



Gem Seva

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GeM Seva Kendra

— ✦ —
&

OUTLOOK AI

| India's Integrated MSME Growth, Government Procurement,
Digital Compliance & AI Legal Services Platform

An Initiatives of -

OVERLOOK

— M/s Overlook Media Pvt Ltd. —

GeM Seva Kendra

Enrollment Benefits

How MSMEs, Manufacturers & Enterprises Benefit
after Enrolling with GeM Seva Kendra
(Powered by AI Technology)

"One Roof Solution for Government Procurement,
Digital Compliance, AI Legal Services & Business Growth"

GeM Seva Kendra into an integrated Business Growth & Government Procurement Ecosystem,
combining GeM services with AI-powered legal operations, digital verification, compliance management,
contract lifecycle management, document automation, bid management, and workflow automation.

01



Complete Business Registration

- Udyam, GST, PAN, IEC, Startup, DPIIT, NSIC
- Fast & hassle-free registration support
- Eligibility for government schemes & procurement

02



Government Procurement Access

- GeM Seller/Buyer Registration
- OEM, Brand Approval, Cataloging
- Access to lakhs of government buyers across India

03



Tender Management & Bid Support

- Tender search, alerts & eligibility check
- Bid preparation, BOQ, reverse auction support
- Higher success rate with expert guidance

04



AI-Powered Digital KYC & Verification

- PAN, GST, Bank, Identity, Business Verification
- Faster onboarding
- Paperless, secure & compliant verification

05



AI Contract Lifecycle Management

- Contract drafting, review, negotiation & approval
- Obligation tracking, renewal alerts & analytics
- Secure repository & digital contract management

06



AI Legal Documentation & Digital Signatures

- NDA, Agreements, Legal Templates & Drafting
- eSign, Digital Stamp, Multi-party signing
- IT Act compliant & legally valid

07



Compliance Management

- Compliance calendar, dashboards & reminders
- GST, IT, Labour, MSME & other regulatory compliance
- Audit-ready reports & alerts

08



Government Notice Management

- GST, Income Tax & Regulatory notices
- Auto tracking, repository & escalation
- Timely response & reduced penalties

09



AI Document Automation

- OCR, data extraction, smart search
- Document repository, version control
- Reduced paperwork & time-saving

10



Certification Facilitation

- ISO, ZED, GMP, FSSAI, BIS, CE & more
- Industry-specific certifications
- Better credibility & more business opportunities

11



Digital Business Enablement

- Website, SEO, Branding, Social Media, e-Catalogue
- Digital presence, visibility & lead generation
- Grow your brand, expand your market

12



Business Consultancy & Growth Support

- DPR, Business Planning, Market Expansion
- Vendor Development, Procurement Advisory
- Strategic guidance for sustainable growth

13



Finance & Subsidy Assistance

- Loan facilitation, Mudra, CGTMSE, Working Capital
- Subsidy schemes & incentive support
- Better access to finance for business growth

14



Training & Capacity Building

- GeM, Tendering, Compliance, Digital Business, Legal
- Workshops, Webinars, Awareness Programs
- Skilled team, better performance

15



Dedicated Support & Handholding

- Dedicated Relationship Manager
- End-to-end handholding
- Continuous updates, support & guidance

Key Advantages



One Platform
All Solutions



More
Opportunities



Better
Compliance



Faster
Process



Cost
Effective



Scalable
Growth



Long-term
Partnership

One Roof • One Partner • Many Solutions • Unlimited Growth

An Initiatives of - **OVERLOOK** M/s Overlook Media Pvt Ltd



GeM Seva Kendra Value Proposition

Gem Seva

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— “One Enrollment • One Relationship • —
One Platform • Complete Business Growth Solutions.”

With the integration of AI-powered legal operations platform, GeM Seva Kendra evolves into a **next-generation MSME Business Success Platform**, combining government procurement, legal technology, compliance automation, document intelligence, contract management, digital verification, business advisory, and growth enablement in a **single integrated ecosystem**.

OUR VALUE PILLARS



GOVERNMENT PROCUREMENT

End-to-end GeM services, tender support, vendor assistance & order execution.



LEGAL TECHNOLOGY

AI-powered contract drafting, CLM, eSign, eStamp, legal documentation & case management.



COMPLIANCE AUTOMATION

Automated compliance tracking, government notice management, reminders & audit readiness.



DOCUMENT INTELLIGENCE

AI-driven document extraction, OCR, digital repository & smart search capabilities.



CONTRACT MANAGEMENT

Contract lifecycle management, obligation tracking, renewals & risk analysis.



DIGITAL VERIFICATION

KYC, business, bank, identity & document verification with highest security & reliability.



BUSINESS ADVISORY & GROWTH

Business consultancy, financial facilitation, certifications, digital marketing & capacity building.

WHO CAN BENEFIT?

- MSMEs
- Manufacturers
- Startups
- Service Providers
- Traders
- FPOs & Cooperatives
- Women Entrepreneurs
- Exporters
- NGOs & Institutions



KEY BENEFITS

- ✓ One Roof, All Solutions
- ✓ Time & Cost Efficiency
- ✓ Higher Tender Success
- ✓ Better Compliance & Risk Management
- ✓ Faster Business Growth
- ✓ Access to Government Schemes
- ✓ Stronger Market Reach
- ✓ Digital Transformation
- ✓ Dedicated Support & Handholding

BUSINESS OUTCOMES

- More Opportunities & Government Orders
- Increased Revenue & Profitability
- Strong Compliance & Reduced Penalties
- Faster Processes & Better Productivity
- Sustainable Growth & Long-term Success

One Enrollment • One Relationship • One Platform • Complete Business Growth Solutions.

