

Bid Document

Bid Details	
Bid End Date/Time	14-06-2022 17:00:00
Bid Opening Date/Time	14-06-2022 17:30:00
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Information And Broadcasting
Department Name	Na
Organisation Name	Film And Television Institute Of India (ftii)
Office Name	Pune
Total Quantity	9423
Item Category	desk pads-writing (Q4) , Box File (Q4) , Gel Pen (Q4) , Roller Ball Pen (Q4) , Cleaning Duster-IS:174 (Q4) , Carbon Papers-IS 1551 (Q4) , whiteboard erasers and dusters (Q3) , Eraser (Q4) , glue stick (Q4) , Correction pens- white fluid as per IS:11992 (Q4) , folder binding accessories- dak pad ,file board- flap (Q4) , Scales (Steel scale) as per IS:1481 (Q4) , Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (Q4) , markers- white board (Q4) , pins or tacks as per IS: 5653 (Q4) , Wooden Pencil as per IS:1375 (Q4) , Diaries-Printed-Plain- Register--IS 1848 (Q4) , Marking Pen-permanent, highlighter (Q4) , Adhesive Tape Spindles-IS 13262 (Q3) , transparent tape as per IS: 13262 (Q4) , Stapler (Q4) , stapler pin (Q4) , tag fastener as per IS : 8499 (Q4) , Paper Clips as per IS:5650 (Q4) , Ink for Stamp Pads as per IS:393 (Q4) , stamp pads (Q4) , Plain Copier Paper-IS:14490 (Q4)
Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
MSE Exemption for Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	50 %
Bid to RA enabled	No
Primary product category	Plain Copier Paper-IS:14490

Bid Details	
Time allowed for Technical Clarifications during technical evaluation	7 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	Yes
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
5. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local

content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

6. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

7. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Desk Pads-writing (464 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of Cover of Pad	Card Board
	Material of Bottom of pad	Grey Pulp Board
Type	Type of Pads	Excutive Pad / Slip Pad
	Type of Binding	Metal wire-O-Binding, Stapple and cloth bound
	Type of Paper	Offset paper Conforming to IS:1848: Latest
Dimension	Width of Pad (mm)	152.5
	Length of Pad (mm)	226
Grammage (GSM)	Substance of Paper (GSM)	70, 75
General Characteristics	Wheather Rules / Plain	Ruled
Pages Per Pad	Number of Pages (Nos.)	80

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	464	15

Box File (356 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size & Colour	Colour	Red, Green, Black, Blue, Yellow
	Size	Foolscap

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	356	15

Gel Pen (327 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Color of Ink	Ink Color	Black, Blue
Physical Characteristics	Writing Length (Meter)	2000, 2587
	TC Ball Tip (mm)	0.5, 0.7
	Line Width (mm)	0.3, 0.5

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	327	15

Roller Ball Pen (595 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* As per GeM Category Specification

Specification	Specification Name	Bid Requirement (Allowed Values)
Ink Type	Type of Ink	Water Based
Color of Ink	Ink Color	Blue
Physical Characteristics	Line Width (mm)	0.5
	TC Ball Tip (mm)	0.7

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Mahendra Pralhad Patil	411004, Law College Road	595	15

Cleaning Duster-IS:174 (384 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of Test Report from NABL/ ILAC accredited or Central Government Lab to prove conformity of products to the specification	No
Material and Dimension	Size (Length X Width) (cm x cm)	Others, 90cmx90cm
Physical Characteristics	Colour	White

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	384	15

Cleaning Duster-IS:174 (423 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of Test Report from NABL/ ILAC accredited or Central Government Lab to prove conformity of products to the specification	No
Material and Dimension	Size (Length X Width) (cm x cm)	65 cm X 60 cm, 90cmx90cm
Physical Characteristics	Colour	yellow

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	423	15

Carbon Papers-IS 1551 (43 packet)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	Yes, No
Details of Grade	Grade	Grade-I
	Substance of base paper (gsm)	10.5-12.5
	Coating (gsm)	9-11, 10-12
	Durability (minimum number of impressions on the same spot) (Nos)	12, 9
	Manifolding (minimum number of copies) (Nos)	4
Packing	Weight (minimum) of a packet (kg)	1.0

