

GeM Bid Pre-Submission Checklist

Print or keep this open in a second tab while you fill your next GeM bid. Companion to: "How to Fill a GeM Tender in 2026" on the TenderKosh blog.

1. Account & Registration

- Seller account active, KYC fully complete
- Catalogue live and listed under the correct category
- Udyam registration current and details match GeM profile exactly

2. Before You Open the Bid

- Downloaded GTC, STC, ATC and BOQ (if applicable)
- Noted bid number, closing date & time (IST)
- Read the ATC in full — it overrides STC and GTC
- Confirmed eligibility: experience, turnover, OEM/authorisation, MSE status
- Made an honest bid / no-bid decision

3. Documents

- GST registration
- PAN
- Udyam registration (if claiming MSE benefits)
- DPIIT startup certificate (if applicable)
- OEM authorisation / brand approval (if reselling)
- Only the certifications this specific bid demands — nothing extra
- Past performance / completion certificates (if experience is required)
- ATC-specific annexures and declarations

4. Technical Bid

- Every compliance field filled with an exact numerical value
- No "as per brochure" or "as per datasheet" answers
- Service bids: SLA, resource categories, locations and man-months mapped

5. Financial Bid

- Price is all-inclusive and landed at the consignee location
- Taxes, freight, packing, installation and AMC included where in scope
- BOQ: a rate entered for every line; total independently verified
- Performance security impact (2-10%) factored into working capital
- EMD exemption selected and proof uploaded, if claiming as an MSE manufacturer/service provider

6. Before You Submit

- DSC or Aadhaar eSign tested and working
- Corrigendum section checked one final time
- All uploads confirmed in the correct format and file size
- Submitting well before the deadline — not in the final minutes

7. After Submission

- Tracking technical evaluation status on the dashboard
- Watching for corrigenda until the bid is finally closed
- Ready with a floor price if the bid proceeds to a Reverse Auction

Reminder: Rules, EMD, and performance-security percentages vary by bid. Always confirm the exact figures on the specific bid page and the official GeM portal (gem.gov.in) before submitting.