



User Manual

For Vendor Assessment

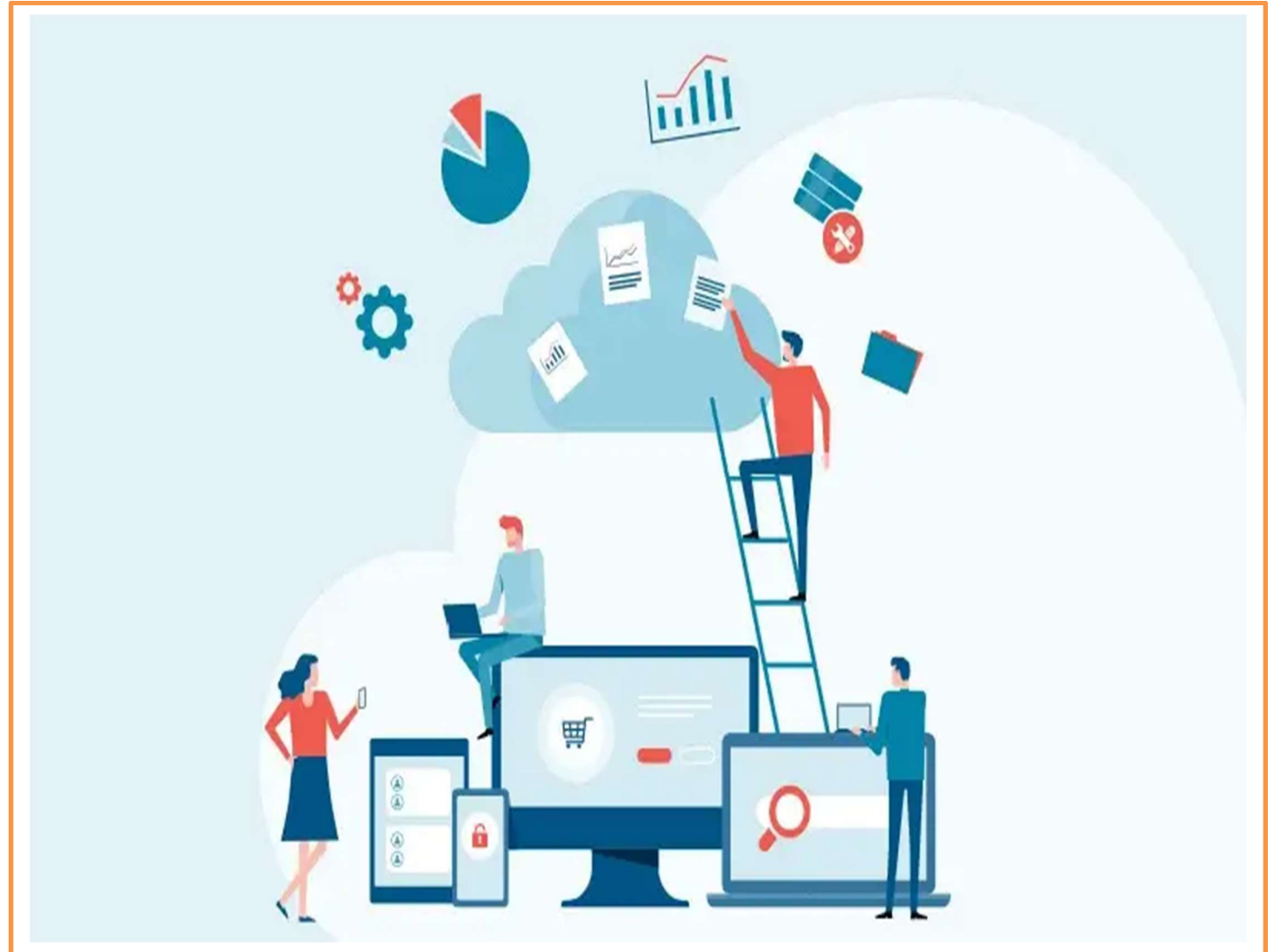
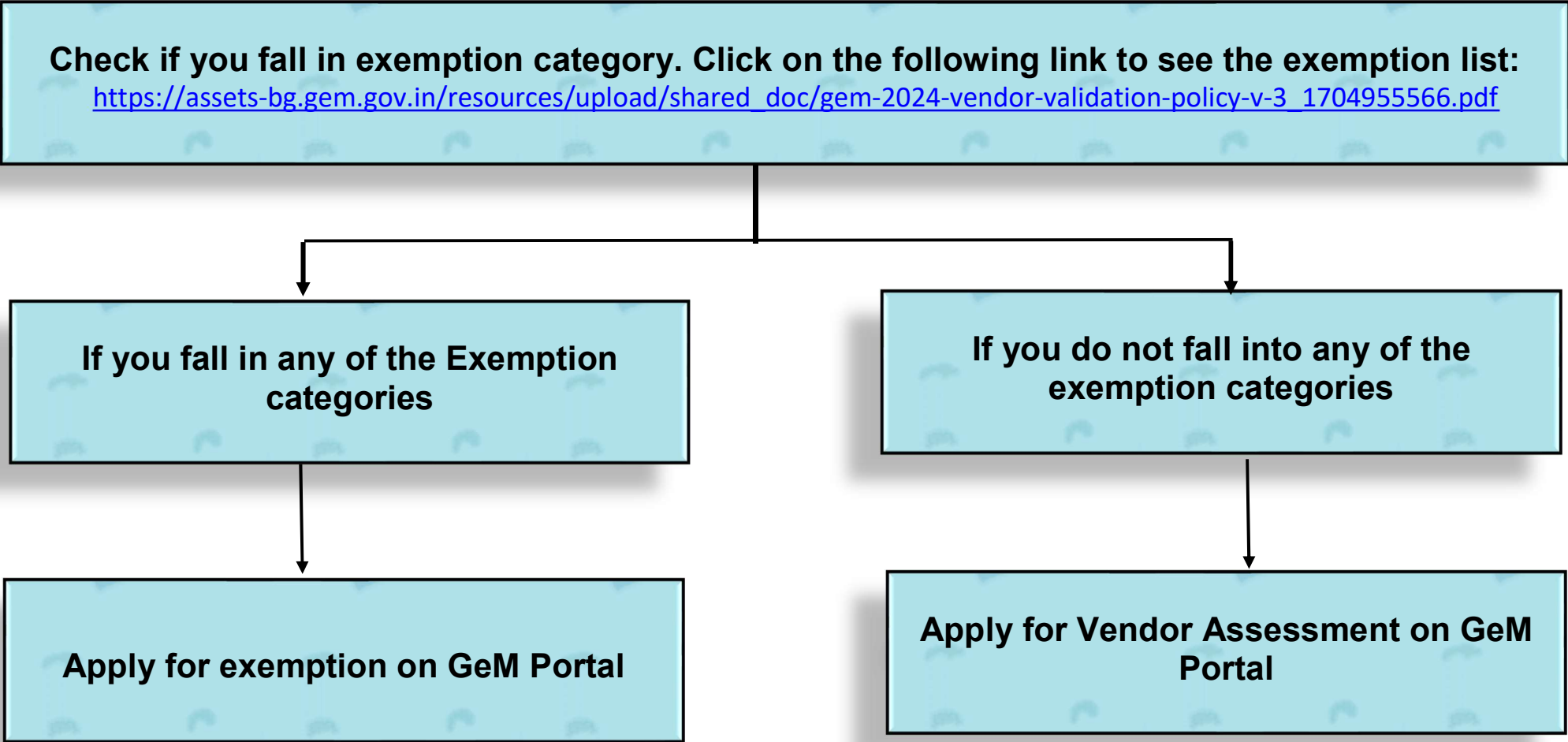