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	43	15

Whiteboard Erasers And Dusters (80 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Performance Parameters	Type of Duster	Magnetic
	Material of the Frame	Unbreakable Plastic
	Marker Holder	Two
	Handgripper	Yes
	warranty in years	2
Dimensional Parameters	Length in mm	105.0
	Width in mm	25.0

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	80	15

Eraser (9 packet)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Other Properties	Number of Eraser per pack (nos)	20

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	9	15

Glue Stick (20 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Net Content and Shelf Life	Net content of the stick (Grams)	35, 40, 50 Or higher
	Shelf life	24.0 - 24.0 Or higher
Packing	Enclosure	Plastic with lid
	No of sticks in a pack (Nos.)	Pack of 10

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	20	15

Correction Pens- White Fluid As Per IS:11992 (230 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Correction Fluid	Type-1 Solvent Based
Quantity and Physical Characteristics	Fluid Quantity (ml)	10, 12, 15 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	230	15

Folder Binding Accessories- Dak Pad ,file Board- Flap (2051 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Binder	File Board Binder
Test Report Details	Availability of type test Report	No

Specification	Specification Name	Bid Requirement (Allowed Values)
Board Details	Lamination of Board	Paper Liner
Size	Size of flap (Width x Length) (mm x mm)	230 x 342
	Size of File Board (Width x length) (mm x mm)	250 x 370
Physical Characteristics	Corner Protection	No
	Covering of Flap	Cloth Coated Paper
Binding Tape Details	Binding tape material	Cotton
	Binding tape Corner Protection	No

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	2051	15

Scales (Steel Scale) As Per IS:1481 (110 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size	Nominal Size (cm)	30
Material and Type	Type of Steel Scale (Graduation on both edges)	AA

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	110	15

Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (89 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	Yes
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab showing conformation to the IS Specification	Yes
Material	Material	Type B
Packing Size	Packing Size (Grams)	300

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	89	15

Markers- White Board (178 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Ink used in Markers	Dry safe
General Properties	Refilling	Yes
	Pocket Clip	Yes
	Cap Mounted Magnet and Eraser	Yes
	Number of Markers in a pack (Nos)	4

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	178	15

Pins Or Tacks As Per IS: 5653 (155 box)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	No
Dimensions	Pin Length x Pin Diameter	18 mm x 0.71 mm
Packaging	Weight of pins in each cardboard (300 gsm) box (gram)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	155	15

Wooden Pencil As Per IS:1375 (308 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	No, Yes
Type and Grade	Type of Pencil	General Writing
	Grade	HB
Physical Properties	No. of Pencils in one Pack (Nos.)	10, 12 Or higher
Shape and Color	Shape of Pencil	Round

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	308	15

Diaries-Printed-Plain- Register--IS 1848 (124 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Dimension of Paper (Length X width) (mm X mm)	370 X 250
	Dimension of Cover (Length X Width) (mm X mm)	380 X 260
Grammage (GSM)	Grammage of Paper (gsm)	80
	Grammage of Cover Paper (gsm)	250
Physical Characteristics	Brightness of Paper (%)	90
	Smoothness of Paper (Bendtsen) (ml/min)	200
	Opacity (%)	95
Number of Pages	Number of Pages	200
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	124	15

Diaries-Printed-Plain- Register--IS 1848 (123 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	370 X 250
	Dimension of Cover (Length X Width) (mm X mm)	380 X 260

Specification	Specification Name	Bid Requirement (Allowed Values)
Grammage (GSM)	Grammage of Paper (gsm)	80
	Grammage of Cover Paper (gsm)	250
Physical Characteristics	Brightness of Paper (%)	90
	Smoothness of Paper (Bendtsen) (ml/min)	260
	Opacity (%)	90
Number of Pages	Number of Pages	100
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	123	15