• GeM Seva Kendra – Your Partner in Growth, Compliance & Success •

1. COMPLETE BUSINESS REGISTRATION

— UNDER ONE ROOF —

Businesses receive end-to-end registration assistance.

SERVICES

-  **Udyam Registration**
-  **GeM Seller Registration**
-  **GeM Buyer Registration**
-  **OEM Registration**
-  **Startup India Registration**
-  **DPIIT Recognition**
-  **NSIC Registration**
-  **GST Registration Guidance**
-  **PAN Assistance**
-  **IEC Registration**
-  **Professional Tax Guidance**

BENEFITS

-  **Faster business setup**
-  **Government recognition**
-  **Formal business identity**
-  **Easy access to Government schemes**
-  **Eligibility for Government procurement**



**One Registration.
Unlimited Opportunities.**

Get your business legally recognized and ready to grow with Government schemes and procurement opportunities.

Simplifying Registrations • Empowering Businesses • Building a Stronger India

GeM Seva Kendra – Your Partner in Growth, Compliance & Success



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2. COMPLETE GOVERNMENT PROCUREMENT SUPPORT

GeM Seva Kendra enables businesses to participate confidently in Government procurement.



End-to-End Support to Strengthen Your Presence on **GeM** (Government e-Marketplace)

SERVICES



GeM Profile Creation

Professional creation and optimization of your GeM seller/buyer profile.



Vendor Assessment

Complete vendor assessment and documentation support.



Brand Approval

Assistance in brand approval to enhance your credibility.



Product Catalogue

Creation of accurate and attractive product catalogue.



Service Catalogue

Creation and uploading of service catalogue on GeM.



Product Listing

Optimized product listing to improve visibility and discoverability.



Annual GeM Support

Year-round support for profile management, updates, and issue resolution.

BENEFITS



Access to Government buyers

Connect with thousands of verified Government buyers across India.



Better business visibility

Enhanced profile, catalogues and listings improve your visibility on GeM.



National market reach

Expand your business beyond local boundaries and reach the entire nation.



Procurement readiness

Be fully prepared with correct documents, catalogues and compliance.



Dedicated GeM support

Get expert assistance, timely solutions and continuous handholding.



Your Gateway to Government Opportunities



More Orders



Higher Growth



Trusted Platform



Stronger Business



Long-term Success

Build. List. Grow. Succeed with **GeM Seva Kendra**.

One Platform • One Partner • Many Opportunities • Complete Business Growth Solutions

GeM Seva Kendra – Your Partner in Growth, Compliance & Success

3. COMPLETE TENDER MANAGEMENT

Professional support from
tender search to project execution.



SERVICES



Tender Identification

We identify suitable tenders from various Government portals.



Opportunity Mapping

Analyze and map the best opportunities matching your business profile.



Tender Alerts

Timely alerts for relevant tenders never miss an opportunity.



Bid Eligibility

Check eligibility criteria and guide you to qualify for tenders.



Technical Bid

Expert preparation of all technical documents as per requirements.



Financial Bid

Accurate financial bid preparation to ensure competitive pricing.



BOQ Preparation

Bill of Quantities preparation with accuracy and transparency.



Reverse Auction

Strategic support during reverse auction to get the best possible price.



Online Submission

Hassle-free online submission on GeM and other portals.



Post Award Support

End-to-end support after tender award till project completion.

BENEFITS



More tender participation

We simplify the process and help you participate in more relevant tenders.



Better success rate

Professional guidance increases accuracy, strengthens bids and improves win ratio.



Professional documentation

High-quality, compliant and well-prepared documents build a strong impression.



Time saving

We handle the complex process so you can focus on your core business.



Reduced rejection

Accurate preparation, compliance checks and expert review reduce rejections.

Our Tender Management Process



1
Tender Identification



2
Opportunity Mapping



3
Tender Alerts



4
Bid Eligibility



5
Technical Bid



6
Financial Bid



7
BOQ Preparation



8
Reverse Auction



9
Online Submission



10
Post Award Support



Your Success is Our Mission



Expert Guidance



End-to-End Support



Higher Win Ratio



Growth & Expansion

GeM Seva Kendra – Your Trusted Partner in Government Procurement Success

4. AI POWERED DIGITAL KYC & BUSINESS VERIFICATION

(Powered by AI)

Businesses can complete digital verification through integrated workflows.



KYC & Verification APIs support identity, business, bank, and asset verification through consent-based workflows.



SERVICES



PAN Verification

Verify PAN details instantly.



GST Verification

Validate GSTIN and business status.



Business Verification

Authenticate business existence and credibility.



Bank Verification

Verify bank account details securely.



Email Verification

Ensure genuine email authenticity.



Mobile Verification

Verify mobile number ownership.



Identity Verification

Verify personal identity documents.



Vendor Verification

Validate vendor authenticity and reliability.



Digital KYC

Complete digital KYC with consent-based process.



Document Authentication

Authenticate documents with advanced AI.

BENEFITS



Faster onboarding

AI-driven verification enables quick and seamless onboarding.



