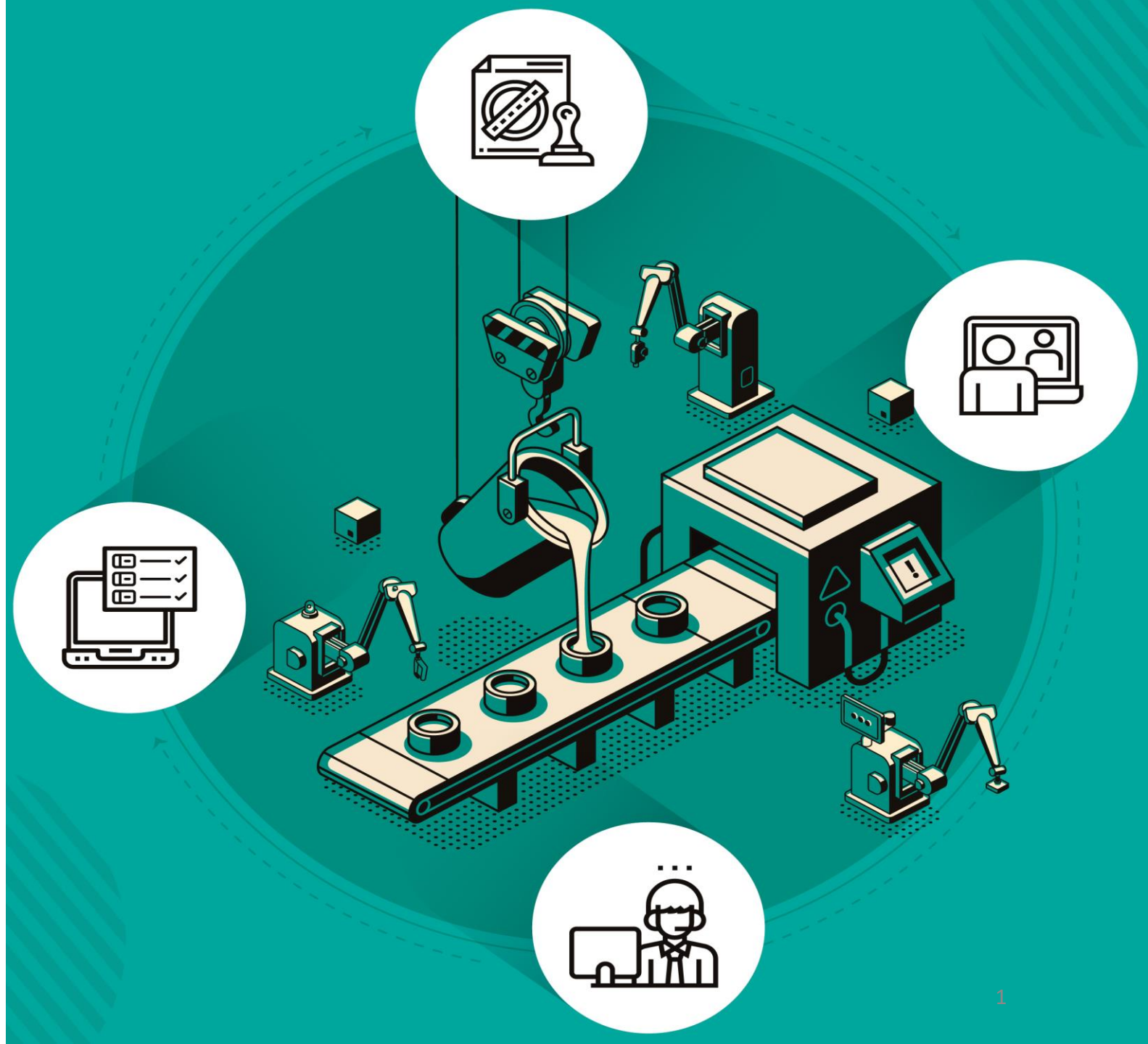
Apply for Vendor Assessment on GeM portal