Diaries-Printed-Plain- Register--IS 1848 (119 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	370 X 250
	Dimension of Cover (Length X Width) (mm X mm)	380 X 260
Grammage (GSM)	Grammage of Paper (gsm)	80
	Grammage of Cover Paper (gsm)	250

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Brightness of Paper (%)	90
	Smoothness of Paper (Bendtsen) (ml/min)	200
	Opacity (%)	90
Number of Pages	Number of Pages	290
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	119	15

Diaries-Printed-Plain- Register--IS 1848 (115 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	370 X 250
	Dimension of Cover (Length X Width) (mm X mm)	380 X 260
Grammage (GSM)	Grammage of Paper (gsm)	80
	Grammage of Cover Paper (gsm)	250
Physical Characteristics	Brightness of Paper (%)	82
	Smoothness of Paper (Bendtsen) (ml/min)	160
	Opacity (%)	85

Specification	Specification Name	Bid Requirement (Allowed Values)
Number of Pages	Number of Pages	412
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	115	15

Marking Pen- Permanent, Highlighter (170 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Pen	Permanent
Physical Properties	Marking Length (Meter)	1000.0 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	170	15

Adhesive Tape Spindles-IS 13262 (30 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier)

respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	Yes
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab covering all the Declared Parameters as per IS Specification	No
Material	Base Material	Heavy Duty Polypropylene
Color	Colour	Brown
Physical Characteristics	Inner Diameter (ID) of Core (mm)	75
	Width (mm)	48
	Length (Metres)	50
	No.of pieces per box (Nos.)	6

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	30	15

Transparent Tape As Per IS: 13262 (189 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	Yes

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab covering all the Declared Parameters as per IS Specification	No
Dimension	Tape Width (mm)	48
	Tape Length (Meter)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Mahendra Pralhad Patil	411004, Law College Road	189	15

Stapler (75 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
General Requirements	Stapling Capacity for 80 GSM Paper (Sheets)	100, 140, 170, 210 Or higher
	Staple Size	10
	Loading Capacity (Staples)	50, 100, 150, 200, 250 Or higher
Physical Characteristics	Metal Body with Plastic Casing	with

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	75	15

Stapler (33 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
General Requirements	Stapling Capacity for 80 GSM Paper (Sheets)	210 Or higher
	Staple Size	23/24
	Loading Capacity (Staples)	250 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	33	15

Stapler (33 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
General Requirements	Stapling Capacity for 80 GSM Paper (Sheets)	210 Or higher
	Staple Size	26/6

Specification	Specification Name	Bid Requirement (Allowed Values)
	Loading Capacity (Staples)	250 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	33	15

Stapler Pin (140 box)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size	Size Designation	10
	Crown Size (mm)	11.6
Packing	Number of Pins in a strip (Nos)	50
	Number of strips in a box (Nos)	20

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	140	15

Stapler Pin (200 box)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size	Size Designation	24 / 6
	Crown Size (mm)	1
Packing	Number of Pins in a strip (Nos)	50
	Number of strips in a box (Nos)	20

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	200	15

Tag Fastener As Per IS : 8499 (1006 set)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Colour and Type	Colour	Red
Dimensions	Tag length (mm)	900
Physical Characteristics	Edge cut of Piercers	Straight ends at both the edges at both the sides

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	1006	15

Paper Clips As Per IS:5650 (173 box)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Shape	Standard
	Size (L X W) (mm X mm)	Small (25 mm X 7 mm)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	173	15

Paper Clips As Per IS:5650 (169 box)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Shape	Standard
	Size (L X W) (mm X mm)	Large (31mm X 8 mm)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	169	15

Ink For Stamp Pads As Per IS:393 (30 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* As per GeM Category Specification

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	BIS Marked	YES
Material and Colour	Container Material	Plastic
	Colour of Ink	Blue
Packing	Packing Size (ml)	120

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	30	15

Stamp Pads (23 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of Pad	Cotton
	Material of Box	Plastic

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	23	15

Stamp Pads (23 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of Pad	Cotton
	Material of Box	Metal

