वीएसएससी /VSSC
क्रय एवं भंड़ार प्रभाग / PURCHASE & STORES DIVISION

सं./No. VSSC/SHPS/E1/2026 07th August, 2026

विषय / Sub:- GeM Seller Meet at VSSC - reg.

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VSSC is organizing a GeM Seller Meet to expand its vendor database on the GeM portal, aiming to enhance competition and efficiency within the procurement process.

Event Details:

- **Date: 17.08.2026**
- **Time: 10:00 AM – 4:00 PM**
- **Venue: HRDD Hall, ATF Area, VSSC, Thiruvananthapuram – 695 022**

Interested vendors and service providers are invited to attend. Please find the attached pre-requisites for GeM Seller registration.

Please submit your request for participation via email to **vssc_gemsellermeet@vssc.gov.in**

7/8/26

[के प्रसाद / K Prasad]
वरि. प्रधान, क्रय एवं भंड़ार / Sr. Head, Purchase & Stores

GEM REGISTRATION PRE-REQUISITES

1. **For Primary User Registration:**

   a. Aadhaar Number / Virtual ID/ Personal PAN of the User.
   b. Mobile number linked with Aadhaar /Mobile number in case of PAN
   c. Active Email ID
   d. Documents as per Constitution/Business type - DIN, CIN, PAN, DIPP, Udyam Number, ITR details to Complete profile.
   e. Address details (Ensure Registered Address identical in all supporting Documents)
   f. Bank account details(Current account preferred)
   g. GST Certificate (if applicable)

2. **For Vendor Assessment:**

   Key Requirements:

   All documents must be attested/signed by a Director or Authorized Signatory. If signed by an Authorized Signatory, an Authorization Letter/Board Resolution must be attached.

   Mandatory Documents:

   Exemption Supporting Document based on selected VA exemption category
   AOC-4 – Financial Statements (Last Financial Year – filed with MCA)
   BEN-2 filed on MCA portal
   Beneficial Ownership Declaration (Annexure I)
   List of Directors with Name & Nationality
   MGT-7 – Annual Return (Last Financial Year)
   MCA Master Data of the Company

   Additional Documents (if applicable):

   Import Export Code (IEC) Certificate
   Joint Venture Agreement (JVA) / Shareholders Agreement (SHA)
   RBI Approval for foreign companies under FEMA.

3. **For Product/service catalogue addition:**

   Product catalogue supporting document
   MRP Declaration from OEM.
   3 Distinct images.
   OEM Authorisation (if reseller)