

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

सं./No. VSSC/SHPS/E1/2026

07th August, 2026

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

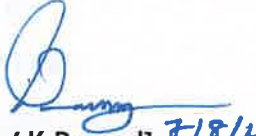
VSSC is organizing a GeM Seller Meet to expand its vendor database on the GeM portal, aiming to enhance competition and efficiency within the procurement process.

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


[के प्रसाद / K Prasad] 7/8/26

वरि. प्रधान, क्रय एवं भंडार / 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)