Trusted business identity

Build a verified and trustworthy digital business identity.



Reduced fraud risk

AI-powered checks minimize fraud and false information.



Improved buyer confidence

Verified businesses build more trust with buyers and partners.



Paperless verification

Go digital with secure, paperless verification and documentation.

HOW IT WORKS – CONSENT BASED WORKFLOW



User Consent
User provides consent to share data.



Data Fetch
Data is fetched securely from trusted sources.



AI Verification
AI validates and verifies the information.



Verification Complete
Verification completed instantly.



Digital Report
Verified digital report is generated.



Secure



Accurate



AI Driven



Compliant



Reliable



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5. AI POWERED CONTRACT LIFECYCLE MANAGEMENT

(Powered by AI)

Every MSME can professionally
manage contracts.



CLM platform includes AI drafting, risk review, obligation tracking, renewals, e-signing, and centralized repositories.

SERVICES



Contract Drafting

AI-assisted drafting with smart templates and clause suggestions.



AI Contract Review

AI reviews contracts, highlights risks, and suggests improvements.



Contract Approval

Automated workflow for multi-level approvals and notifications.



Contract Negotiation

Streamlined negotiation with version control and collaboration.



Digital Signing

Legally compliant e-signing with audit trail and security.



Contract Repository

Centralized and secure storage of all contracts and documents.



Renewal Management

Automated renewal alerts and lifecycle management.



Contract Analytics

Insights and analytics for performance and decision making.



Risk Analysis

AI-powered risk identification and mitigation recommendations.



Obligation Tracking

Track milestones, obligations, and deliverables efficiently.

BENEFITS



Professional agreements

Well-drafted, clear and enforceable contracts every time.



Reduced legal risk

AI-driven risk analysis helps minimize legal and financial exposure.



Faster approvals

Automated workflows speed up approvals and contract execution.



Better compliance

Obligation tracking and renewal management ensure full compliance.



Contract security

Secure storage, access controls and audit trails protect your contracts.

CONTRACT LIFECYCLE JOURNEY



Draft
Create contracts with AI assistance



Review
AI reviews and risk analysis



Approve
Multi-level approvals



Negotiate
Collaborate and finalize terms



Sign
E-sign securely and legally



Store
Store in secure repository



Renew
Manage renewals and obligations



Analyze
Analytics and insights



Smart Contracts. Stronger Business. Sustainable Growth.



AI Driven
Intelligence



Secure &
Compliant



Efficient
Workflows



Better Decisions
Faster Growth

Gem Seva Kendra – Empowering MSMEs with AI Powered Contract Management



GemSeva

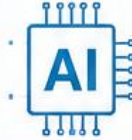
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6. AI LEGAL DOCUMENTATION

Businesses receive professional legal support.



AI-powered legal tools to draft, review and manage all your important documents with confidence.



SERVICES



NDA

Non-Disclosure Agreements to protect your business information.



Vendor Agreements

Strong agreements to manage vendor relationships effectively.



Service Agreements

Clear terms and conditions for smooth service delivery.



Procurement Agreements

Legally compliant agreements for procurement and supply.



Partnership Agreements

Secure partnerships with well-structured legal agreements.



Employment Contracts

Legally sound employment contracts for your team.



Legal Templates

Ready-to-use templates for various business needs.



AI Drafting

AI-powered drafting for accurate and customized documents.



AI Review

AI reviews documents to detect risks and ensure legal accuracy.

BENEFITS



Professional legal documentation

Well-drafted, clear and enforceable legal documents for every need.



Reduced drafting time

AI-powered drafting saves time and speeds up the process.



Better legal compliance

Ensure all documents comply with applicable laws and regulations.



Lower legal costs

Reduce dependency on expensive legal resources and consultations.

AI LEGAL DOCUMENTATION FEATURES



AI-Powered Drafting



Risk Review & Analysis



Customizable Templates



Legal Compliance



E-Sign Support



Secure Repository



Smart Legal Documentation. Secure Business. Stronger Growth.

GeM Seva Kendra – Your Partner in Legal Safety, Compliance & Success

7. DOCUMENTATION & COMPLIANCE SUPPORT

Complete compliance assistance.

We help businesses manage all essential documents and ensure 100% compliance with ease and accuracy.



SERVICES



DSC

Digital Signature Certificate assistance for secure and legal transactions.



GST Documentation

Complete GST-related documentation with accuracy and compliance.



PAN Documentation

PAN card and related documentation support for businesses.



Vendor Documentation

Complete vendor registration and verification document support.



Bank Documentation

Bank account opening and related documentation assistance.



Authorization Letters

Drafting and preparation of all types of authorization letters.



Affidavits

Support for preparing and notarizing affidavits as per requirements.



Compliance Documentation

All statutory and regulatory compliance documentation support.



Annual Compliance

Year-round compliance management and filing support.

BENEFITS



Easy documentation

Hassle-free support for all your business documents.



Faster approvals

Accurate and complete documents ensure quick approvals.



Compliance readiness

Stay prepared for audits and regulatory requirements at all times.



Reduced paperwork

We streamline processes and minimize your documentation burden.

WHY CHOOSE GEM SEVA KENDRA?



100% Compliance Assurance



Time-Saving Process



Expert Guidance Always



Secure & Confidential Handling



Business Growth Enabler



Your Compliance, Our Responsibility.
Focus on Your Business, We Handle the Rest.