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1. Eligibility for Vendor Assessment



2. Vendor Assessment Methodology

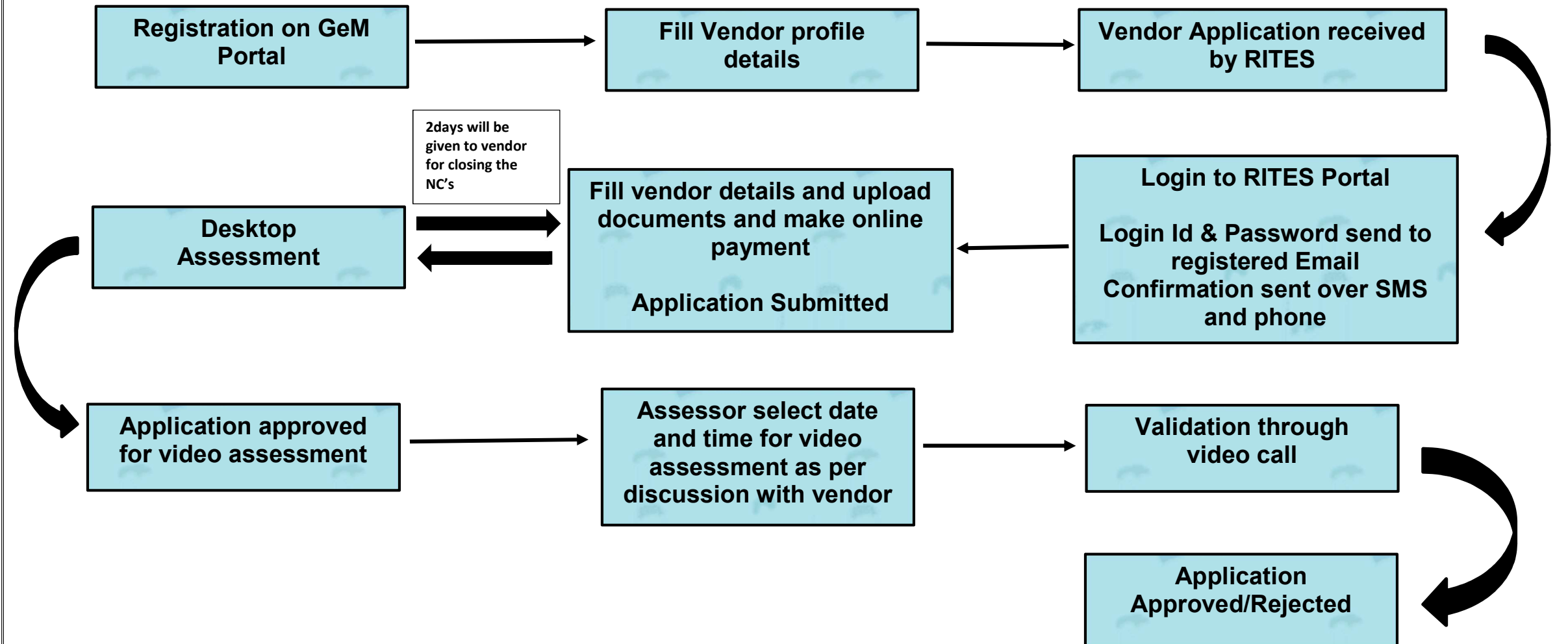
The **Vendor Assessment (VA)** for OEMs is based on following parameters:

- Vendor profile
- Financial capacity
- Production capability

The assessment will be carried out in following 2 stages:

- 1) **Desktop Assessment**– 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) will be raised. Vendor will close NC before closure of VA.
- 2) **Video Assessment** – Video Assessment will be conducted by using the mobile based application through video calling. It will validate the entire process submitted by the vendor through documents in Desktop Assessment.

3. Process Flow



4. Login Credentials received over E-mail

- ❖ **Getting Started with Vendor Assessment:** The login credentials will be share with the vendor through an email
- ❖ <https://ritesva.com> Click on the link for login

The login credentials for VA-XXXXXXXXXX

User Id

Password

The applicant will fill the relevant fields on the RITES Vendor assessment web portal along with the payment

After successfully submission of the application, the assessment will start in two stages.

- **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, RITES will take 2 days' time to review the submitted form. If any non-compliance is detected, inform on Web portal and 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 RITES Ltd, you would be eligible for stage-2 i.e., Video Assessment.