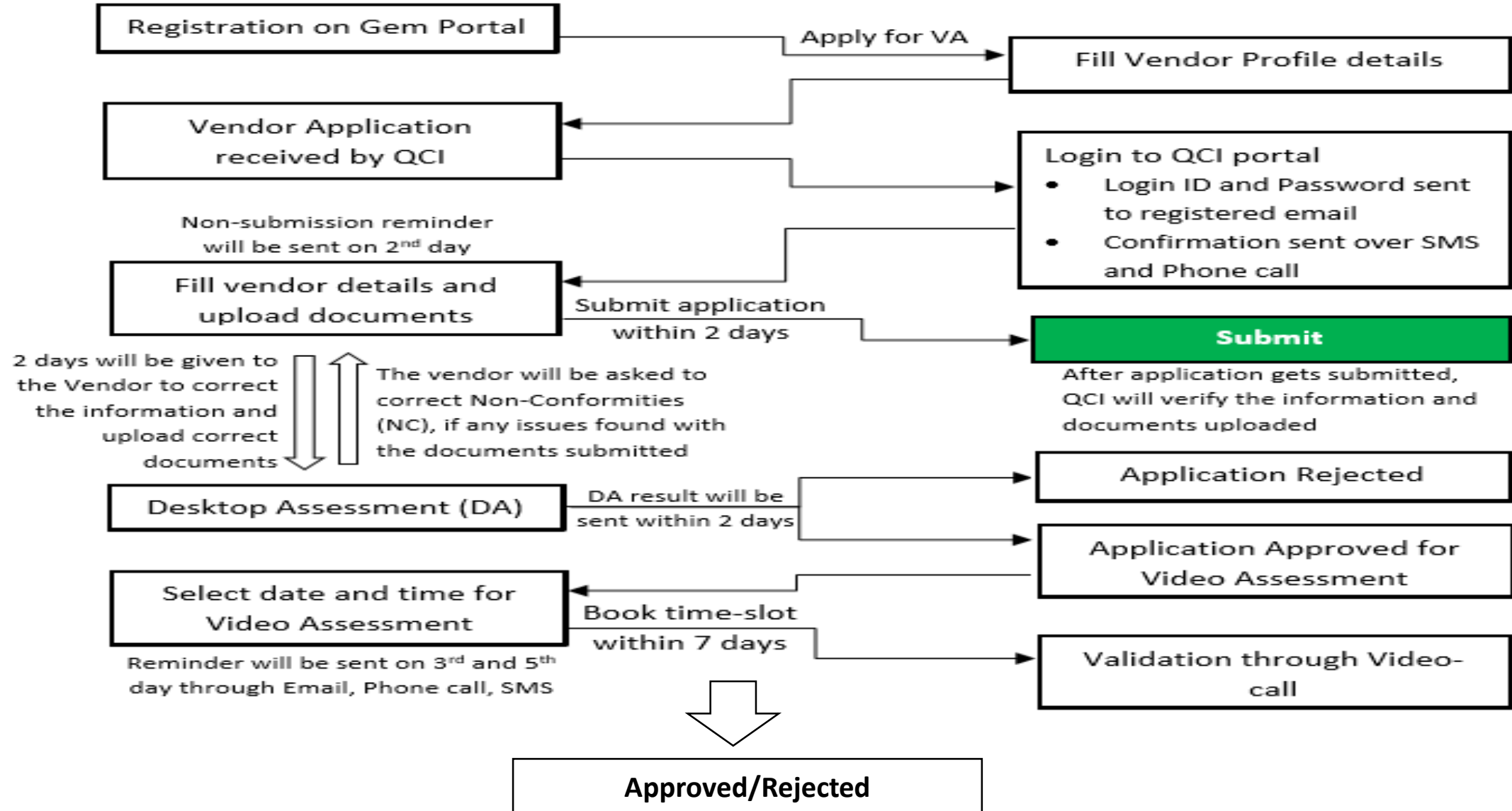
II. <u>Vendor Assessment Methodology</u>