Gem Seva Kendra –
Your Partner in Compliance & Success

Documentation Simplified. Compliance Strengthened. Business Empowered.



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8. AI COMPLIANCE MANAGEMENT

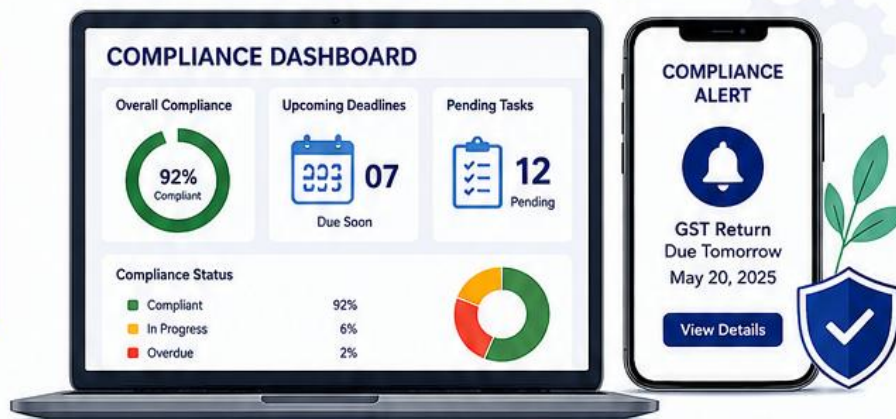
(Powered by Outlook AI)

Businesses remain compliant throughout the year with AI-driven compliance management.



Outlook AI

provides enterprise compliance management with dashboards, alerts, and workflow automation.



SERVICES



Compliance Calendar

AI-powered compliance calendar with all regulatory due dates.



Compliance Dashboard

Real-time dashboard to track all compliance activities and status.



Reminder System

Automated reminders and notifications before every due date.



Audit Support

Complete support during internal and external audits.



Regulatory Tracking

Continuous tracking of applicable laws, rules and regulatory updates.



Due Date Alerts

Instant alerts for upcoming and overdue compliance tasks.



Compliance Reports

Automated compliance reports for management and auditors.

BENEFITS



Never miss compliance deadlines

AI reminders and alerts ensure all due dates are met on time.



Reduced penalties

Timely compliance helps avoid fines, penalties and legal complications.



Better governance

Strong compliance management leads to better operational governance.



Audit readiness

Stay audit-ready with organized records and real-time compliance tracking.

OUTLOOK AI COMPLIANCE FEATURES



Real-time Dashboards



Smart Alerts & Notifications



Workflow Automation



Compliance Reports



Risk & Violation Monitoring



Secure Data Management



AI Driven Automation



Smart Reminders



Real-time Tracking



Regulatory Updates



Complete Compliance



Stay Compliant. Stay Secure. Stay Ahead.

Gem Seva Kendra – Your Partner in Continuous Compliance & Business Excellence



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9. GOVERNMENT NOTICE MANAGEMENT

(Powered by Outlook AI)

Outlook AI supports notice management with automated tracking and synchronization from supported government portals.



Outlook AI

AI-powered automation for government notice tracking, alerts, and compliance management.



SERVICES



GST Notices

Track and manage all GST notices in one place.



Income Tax Notices

Monitor and respond to income tax notices efficiently.



Regulatory Notices

Manage notices from multiple regulatory authorities.



Notice Repository

Centralized repository for all received notices and communications.



Reply Tracking

Track replies submitted and monitor status in real-time.



Escalation Monitoring

AI-driven escalation alerts to ensure timely action and resolution.

BENEFITS



Faster response

Automated alerts and tracking help you respond to notices on time.



Better compliance

Stay compliant with all regulations and avoid non-compliance.



Reduced legal risk

Timely action reduces penalties, disputes and legal complications.



Centralized notice tracking

All notices, replies and updates in one centralized secure platform.

OUTLOOK AI NOTICE MANAGEMENT FEATURES



Automated Notice Collection



Smart Alerts & Reminders



Portal Synchronization



AI-Powered Classification



Analytics & Insights



Secure Data Management



Time Saving Automation



Accurate Tracking



Stronger Compliance



Business Protection

✓ **Smart Notice Management. Timely Action. Full Compliance.**

Gem Seva Kendra – Your Partner in Compliance, Protection & Business Growth



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10. OUTLOOK AI DOCUMENT MANAGEMENT



Outlook AI

Smart. Secure. Paperless.

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Outlook AI helps businesses digitize, organize and manage documents efficiently with AI-powered automation.



Outlook AI

AI-powered document management solution that captures, organizes, stores, and secures your business documents in a centralized system.



AI-Powered Automation



Smart Search



Secure & Compliant



Anywhere Access



SERVICES



OCR Extraction

Extracts text and data from scanned documents automatically.



Auto Data Capture

Automatically captures important data and fields from documents.



Smart Search

Find any document quickly using keywords, filters, and advanced AI search.



Digital Repository

Centralized repository to store and manage all business documents.



Secure Storage

Bank-grade encryption ensures your documents are always secure.



Metadata Generation

AI generates metadata and tags for better classification and retrieval.

BENEFITS



Paperless office

Go digital, reduce paperwork and contribute to a sustainable future.



Quick search

Find documents in seconds with AI-powered intelligent search.



Better organization

Organize documents with smart folders, tags, and automated classification.