- **Video Assessment (Stage 2)**

The Video Assessment will be conducted through a video calling process. Video Assessment will involve validating all the processes as mentioned in Desktop Assessment. Before proceeding in this phase of the assessment, a mail regarding 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.

5. GeM portal

English ▼ | ● Dark Mode | Font Size A- A A+ | Skip to Main Content | 1800-419-3436 | helpdesk-gem[at]gov[dot]in | Need Help? ▼

 **GeM**
Government
e Marketplace

Bids ▼ Forward Auction ▼ Sign Up ▼

Not Registered with GeM? Sign up to experience the Marketplace

 Register as Buyer  Register as Seller

Need help with your Login?

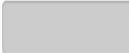
 **Raise a Ticket**
Agents and experts available on a single platform ready to help you

 **Contact Us**
Email: helpdesk-gem[at]gov[dot]in
Call: 1-1800-419-3436 / 1-1800-102-3436
(9:00 a.m. - 10:00 p.m. Mon to Sat)

Login in to Government e Marketplace | GeM

GeM User Id * 

Type the characters in the box below. *

 **KZ82RH** 

Invalid UserId

Password shall be entered on next screen post successful GeM login ID and Captcha validation

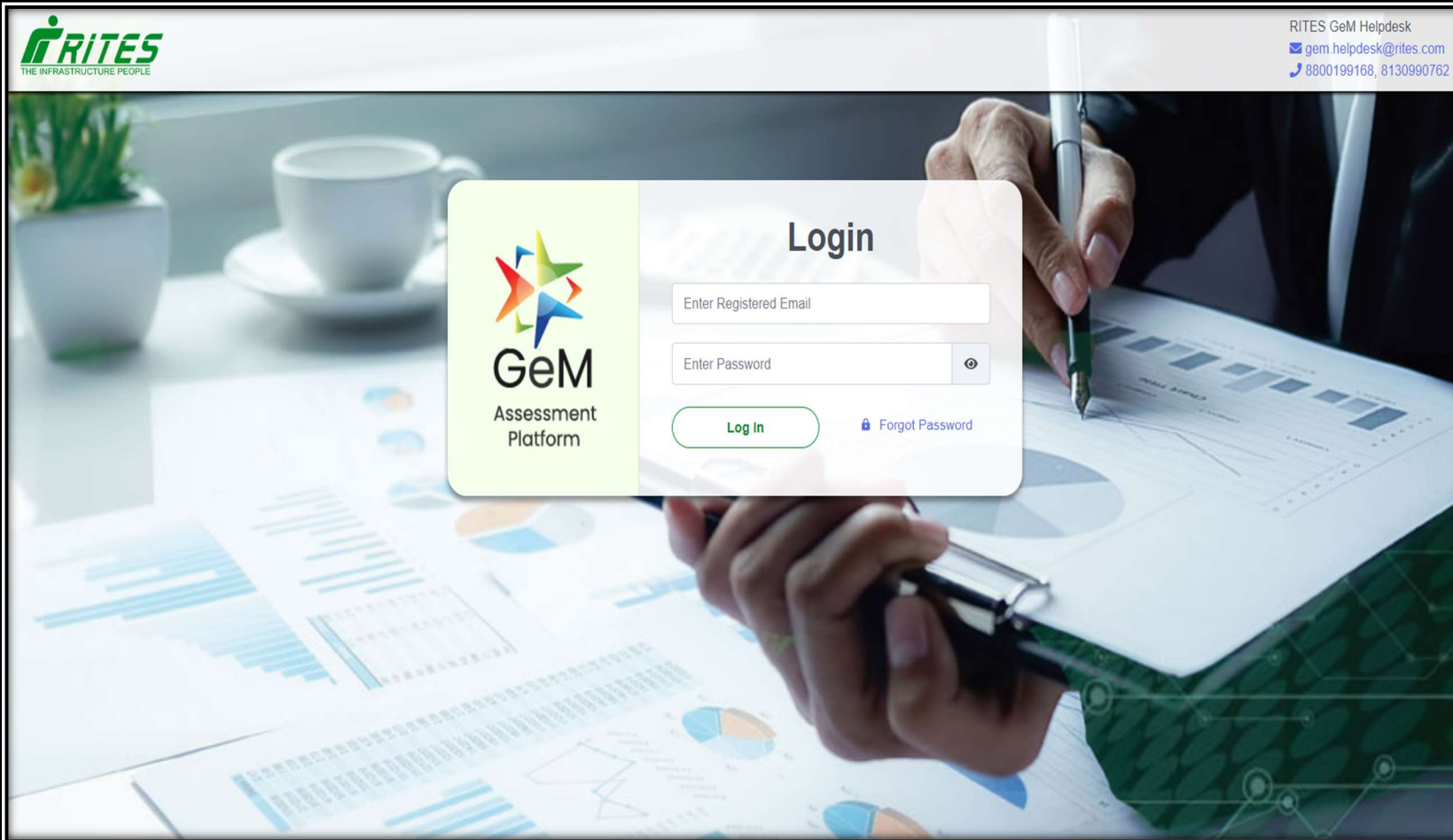
Submit

Login on GeM Portal for Vendor Assessment application.

On successful submission of application on GeM portal, vendor will receive an email regarding login credentials for www.ritesva.com. If vendor do not find email in inbox, then kindly check spam.