The **Vendor Assessment** for OEMs is based on three broad parameters:

➤ Physical location (vendor profile)

➤ Financial capacity

➤ Production capability

The assessment will be carried out in 2 stages:

1. **<u>Desktop Assessment</u>** – Information and documents will be submitted by the vendor in the Desktop Assessment (DA) stage and if any discrepancy is found then non-compliance (NC) would be raised.

2. **<u>Video Assessment</u>** – Video Assessment will be conducted by an expert using the mobile based application through video calling. It will validate the entire process submitted by the vendor through documents in Desktop Assessment.

III. Process Flow

Registration on Gem Portal → Apply for VA → **Fill Vendor Profile details**

Vendor Application received by QCI

Login to QCI portal
- Login ID and Password sent to registered email
- Confirmation sent over SMS and Phone call

Non-submission reminder will be sent on 2nd day

Fill vendor details and upload documents — Submit application within 2 days → **Submit**

After application gets submitted, QCI will verify the information and documents uploaded

2 days will be given to the Vendor to correct the information and upload correct documents

The vendor will be asked to correct Non-Conformities (NC), if any issues found with the documents submitted

Desktop Assessment (DA) — DA result will be sent within 2 days → **Application Rejected**

→ **Application Approved for Video Assessment**

Select date and time for Video Assessment — Book time-slot within 7 days → **Validation through Video-call**

Reminder will be sent on 3rd and 5th day through Email, Phone call, SMS

Approved/Rejected

IV. Login credentials received over E-mail

⊟ Getting Started with Vendor Assessment

The process of the assessment includes two stages:

Stage 1: Desktop Assessment
Stage 2: Video Assessment

- **Desktop Assessment (Stage 1)**

  The Desktop Assessment requires you to fill in basic information along with uploading relevant documents within 2 working days. After the Desktop Assessment is completed, QCI will take 2 days time to review the submitted form. If any non-compliance is detected, an e-mail informing about the same will be sent to you and another 2 working days will be given to correct it. Once the Desktop Assessment form is fully verified by QCI, you would be eligible for stage 2 i.e., Video Assessment.

- **Video Assessment (Stage 2)**

  The Video Assessment will be conducted through a videotelephony process. Video Assessment will involve validating all the processes as mentioned in Desktop Assessment. Before proceeding in this phase of the assessment, an mail regarding the selection of the date and time slot will be shared with you. The 2nd phase of the assessment will begin as per the carefully chosen time and date slot.

Request you to attach relevant documents, wherever applicable in the Assessment.

Please use the below web portal link to fill the Desktop Assessment Form
https://va.qcin.org ⟵ **Click on the link for Login**

The login credentials for VA-634855639555833

User ID- abc@email.com
Password- 123abc ⟵ **Enter the Login credentials**

For any further clarifications and queries, the dedicated helpline number is +91-9810811852

V. GeM VA portal

https://va.qcin.org/

VI. Login Page

VII. <u>Vendor Dashboard</u>

VIII. Application View

Arun

Home / GEM Assessment

All Assessment List

Assessment Id	Application Date	Stage of Assessment	Preferred Assessment date	Preferred date	Action
VA-2832	01/07/2019, 3:02 PM	Application Received			👁

« Previous 1 Next »