Time savings

Automated workflows and easy access save time and boost productivity.

OUTLOOK AI DOCUMENT MANAGEMENT FEATURES



OCR & Data Extraction



Automated Data Capture



AI-Powered Smart Search



Digital Repository



Secure Cloud Storage



Metadata & Tagging



Access Anytime, Anywhere

HOW IT WORKS



Upload Document



AI Extracts Data (OCR)



Auto Classification & Tagging



Secure Storage in Repository



Smart Search & Access



100% Secure & Compliant



Reduce Costs & Paperwork



Improve Efficiency & Collaboration



AI-Powered Automation

Gem Seva Kendra – Empowering Businesses with AI-Powered Document Management



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12. DIGITAL BUSINESS SERVICES

Complete digital solutions to grow your business online.



Empowering Businesses

with powerful digital tools and strong online presence.

SERVICES



Website

Professional, responsive and SEO-friendly website to showcase your business.



Business Email

Professional email ID with your domain for trust and credibility.



SEO

Search Engine Optimization to improve your website ranking and visibility.



Google Business

Create and optimize your Google Business Profile for local reach.



Social Media

Manage and grow your presence on Facebook, Instagram, LinkedIn & more.



Branding

Logo, brand identity and marketing collaterals that build recognition.



Product Photography

High-quality product photos that attract and convert customers.



E-Catalogue

Digital catalogue to display your products and services professionally.



E-Commerce

Online store setup to sell your products and reach more customers.

BENEFITS



Digital visibility

Increase your online presence and get noticed by the right audience.



More customers

Attract more local and global customers through digital channels.



Better branding

Strong brand identity builds trust and sets you apart from competitors.



Higher sales

Optimized digital presence leads to more leads, conversions and sales.

OUR DIGITAL EXPERTISE



Modern Web Design



SEO Optimization



Social Media Marketing



Brand Development



Product Presentation



E-Commerce Solutions



Data & Analytics Reporting



Digital Solutions. Stronger Presence. Higher Growth.

Gem Seva Kendra – Your Partner in Digital Success



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13. BUSINESS CONSULTANCY

Expert Solutions. Strategic Growth.
Sustainable Success.

We provide end-to-end business consultancy to help organizations plan, grow and achieve long-term success.



SERVICES



DPR

Detailed Project Reports with technical, financial and operational analysis for successful project execution.



Financial Planning

Comprehensive financial planning, budgeting, forecasting and investment advisory for business stability.



Business Planning

Strategic business plans to define goals, identify opportunities and achieve measurable growth.



Procurement Advisory

Expert guidance for cost-effective procurement, vendor selection and supply chain management.



Market Expansion

Market research, entry strategies and expansion plans to help you reach new markets.



Vendor Development

Vendor identification, evaluation and development to build a strong and reliable vendor base.



Project Consultancy

End-to-end consultancy for project planning, execution, monitoring and performance improvement.



Sustainable Growth

Strategic insights and expert support drive long-term and sustainable business growth.



Better Planning

Well-structured plans and accurate analysis ensure better decision-making and resource utilization.



Professional Guidance

Experienced consultants provide the right guidance to overcome challenges and achieve business excellence.

OUR CONSULTANCY APPROACH



ANALYZE

Understand your business needs



PLAN

Create strategic and actionable plans



EXECUTE

Implement with precision and efficiency



MONITOR

Track progress and performance



GROW

Achieve sustainable success and growth



Your Vision. Our Expertise.
Together for a Better Tomorrow.

Gem Seva Kendra
Your Partner in Business Success

Plan Today, Grow Tomorrow. Succeed Always.



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14. FINANCIAL FACILITATION

Right Finance. Stronger Business. Brighter Future.

We help businesses access the right finance and government support for sustainable growth.



Our Commitment

We make finance simple, fast and accessible for every business at every stage.



Easy Access to Finance



Faster Approvals



Trusted Solutions



Business Growth

SERVICES



Mudra Loan

Get collateral-free loans under Mudra Yojana for micro and small enterprises.



Bank Loan

Access term loans, equipment loans, expansion loans and more from leading banks.



CGTMSE

CGTMSE

Avail collateral-free credit guarantee coverage to boost your loan eligibility and reduce risk.



Subsidy Consultancy

Expert guidance to identify and obtain government subsidies and schemes for your business.



Project Finance

Financial support for new projects, expansion, modernization and infrastructure development.



Working Capital

Maintain smooth operations and manage day-to-day business expenses efficiently.

BENEFITS



Easier Finance Access

We connect you with the best financial options tailored to your business needs.



Business Expansion

Timely access to the right funds helps you grow, expand and achieve your goals.



Government Subsidy Support

We help you avail maximum benefits from government schemes and subsidies.

OUR FINANCIAL FACILITATION PROCESS



Understand Your Needs



Find the Right Financial Solution



Assist in Documentation & Application



Liaise with Banks & Authorities



Get Approval & Disbursement



Grow Your Business



Empowering Businesses with Financial Strength
Your Growth is Our Priority

Gem Seva Kendra – Your Partner in Financial Growth & Prosperity



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15. TRAINING & CAPACITY BUILDING

Empowering People. Strengthening Businesses.

We provide practical training and knowledge building programmes to help entrepreneurs and businesses grow, compete and succeed.



Our Mission

To build a skilled, informed and confident business community ready for future opportunities.