After submission of application on GeM portal, vendor has to fill the form on www.ritesva.com

6. GeM VA portal–Login Page



Log In

Enter Registered Email

Enter Password

[Log In](#) [Forgot Password](#)

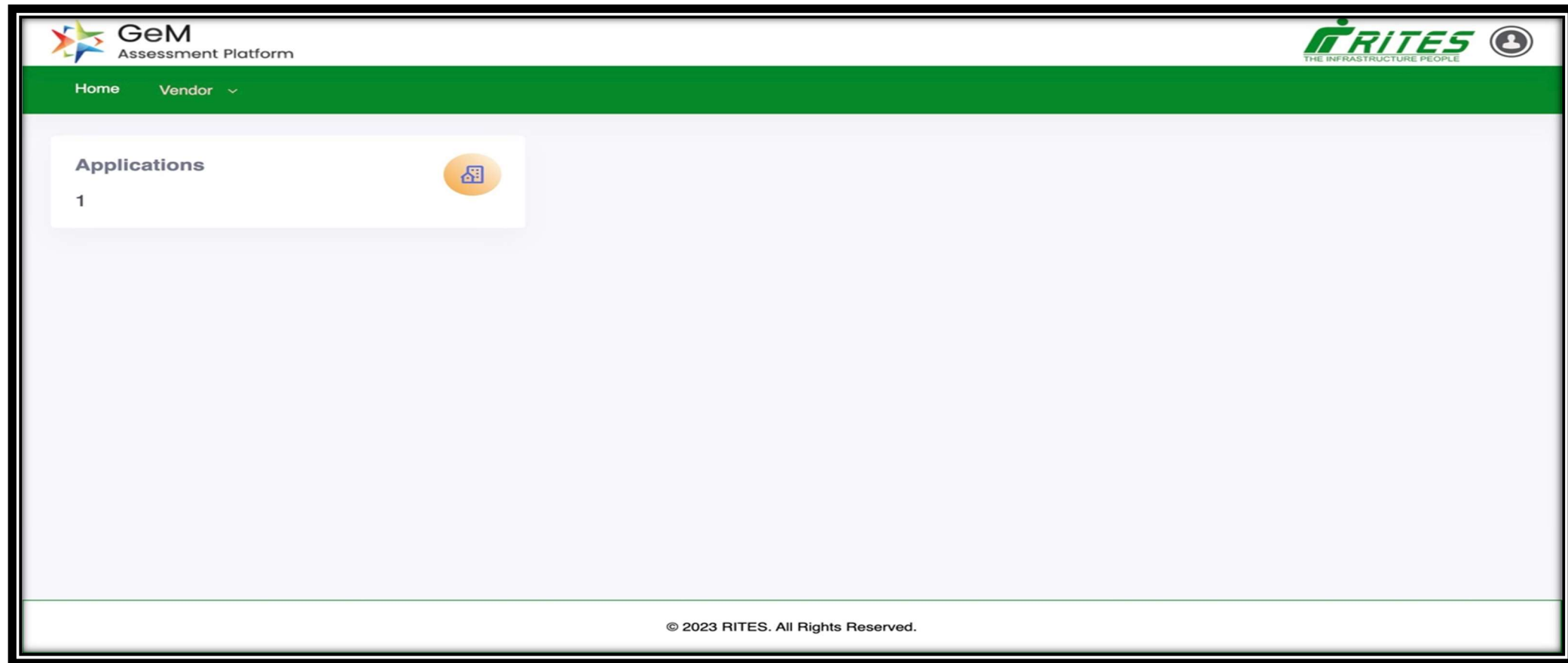
When vendor search www.ritesva.com, then this interface will open.

Vendor can login through the credentials which he gets through email.

If vendor did not get email then use forgot password option.

After login, vendor can start filling his application form for vendor assessment

7. GeM VA portal–Home Page



8. GeM VA portal– Dashboard



Home Vendor



Applications

#	VA Id	Vendor Name	Email	Stage	Registration Date	Status	Action
1						Active	

20

Showing 1 to 1 of 1 entries

« Previous

1

Next »

Vendor Form

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Click here to fill the application form

9. GeM VA portal–Application Form


GeM
Assessment Platform

[Home](#)
[Vendor](#)


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OEM Registration

Update

Submit

Part A - Information

Part A - Product Details

Part B - Details of the the Firm

Details of Ownership

Section A - Vendor Profile Details

1. Name of Company/ Firm *

2. Constitution of Firm *

3. Company Identification Number

4. GSTIN Upload the complete GSTIN certificate

5. PAN/TIN/TAN of the company

6. Aadhar No. (Proprietor)

7. Primary Contact Number

8. Primary E-Mail Id *

9. Additional Contact Number

10. Additional E-Mail

Additional E-Mail Id

11. Bank Details of the company

Bank name	Account Holder Name	Account Number	IFSC Code

Section B - Address Details

1. Address Type

2. Flat/Door/Block No.

3. Name

4. Road/Street/Post Office

5. Area/Locality

6. Town/City/District

7. State

8. PINCODE

9. Address proof

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10. Forgot Password



Click on Forgot Password.

Forgot Password

Enter your registered email and we'll send you a link to reset password.



Enter your Email and instructions will be sent to you!

Email

Send Link

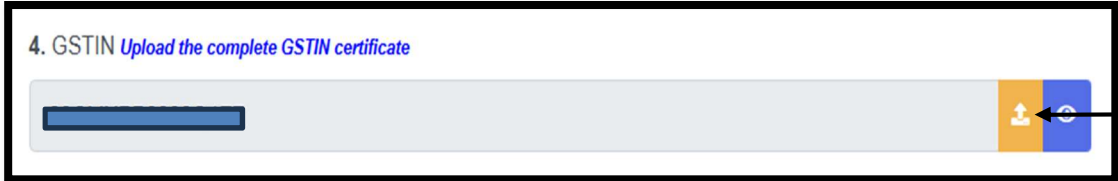
Remember It ? [Log In here](#)

After entering the email, Click on the link. Link will be sent on register email, click on it and you change the password.