Click to fill the application

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VIII. Application View

Information   Details of Products   Details of Firm

❄ Section A – Vendor Profile Details   -

1. Name of Company/ Firm

| Name of Company |

2. Constitution of Firm

| Constitution of Firm |

3. Company Identification Number

| Company Identification Number |

4. GSTIN

| GSTIN |

5. PAN/TIN/TAN of the company

| Pan |

6. E-Mail ID

7. Contact Number

| 8882886832 |

8. Incorporation Date

Upload Certificate of Incorporation

| Date of Incorporation |

9. Bank Details of the company

Bank name	Account Holder Name	Account Number	IFSC Code

IX. <u>Functions involved while filling the application</u>

A. Upload Document

B. View Document

C. Delete uploaded document

D. Select option from Dropdown

E. Save and Final Submit form

F. Replying to a NC

A. How to Upload Documents?
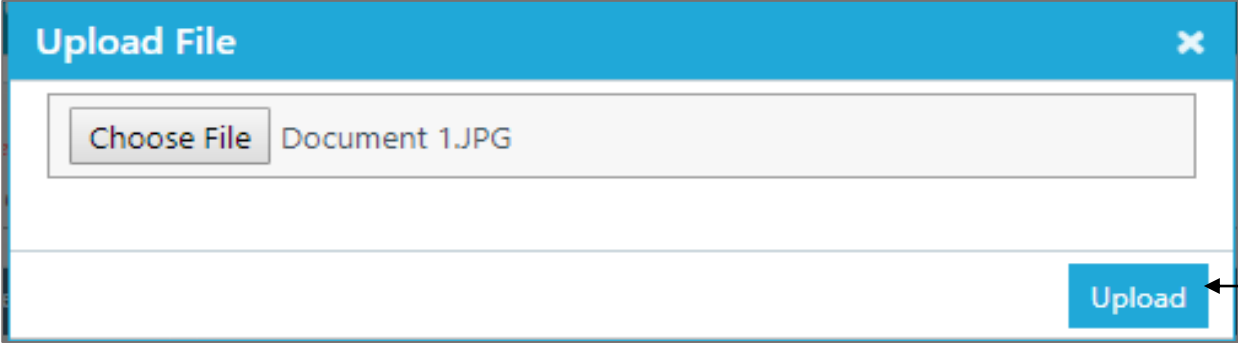

Click on the yellow upload document button
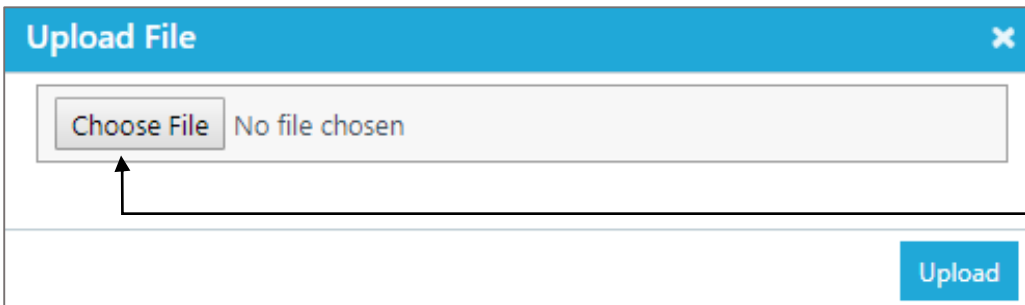
A pop up will open. Click on Choose file.
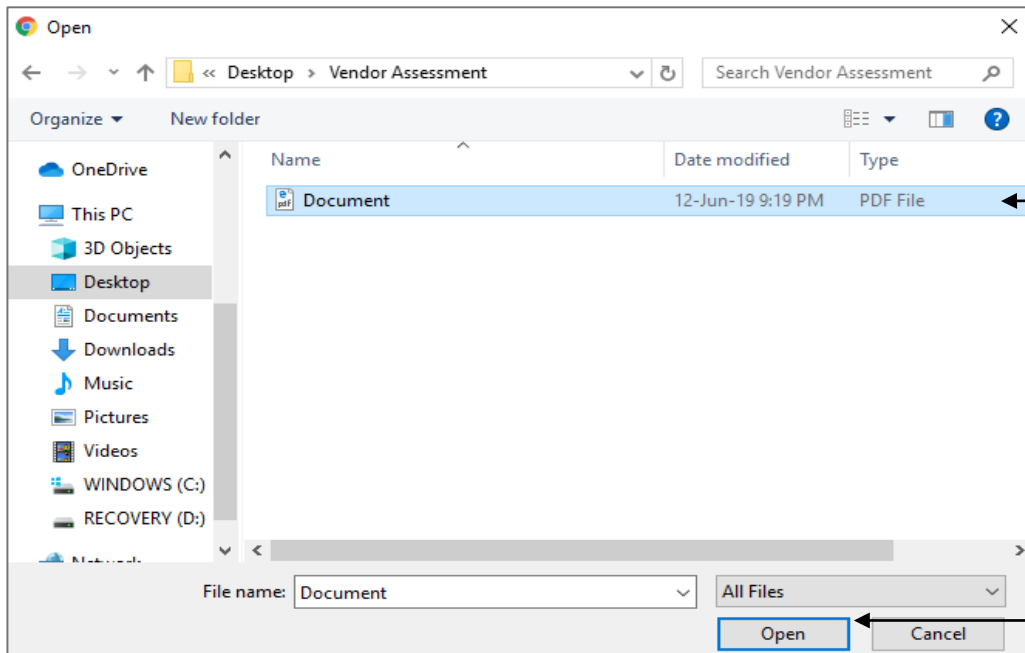
Another pop up will open. Choose the document you want to upload.
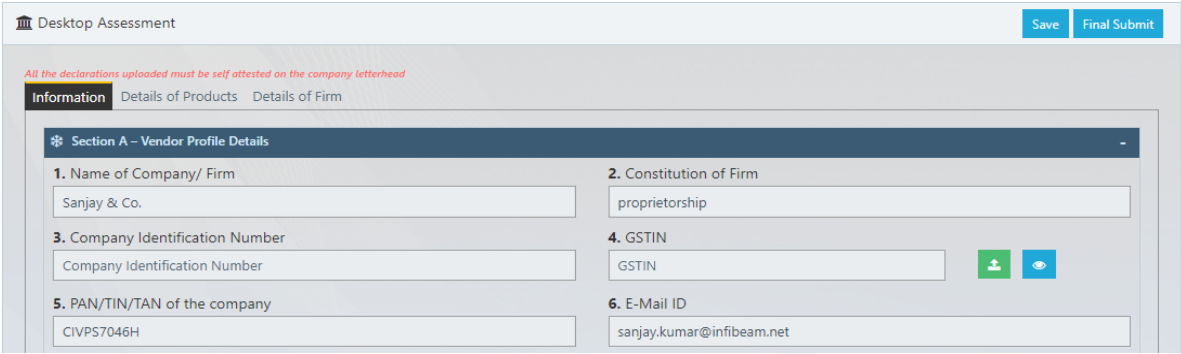
After selecting the document, click on Open.