PROGRAMMES



GeM Training

Complete training on Government e-Marketplace registration, product listing, bidding and order fulfillment.



Tender Writing

Learn effective tender writing, documentation, BOQ analysis and submission techniques.



Procurement Training

Understand procurement processes, policies, best practices and vendor management.



Vendor Development

Build vendor capabilities, quality standards and competitiveness in the supply chain.



Compliance Training

Training on statutory compliance, legal requirements and regulatory obligations.



Digital Business

Digital tools, online platforms, digital marketing and e-commerce training for businesses.



Entrepreneurship

Develop entrepreneurial skills, business models, innovation and problem solving.



MSME Awareness

Awareness on MSME schemes, benefits, registrations and government support.

BENEFITS



Skilled Entrepreneurs

Gain practical knowledge and skills to start, run and grow your business successfully.



Better Tender Performance

Improve your bid quality, documentation and success rate in government tenders.



Increased Business Confidence

Build confidence with the right knowledge, compliance and business strategies.

OUR TRAINING APPROACH



Expert Trainers



Practical & Industry-Oriented



Easy to Understand Modules



Certification of Participation



Continuous Support



Focus on Real Business Growth



Learn. Grow. Succeed. Knowledge Today, Success Tomorrow.

Gem Seva Kendra – Your Partner in Building Skills, Building Businesses.



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16. WORKFLOW AUTOMATION

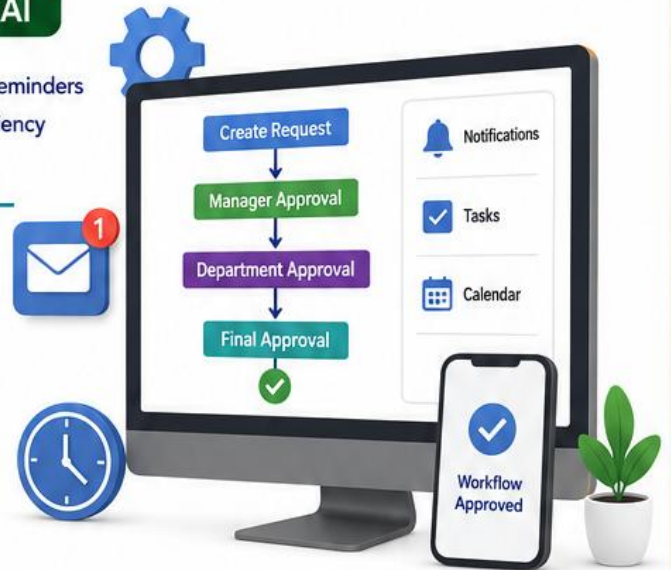
Powered by Outlook AI

Automate workflows, approvals, reminders and notifications to increase efficiency and ensure accountability.



Outlook AI

Outlook AI provides configurable playbooks for no-code workflow automation, approvals, reminders and notifications.



SERVICES



Multi-Level Approvals

Set up hierarchical approval workflows with multiple approvers at different levels.



Automated Notifications

Send instant email, SMS and in-app notifications for updates and actions.



Workflow Routing

Automatically route tasks and requests to the right people based on rules.



Approval Tracking

Track the status of every request and approval in real time.



Calendar Management

Schedule meetings, deadlines and important events with ease.



Task Management

Create, assign and monitor tasks for timely completion.

BENEFITS



Faster Processing

Automate routine approvals and workflows to reduce turnaround time and speed up processes.



Reduced Manual Work

Minimize repetitive tasks and paperwork with intelligent automation and seamless workflow execution.



Improved Productivity

Empower teams to focus on important work while automation handles the rest, driving better results.

HOW WORKFLOW AUTOMATION WORKS



1. Create Request
Initiate a request or task.



2. Automatic Routing
System routes to the right approvers.



3. Review & Approve
Approvers review and take action.



4. Notifications
Users get real-time alerts and updates.



5. Completion
Task completed and tracked successfully.



Automate Today. Achieve More Tomorrow.
Smarter Workflows. Stronger Businesses.

Gem Seva Kendra – Empowering Businesses with AI-Powered Workflow Automation



Gem Seva

— सेवा • सहयोग • समृद्धि —

17. DIGITAL SIGNING



Secure. Fast. Paperless.

Outlook AI makes digital signing simple, secure and legally compliant for individuals and businesses.



Legally Compliant & Secure

IT Act 2000 compliant digital signing with audit trail, e-stamping and multi-party workflows.



SERVICES



eSign

Legally valid electronic signatures as per IT Act, 2000.



Multi-Party Signing

Enable multiple signers to sign documents in a single workflow.



Digital Stamp

Apply digital stamp to documents for authenticity and validity.



Audit Trail

Complete audit trail with time, date, IP and activity logs.



OTP Verification

Secure identity verification using OTP for every signer.

BENEFITS



Paperless Execution

Eliminate paperwork and move to a 100% digital process.



Faster Agreements

Sign and execute documents in minutes, not days.



Secure Transactions

Advanced encryption and verification ensure document security.



Legally Compliant

IT Act 2000 compliant digital signatures with complete legal validity.

HOW DIGITAL SIGNING WORKS



1. Upload Document
Upload the document for signing.



2. Add Signers
Add one or more signers to the workflow.



3. Send for Signature
Signers receive email/SMS with secure link.



4. Sign & Verify
Signers verify with OTP and sign digitally.



5. Complete
Document is signed, stamped & stored with audit trail.



IT Act 2000 Compliant



End-to-End Encryption



Cloud Secure Storage



Multi-Party Support



Real-Time Status



Download Anytime



Sign Smarter. Work Faster. Stay Secure.