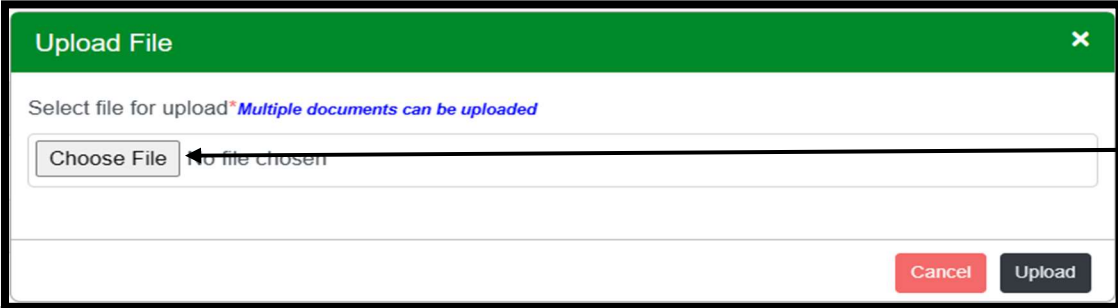
11. Function Involved while filling the application

- A. Upload Document
- B. View Document
- C. Delete uploaded document
- D. Select option from Dropdown
- E. Save and Final Submit form
- F. Payment of fees
- G. Replying to a NC

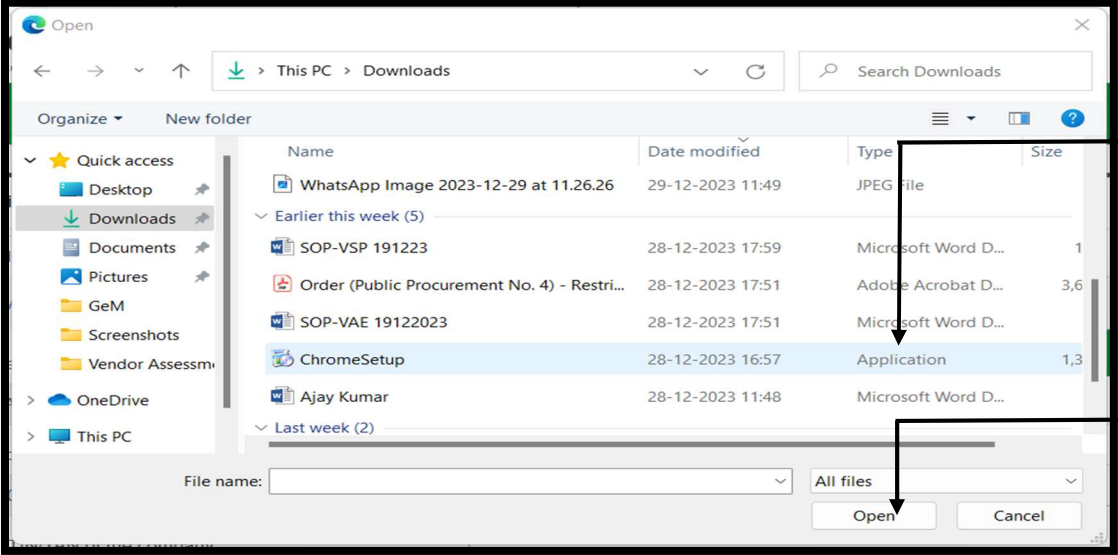
A. How to Upload Documents?



Click on upload document button

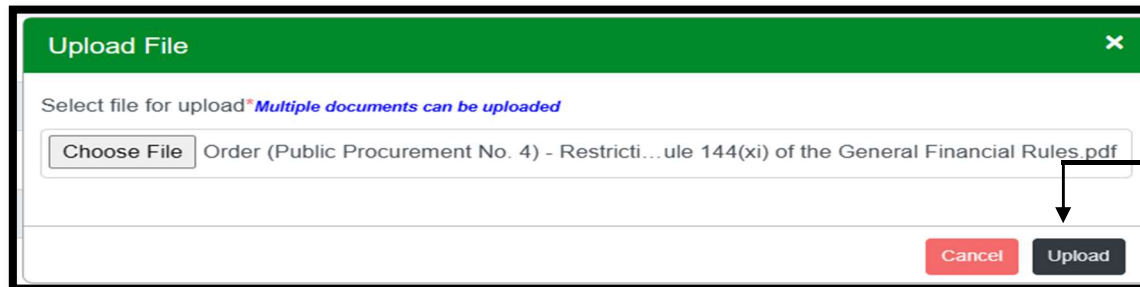


**A pop will open.
Click on choose file**

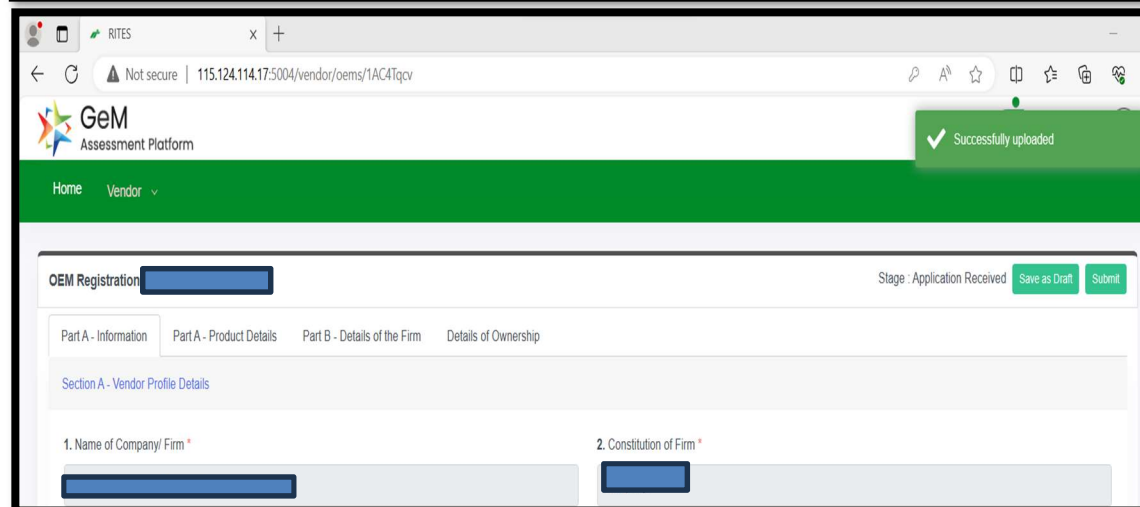


**Another pop will open and select
file to upload**

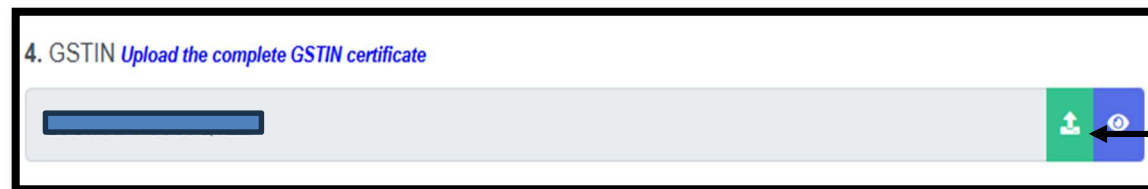
**After selecting file, click on open
button**