A. How to Upload Documents?

Upload File ✕

Choose File | Document 1.JPG

Upload

Click on upload

GEM Assessment Platform

Home / GEM Registration

✓ Success
File uploaded

🏛 Desktop Assessment   Save | Final Submit

All the declarations uploaded must be self attested on the company letterhead

Information | Details of Products | Details of Firm

❋ Section A – Vendor Profile Details   -

1. Name of Company/ Firm   **2. Constitution of Firm**
Sanjay & Co.   proprietorship

3. Company Identification Number   **4. GSTIN**
Company Identification Number   GSTIN

5. PAN/TIN/TAN of the company   **6. E-Mail ID**
CIVPS7046H   sanjay.kumar@infibeam.net

A pop up will be displayed after successful uploading of documents

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4. GSTIN

GSTIN

The upload button will turn green.
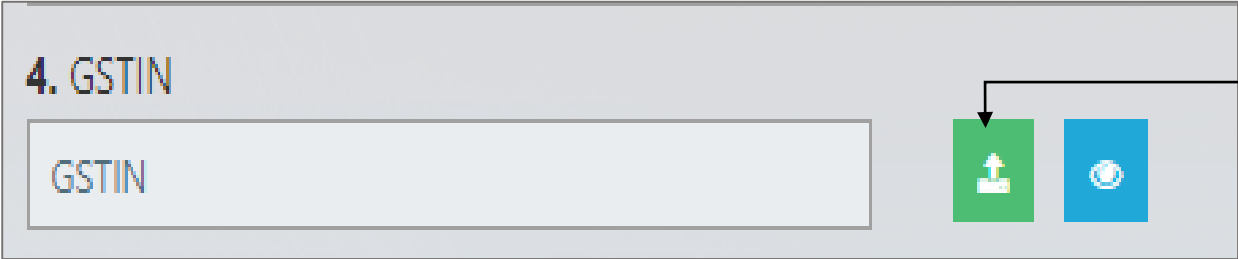
B,C. How to View and Delete Uploaded Documents?

4. GSTIN

GSTIN

Click on the blue eye button.