Digital Signing for a Digital India.

Gem Seva Kendra – Your Partner in Secure & Paperless Business

18. OUTLOOK AI BUSINESS INTELLIGENCE

Data. Insights. Decisions. Growth.

Outlook AI empowers businesses with advanced analytics, intelligent reporting and real-time dashboards for better visibility and smarter decisions.

BUSINESSES RECEIVE



MIS Reports

Detailed MIS reports for operations, performance, finance and compliance.



Business Dashboard

Real-time dashboards with key metrics and performance indicators.



Contract Analytics

In-depth analysis of contracts, values, timelines and vendor performance.



Compliance Analytics

Monitor compliance status, risk areas and regulatory adherence.



Tender Analytics

Track tender performance, win rate, competition and market intelligence.



Executive Reports

High-level summary reports for leadership and strategic decision-making.



BENEFITS



Better Decision-Making

Data-driven insights help you make faster, smarter and more confident decisions.



Business Insights

Deep analytics reveal opportunities, trends and areas for improvement.



Growth Monitoring

Track performance, measure growth and achieve business goals effectively.

POWERED BY OUTLOOK AI



Data Integration

Integrate data from multiple sources securely.



AI-Powered Analytics

AI/ML models deliver accurate analysis and predictions.



Visualization

Interactive charts and graphs for easy understanding.



Alerts & Notifications

Smart alerts for important events and updates.



Secure & Reliable

Enterprise-grade security and data privacy.



Transform Data into Actionable Insights

Outlook AI Business Intelligence helps you see the bigger picture, act faster and stay ahead of the competition.



Improve Efficiency



Reduce Risks



Drive Growth



Smarter Insights. Stronger Decisions. Sustainable Growth.

Outlook AI – Your Intelligence. Your Advantage.

Gem Seva Kendra – Empowering Businesses with Data & Intelligence



KEY ADVANTAGES OF JOINING GeM Seva Kendra

Your Growth. Our Platform. One Trusted Partnership.

GeM Seva Kendra empowers businesses, entrepreneurs and enterprises with end-to-end digital, legal, financial and government procurement support.

OUR KEY ADVANTAGES

- | | | | |
|---|---|--|---|
| 01  | Complete Business Registration
We help you register your business legally and hassle-free. | 09  | Digital Transformation
Leverage digital tools and AI solutions to transform your business. |
| 02  | Government Procurement Access
Get access to Government e-Marketplace (GeM) and other procurement portals. | 10  | Quality Certifications
Get support for ISO, ZED, GMP, FSSAI, BIS and other certifications. |
| 03  | AI-Based Contract Management
AI-powered tools for contract creation, review, analysis and management. | 11  | Business Consultancy
Strategic business planning, DPR, market research and growth advisory. |
| 04  | Digital KYC & Verification
Secure digital KYC and verification for your business and partners. | 12  | Financial Assistance
Loans, subsidies, project finance and financial facilitation support. |
| 05  | Compliance Management
Stay compliant with all government rules, laws and policies. | 13  | Training & Capacity Building
Skill development, GeM training, MSME awareness and entrepreneurship programs. |
| 06  | Government Notice Tracking
AI-enabled tracking of government notices, circulars and updates. | 14  | Dedicated Relationship Manager
Personalized support from your dedicated Relationship Manager. |
| 07  | AI Legal Documentation
AI-driven legal document drafting, review and automation. | 15  | Continuous Business Support
Ongoing handholding, issue resolution and business growth support. |
| 08  | Tender Consultancy
Expert support for tender search, bidding, submission and follow-up. | 16  | One Platform for End-to-End Services
All your business needs – under one trusted platform. |

WHY CHOOSE GeM SEVA KENDRA?



Trusted Partner



Time Saving



Better Opportunities



Cost Effective



Secure & Reliable



Empowering Businesses

One Platform. Every Solution. Unlimited Possibilities.
Gem Seva Kendra – Your Partner in Progress & Prosperity.



OUTCOMES FOR MSMEs, MANUFACTURERS & ENTERPRISES

Grow Faster. Compete Better. Achieve More.

— सेवा • सहयोग • समृद्धि —

After enrolling with GeM Seva Kendra, businesses can expect measurable and long-term outcomes.

01



Faster Business Registration

Quick and hassle-free business registration with complete documentation support.

02



Digital Business Identity

Create a verified digital identity that builds trust and credibility in the marketplace.

03



Government Procurement Readiness

Get fully prepared to participate in government tenders and procurement opportunities.

04



Higher Tender Success Rates

Improve tender quality, accuracy and competitiveness to win more contracts.

05



AI-Driven Legal & Contract Support

AI-powered legal assistance for contracts, agreements and risk management.

06



Automated Compliance & Notice Management

Stay compliant with automated alerts, notices and regulatory updates.

07



Improved Quality Certifications

Obtain essential quality certifications to meet industry and government standards.

08



Stronger Digital Presence

Enhance your online presence through digital tools, branding, and marketing support.

09



Easier Access to Finance

Get assistance for loans, subsidies and financial support to grow your business.

10



Sustainable Business Growth

Build a strong foundation for long-term, sustainable and scalable growth.