Click on Upload



A pop will be displayed after successful uploading of documents

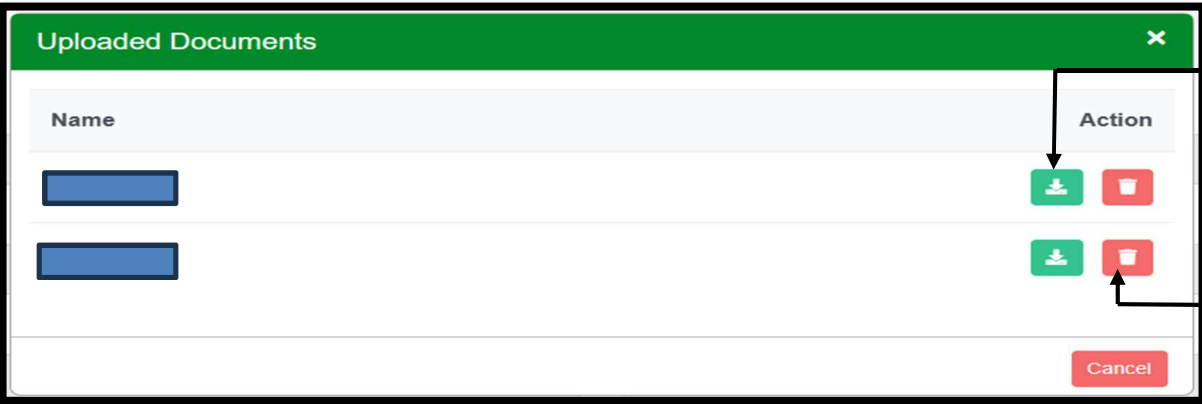


The upload button will turn green

B, C. How to View and delete Uploaded Documents?

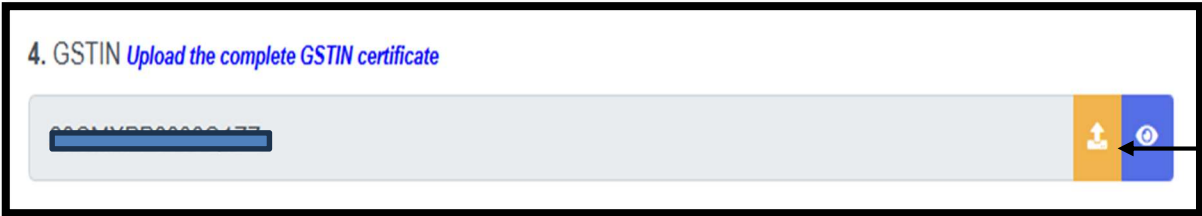


Click on Eye



**A pop will be displayed
Click on download button to check
the uploaded file**

**Click on red bin button to delete
the uploaded file**



**If you delete all uploaded file, then
upload button will turn into yellow
color**

D. Selecting options from drop down

1. List of catalogue/regular items *	
<i>Upload the product catalogue illustrating all the product categories listed in Section C with pictures and specifications.</i>	
2. Quality Certification	
<i>All the quality certificates applicable for both products and process</i>	
3. Any Licence available for products applied	
<i>Document of licenses if any</i>	

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

Click on option you want to select

1. List of catalogue/regular items *	
<i>Upload the product catalogue illustrating all the product categories listed in Section C with pictures and specifications.</i>	
2. Quality Certification	
<i>All the quality certificates applicable for both products and process</i>	
3. Any Licence available for products applied	
<i>Document of licenses if any</i>	

The option selected will be displayed in the box

E. Saving the Application Form

OEM Registration

Stage : Application Received

Save as Draft

Submit

Part A - Information

Part A - Product Details

Part B - Details of the Firm

Details of Ownership

Section A - Vendor Profile Details

1. Name of Company/ Firm *

SHRIKANTH EELSTHROORE PRIVATE LIMITED

2. Constitution of Firm *

Company

3. Company Identification Number

4. GSTIN *Upload the complete GSTIN certificate*

5. PAN/TIN/TAN of the company

6. Aadhar No. (Proprietor)

7.Primary Contact Number

8.Primary E-Mail Id *

9. Additional Contact Number

10. Additional E-Mail

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

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 as Draft.

F. Payment Submitting Steps



[Dashboard](#) [Vendors](#)

OEM Registration

Stage : Application in Payment Pending

[Save as Draft](#) [Proceed Payment](#) [Submit](#)

Part A - Information

Part A - Product Details

Part B - Details of the Firm

Details of Ownership

Documents

Title

1. Name of the owner and nationality *

Name of the owner and nationality Nationality proof of the proprietor is requested to confirm the nationality.