Uploaded doc(s)

Name	Action
Document 1.JPG	
Document 3.JPG	

A pop up will be displayed which shows the list of all the documents uploaded in the question.

Uploaded doc(s)

Name	Action
Document 1.JPG	
Document 3.JPG	

Click on the green upload button to view the document

Click on the red bin button to delete the uploaded document

4. GSTIN

GSTIN

If you delete all the documents, the upload button would go back to yellow

D. Selecting Options from Drop Down List

All the declarations uploaded must be self attested on the company letterhead

Information | **Details of Products** | Details of Firm

❄ Section C – Details of Items

S. No.	Offer Type	Category Name	Description	Production capacity/month	Test Reports
1	goods	Desktop Computers	Desktop	25	▼

Yes
No

To use the drop down menu, click on the small down arrow and a list of available options can be seen.

Click on the option you want to choose.

All the declarations uploaded must be self attested on the company letterhead

Information | **Details of Products** | Details of Firm

❄ Section C – Details of Items

S. No.	Offer Type	Category Name	Description	Production capacity/month	Test Reports
1	goods	Desktop Computers	Desktop	25	Yes ▼

The option selected will be displayed on the box.

E. Saving the Form

If you have filled the form partially and want to save the details filled or want to close the form and continue filling in later, click on save button.

When all the details are filled and all documents are uploaded click on Final Submit.

After clicking on Final Submit, the form will be submitted for verification and your application will move to the next stage of video assessment.

F. Replying to a NC

7. State
DELHI

9. Address proof

If any non-conformity is found in the information and documents submitted than Vendor is required to change the input answers in the text box. The button will be shown as NC button in front of the question. Click on the button.

NC

NC Remark

NC Remark : Please upload the address proof(electricity bill, water bill, etc) of the address

The changes that need to be done will be written in the box. After reading the changes, close the box and do the required changes and open NC again.

NC Reply

NC Reply : Reply.

Document : Choose File No file chosen   Upload

When you are done with the changes in the form, write the reply to the instructions. You can also upload any documents that you might need to upload.

NC Logs

Assessor	Vendor
Date : 02/07/2019, 11:38 AM	Date :
NC Remark : Please upload the address proof(electricity bill, water bill, etc) of the address mentioned above.	NC Reply :
	Document :
NC Status : Open	

Save

After typing the reply to the NC you will be able to see to Save button. Click on it to save the reply.