11



Reduced Administrative Burden

Save time and resources with automation, streamlined processes and expert support.

12



Increased Competitiveness in Domestic & Global Markets

Compete confidently in domestic and global markets with better capabilities and support.



ONE PARTNERSHIP. ENDLESS POSSIBILITIES.

GeM Seva Kendra is your trusted partner in building a smarter, stronger and more successful business.



Trusted Support



Time Saving



Better Opportunities



Cost Effective



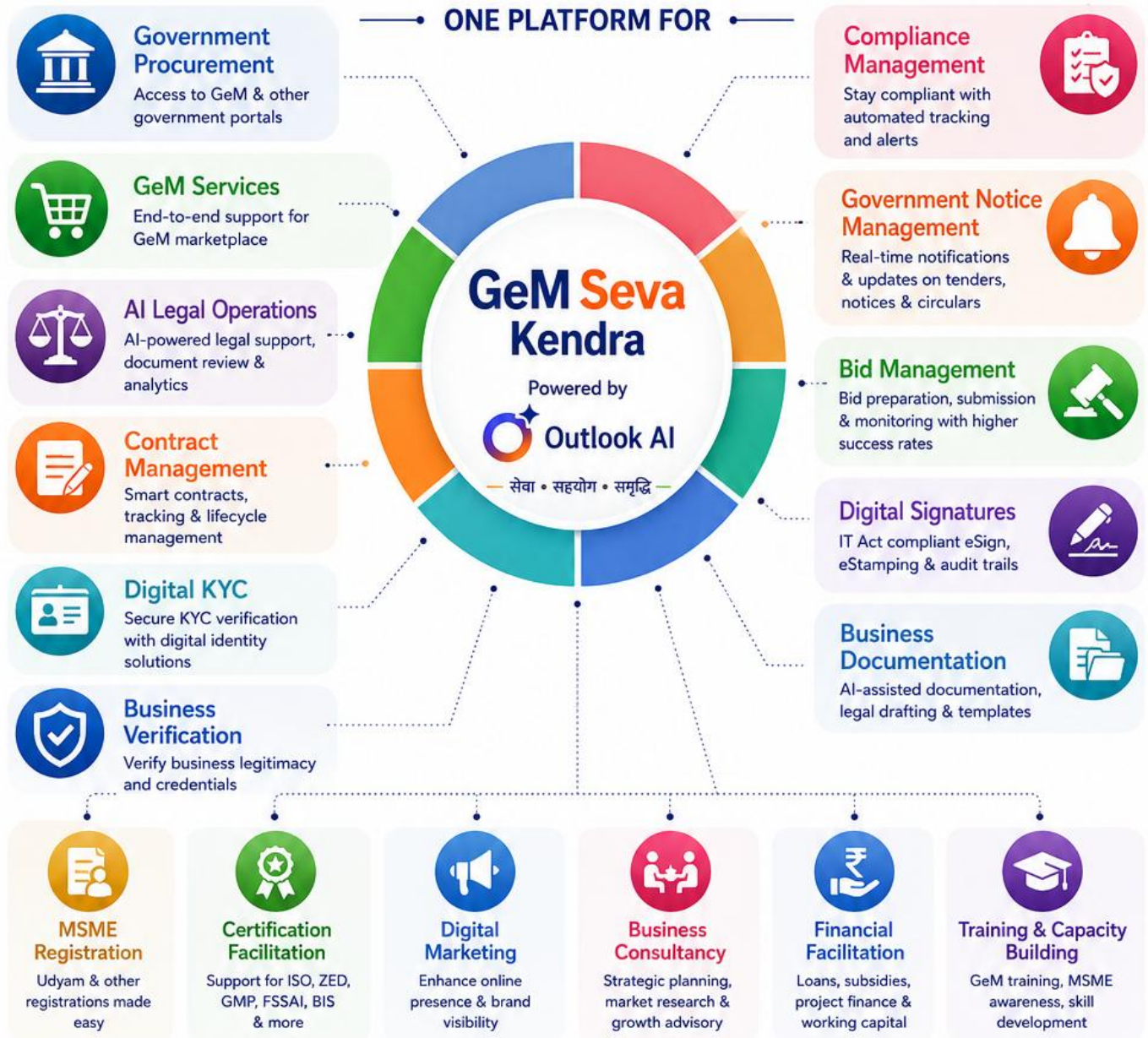
Secure & Reliable



Empowering Businesses

GeM Seva Kendra – Empowering Businesses, Enabling Growth, Ensuring Success.

India's integrated MSME Growth, Government Procurement,
Digital Compliance & AI Legal Services Platform



ALL SERVICES UNDER ONE ROOF
Simplifying Business. Ensuring Compliance. Enabling Growth.



This expanded portfolio enables GeM Seva Kendra to offer a much broader "all services under one roof" model, combining its existing MSME and procurement services with Outlook AI-enabled legal, compliance, workflow, and verification capabilities.



Gem Seva

— SEVA • SAHAYOG • SAMRIDDHI —

GEM SEVA KENDRA

Service for Empowerment, Transformation in Life

YOUR PARTNER IN
SERVICE, SUPPORT & SUCCESS



**EMPOWERING
MSMEs**



**FACILITATING
GROWTH**



**ENABLING
GOVERNMENT
PROCUREMENT**



**BUILDING A
STRONGER
INDIA**

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