

GeM Registration Document Checklist

Exact uploads required to register on the Government e-Marketplace (gem.gov.in) — 2026 edition.

At a glance: Identity (Aadhaar + PAN), Tax (GSTIN if applicable), Bank proof and Udyam (for MSME benefits) are mandatory for all sellers. Companies add CIN, Board Resolution and signatory KYC. Resellers of branded products require an OEM letter; notified categories need BIS / test reports. All files: PDF / JPG / PNG, max 5 MB each, self-attested.

1. Proprietorship / Individual Seller

Single-owner businesses and individual service providers. Aadhaar-based eKYC completes onboarding in under 30 minutes.

Document	Format	Mandatory	Notes
Aadhaar of Proprietor	PDF / Image	Yes	Linked to active mobile for OTP. Primary-user eKYC.
PAN (Personal)	PDF / Image	Yes	Name must match Aadhaar and GST (if any).
GSTIN Certificate	PDF	Conditional	Mandatory if turnover > Rs 40L or selling taxable goods.
Udyam (MSME) Certificate	PDF	Recommended	Unlocks EMD exemption and MSE benefits on all bids.
Bank Account Proof	PDF (Cancelled cheque / Passbook)	Yes	Account in business / proprietor name.
Income Tax Return (latest)	PDF (ITR-V)	Conditional	Required for caution-money slab above Rs 1 Cr turnover.

2. Pvt Ltd / LLP / Partnership

Registered legal entities. The Board Resolution authorising the Primary User is mandatory and most-commonly missed.

Document	Format	Mandatory	Notes
Certificate of Incorporation	PDF	Yes	Issued by MCA. CIN must match other documents.
Company PAN	PDF	Yes	Legal entity identifier on GeM.
GSTIN Certificate	PDF	Yes	List every state of operation for multi-state sellers.
Udyam Registration	PDF	Recommended	Required to claim MSE / Startup benefits.
Board Resolution / Authorisation Letter	PDF (letterhead)	Yes	Authorises the Primary User to act for the company.
Aadhaar + PAN of Authorised Signatory	PDF / Image	Yes	Active mobile linked to Aadhaar for OTP eKYC.
Cancelled Cheque (Current A/c)	PDF / Image	Yes	Account name must match company name exactly.

Document	Format	Mandatory	Notes
Income Tax Returns (last 3 yrs)	PDF	Conditional	Needed for caution-money slab and OEM / large-order eligibility.

3. Product Catalog Uploads

Required when listing products under a category. BIS, test reports and Make-in-India declarations apply per product, not per seller.

Document	Format	Mandatory	Notes
OEM Authorisation Letter	PDF (OEM letterhead)	If reseller	Brand-owner authorisation. Mandatory for branded categories.
BIS / ISI Certificate	PDF	Category-specific	Required for electricals, cement, steel, helmets, 350+ items.
Make in India / Local Content	PDF (CA-certified)	Yes (PPP-MII)	Self-declare up to Rs 10 Cr; CA cert above. Class-I / II definition.
Product Brochure & Datasheet	PDF	Yes	Used during catalog approval and bid technical evaluation.
Test Reports (NABL Lab)	PDF	Category-specific	Mandatory for safety / quality-notified categories.
Warranty / AMC Terms	PDF	Recommended	Strengthens scoring on technical evaluation.

4. Service Provider Registration

For service categories — manpower, housekeeping, IT services, consultancy, transport, catering, security, training.

Document	Format	Mandatory	Notes
Service Experience Certificates	PDF (client-signed)	Yes	Past 3 years of similar service contracts.
Turnover Certificate (CA-signed)	PDF	Yes	Average annual turnover for service-category eligibility.
ESIC & EPFO Registration	PDF	Manpower services	Housekeeping, security, manpower-supply categories.
PSARA / Trade Licences	PDF	Category-specific	Security → PSARA. Catering → FSSAI. Training → relevant licence.

Upload Specifications

File formats	PDF, JPG, JPEG, PNG
Maximum size	5 MB per document
Attestation	Self-attested scans accepted
Language	English or Hindi
Resolution	200 DPI minimum for legibility
Validity	Documents must be current / non-expired

Ready-to-Submit Checklist

Tick each box before you start GeM seller registration to avoid the most common rejection reasons.

- ☐ All documents scanned, named clearly, and under 5 MB each
- ☐ Name spelling identical across Aadhaar, PAN, GSTIN and bank proof
- ☐ Mobile number linked to Aadhaar is active for OTP
- ☐ Udyam certificate downloaded (for MSE benefits and EMD exemption)
- ☐ Bank account is in entity name with cancelled cheque scanned
- ☐ Board Resolution signed by all directors (companies / LLP only)
- ☐ OEM Authorisation Letter collected for every branded SKU
- ☐ BIS / test reports gathered for notified product categories
- ☐ Make-in-India / Local Content declaration ready (PPP-MII 2017)
- ☐ Primary User email and mobile finalised — cannot be changed later

Need a hand? SW Cybernetics has onboarded 200+ sellers on GeM with first tender wins in under 30 days — documents, catalog and bid support included. Talk to us at contact@swcybernetics.in or **+91 93544 59066**, or visit swcybernetics.in/services/gem-onboarding.