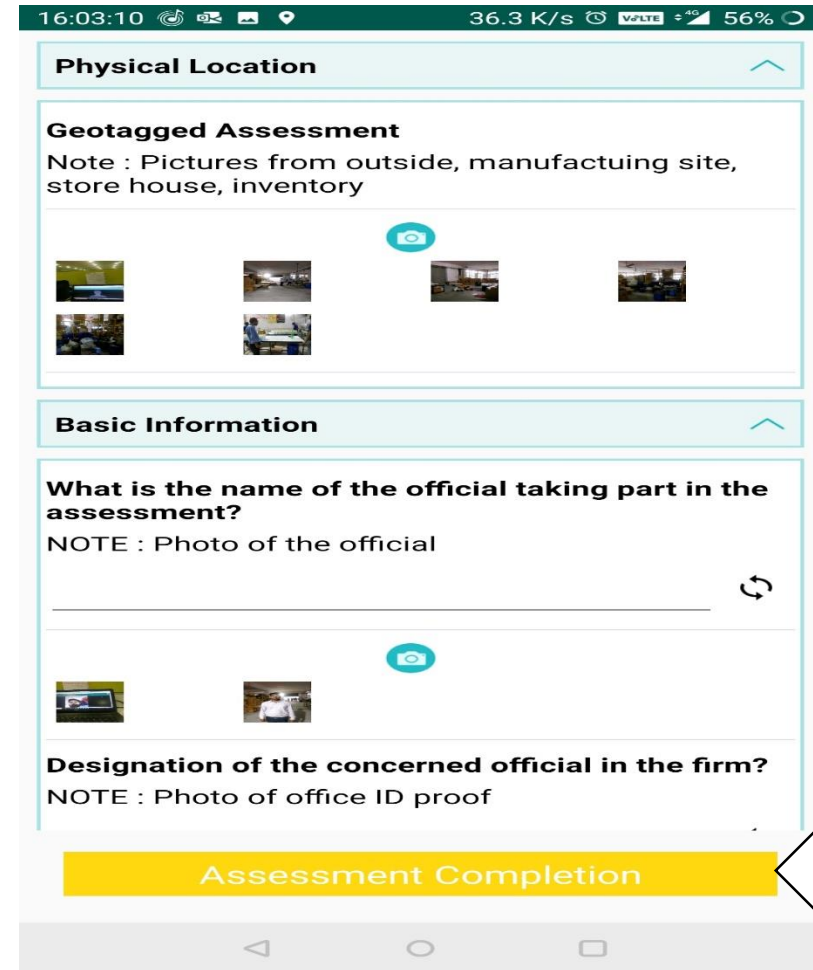# X. Mobile Application

LOGIN
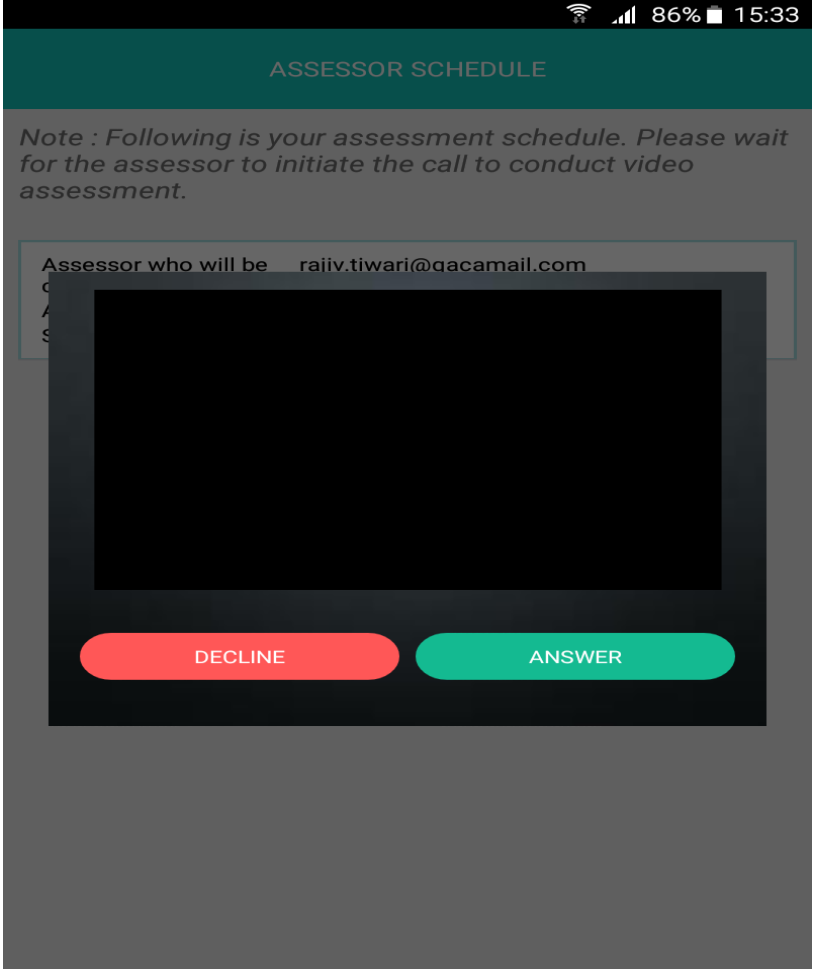
ANSWER CALL

Note: All the information and documents submitted during desktop assessment, will be validated during video-assessment process.

VIDEO - ASSESSMENT

CLICK PHOTOGRAPHS

Click the button to complete the assessment

XI. Contact Us

For any queries regarding the Vendor Assessment and while filling the application form, please contact us on the below mentioned details:

Email: gem.admin@qcin.org

Helpline No.: +91- 9810811852

Web portal: https://va.qcin.org/