Action



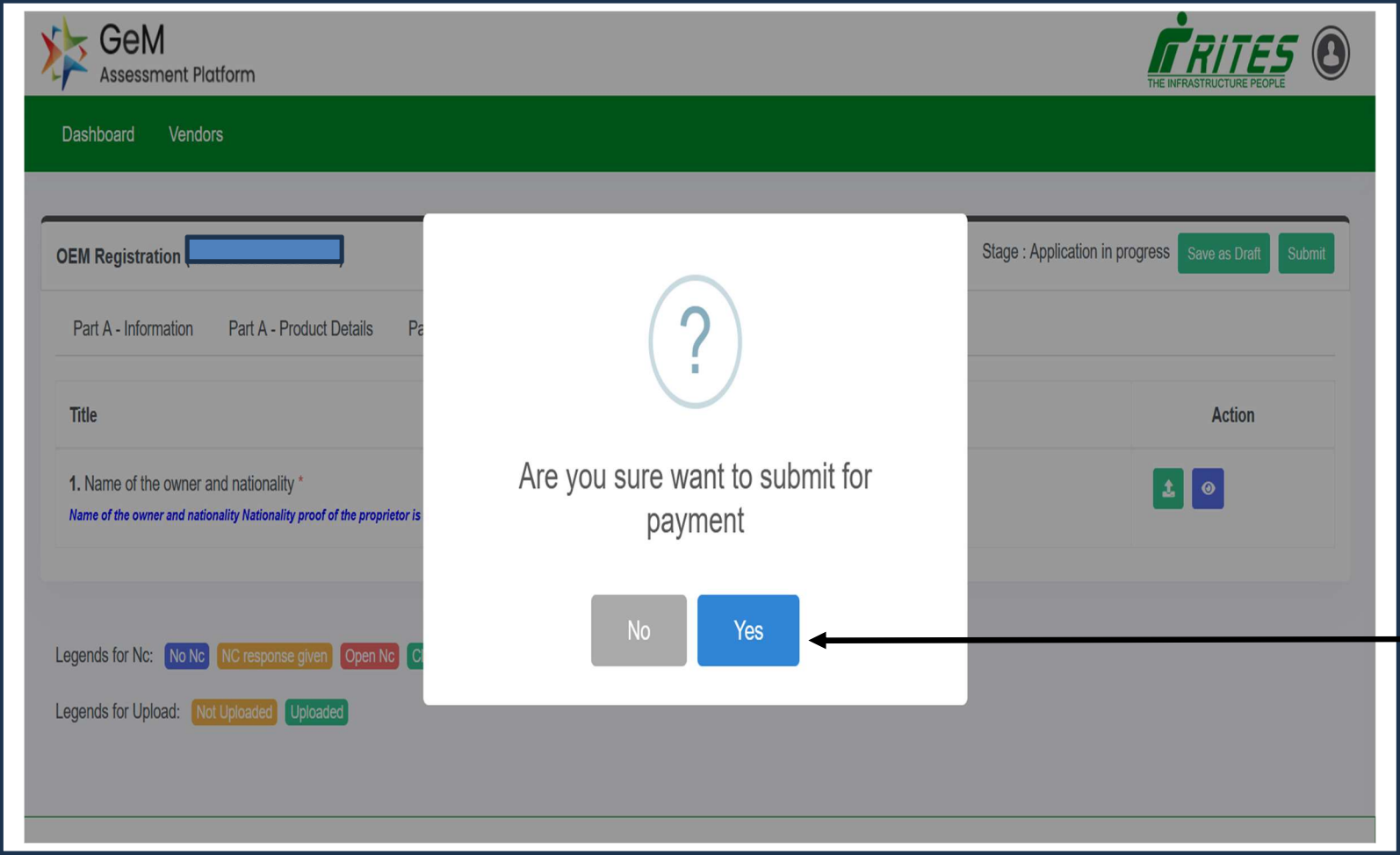
Legends for Nc: [No Nc](#) [NC response given](#) [Open Nc](#) [Closed Nc](#)

Legends for Upload: [Not Uploaded](#) [Uploaded](#)

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After submit the filled form, proceed for payment button will appear on screen.

To pay fee of vendor assessment, click on proceed payment



**A new pop window
appear and click on
Yes option.**



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[Dashboard](#) [Vendors](#)

Payment

Stage : Application in Payment Pending

BILLING INFORMATION

Organisation Name: Tcs

Country: India

State: UT

District: Bangalore

Email: tcs@tcs.com

Mobile Number: 9876543210

Pin Code: 560001

Address: TCS Ltd, 100 Feet Road, Bangalore

SHIPPING INFORMATION (OPTIONAL)

Name: TCS Ltd

Country: India

State: Karnataka

Contact Number: 9876543210

Pin code: 560001

Address: TCS Ltd, 100 Feet Road, Bangalore

PAYMENT SUMMARY

No.	Description	Amount
01	Fee	Rs. 10000
Gst(18%):		Rs. 1800
Total:		Rs. 11800

Pay

Anew screen will appear where applicant has to fill the details and then click on the pay button.

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Dashboard Vendors

Payment

Stage : Application in Payment Pending

BILLING INFORMATION

Organisation Name: [text box]

Country: [text box]

State: [text box]

District: [text box]

Email: [text box]

Mobile Number: [text box]

Pin Code: 201014

Address: [text box]

SHIPPING INFORMATION (OPTIONAL)

Name [text box] Country [text box]

Contact Number [text box] Pin code [text box]

PAYMENT SUMMARY

No.	Description	Amount
01	Fee	Rs. [text box]

Gst(18%): Rs. [text box]

Total: Rs. [text box]

Pay



Are you sure want to pay fee, this will redirect to payment gateway page

No

Yes

A new pop screen will appear and select yes option. It will redirect to payment gateway.

Transaction times out in 14:38 mins

English

Billing Information

Address

Mobile Number

Notes (Optional)

☐ My Billing and Shipping address are different

Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :  

Card Number

Expiry Date

CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1028.50 (Total Amount Payable)

Make Payment

Cancel

ORDER DETAILS

Order #: kHWTriz

Coupon Code [Apply](#)

Order Amount 1028.50

Total Amount INR 1028.50

Fill the details and select appropriate payment options.

After filling the details, Click on the Make payment

Manual for VA

Page 24 of 29

RITES-GeM

CC Avenue®

Payment Option

Transaction ID

Merchant Code

Amount

Currency

Reference No

Status

Send Response ➤

**After making payment,
transaction details will appear
and then click on send response**



Success

Tracking Id :

Successfully paid. and application has been submitted now.
[You will be redirect after 5 second...](#)

**After that payment success screen
will appear.**

G. Replying to NC

Title	Description	Action
1. List of catalogue/regular items * <i>Upload the product catalogue illustrating all the product categories listed in Section C with pictures and specifications.</i>		
2. Quality Certification <i>All the quality certificates applicable for both products and process</i>	Yes  28/12/2023 	 

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 Reply

Reply : *max 500 characters

Document : *Multiple documents can be uploaded*

Document [attached](#)

Choose File

No file chosen

Upload

NC Logs

Assessor	Oem
Date : 30/12/2023, 4:51 PM	Date :
NC Remark : Not OK	NC Reply :
NC Status : Open	Document :

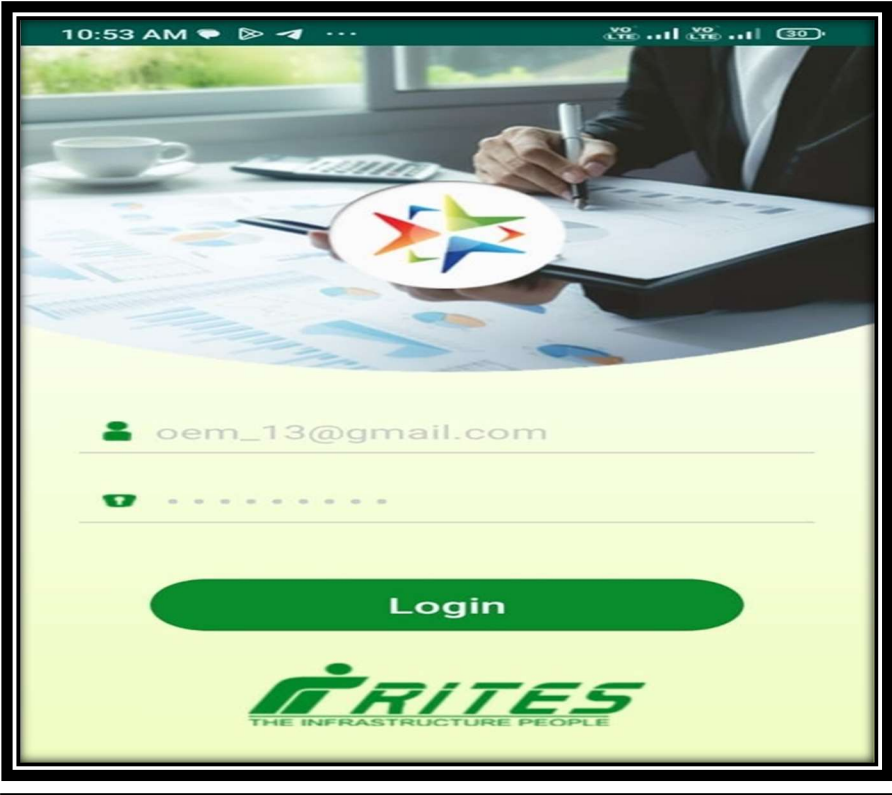
Cancel

Save

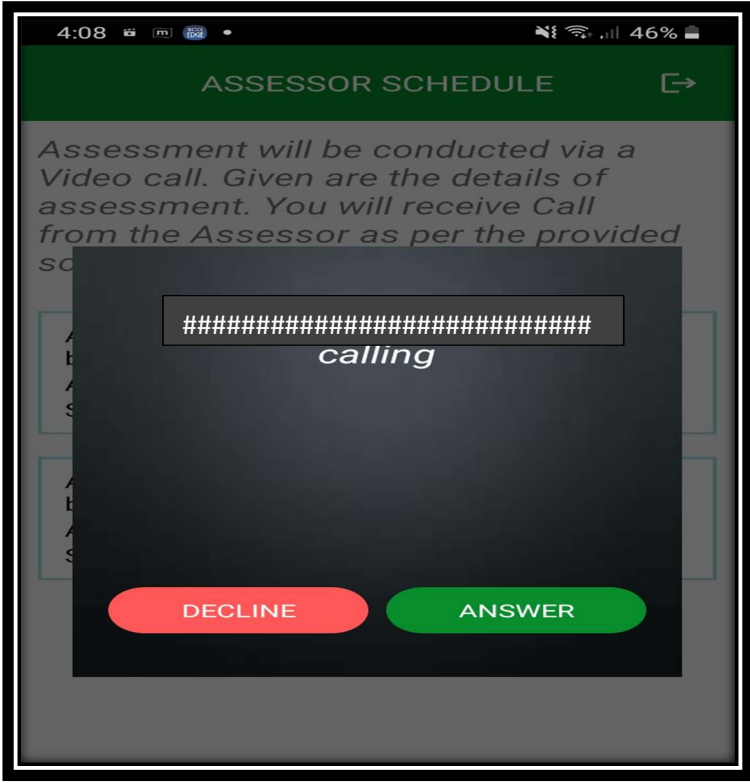
Reply against the remark provided by assessor and upload the supporting document if any to close NC.

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

12. Mobile Application



LOGIN



ANSWER CALL

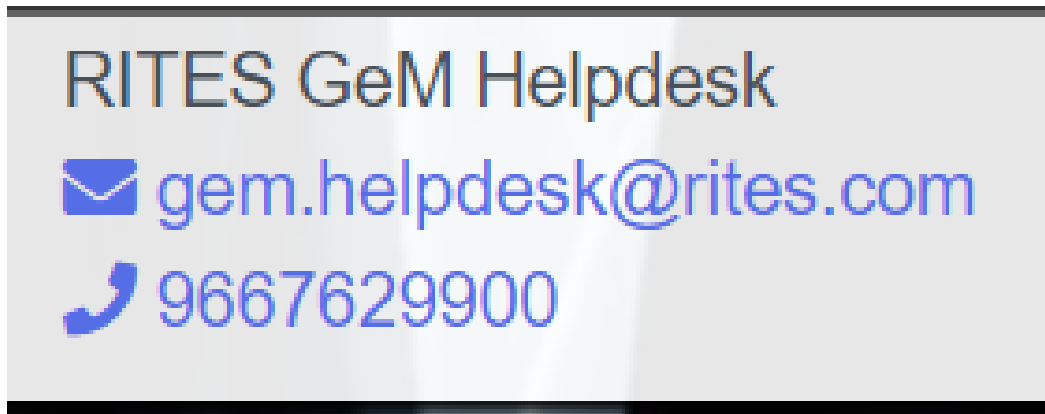
Note: All the information and documents submitted during desktop assessment, will be validated during video-assessment process.



VIDEO ASSESSMENT

13. Contact Us

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



www.ritesva.com