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	23	15

Marking Pen- Permanent, Highlighter (135 pieces)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Pen	Highlighter
Physical Properties	Marking Length (Meter)	100.0 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	135	15

Plain Copier Paper-IS:14490 (461 ream)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Whether ISI Marked	Yes
Size	Size of paper	A4
	GSM of paper	75
Quantity	"Number of sheets per Ream"	500

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	"ISO Brightness,percent,Min" (N>=80)	92.0 Or higher
	Opacity percent,Min (N>=85)	92.0 Or higher
	"One minute Cobb test both sides,g/m ² ,Max" (N<=25)	25.0 Or lower
	"Tensile Index Machine Direction (MD) ,Nm/g, Min" (N>=40)	46.0 Or higher
	Tensile Index Cross Direction(CD),Nm/g,Min (N>=25)	28.0 Or higher
	"Tear Index in mN m ² /g,Machine Direction(MD),Min" (N>=3.5)	5.0 Or higher
	"Tear Index in mN m ² /g,Cross Direction(CD)Min," (N>=4.5)	7.0 Or higher
	"Smoothness for both sides (Bendtsen) in ml/min,Max" (150<=N<=300)	300.0 Or higher
	"Ash content(900°C),percent by mass,Max" (N<=16)	14.0 Or lower
	Thickness in µm,Min (N>=100+/-5)	105.0 Or higher
	"Moisture content,percent,Max" (4<=N<=5.5)	6
	"Taber Stiffness ,Machine Direction(MD),Min" (N>=2)	3.0 Or higher
	Taber Stiffness ,Cross Direction(CD),Min (N>=1)	2.0 Or higher
"Surface Strength Dennison (Wax Pick)"	No pick on 12 A	

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	461	15

Plain Copier Paper-IS:14490 (230 ream)

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Whether ISI Marked	Yes
Size	Size of paper	Legal
	GSM of paper	75
Quantity	"Number of sheets per Ream"	500
Physical Characteristics	"ISO Brightness, percent, Min" (N>=80)	92.0 Or higher
	Opacity percent, Min (N>=85)	90.0 Or higher
	"One minute Cobb test both sides, g/m ² , Max" (N<=25)	25.0 Or lower
	"Tensile Index Machine Direction (MD) ,Nm/g, Min" (N>=40)	50.0 Or higher
	Tensile Index Cross Direction(CD), Nm/g, Min (N>=25)	25.0 Or higher
	"Tear Index in mN m ² /g, Machine Direction(MD), Min" (N>=3.5)	4.5 Or higher
	"Tear Index in mN m ² /g, Cross Direction(CD)Min," (N>=4.5)	5.0 Or higher
	"Smoothness for both sides (Bendtsen) in ml/min, Max" (150<=N<=300)	280.0 Or higher
"Ash content(900°C), percent by mass, Max" (N<=16)	10.0 Or lower	

Specification	Specification Name	Bid Requirement (Allowed Values)
	Thickness in μm,Min (N\geq100+/-5)	100.0 Or higher
	"Moisture content,percent,Max" (4\leqN\leq5.5)	4.5
	"Taber Stiffness ,Machine Direction(MD),Min" (N\geq2)	2.0 Or higher
	Taber Stiffness ,Cross Direction(CD),Min (N\geq1)	1.0 Or higher
	"Surface Strength Dennison (Wax Pick)"	No pick on 12 A

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ganesh Ramchandra Kolape	411004, Law College Road	230	15

Buyer Added Bid Specific Terms and Conditions

1. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. **Generic**

Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 1 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.

3. **Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

4. **Generic**

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

5. **Generic**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

6. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

7. **Generic**

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

8. **Generic**

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

9. **Generic**

The successful bidder has to supply all essential accessories required for the successful installation and commissioning of the goods supplied. Besides standard accessories as per normal industry practice, following accessories must be part of supply and cost should be included in bid price: All Included.

10. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

11. **Generic**

Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

12. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Only supply of Goods

13. **Turnover**

Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

14. **Certificates**

The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test

certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

15. **Warranty**

Warranty period of the supplied products shall be 1 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

16. **Sample Clause**

After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 38 samples for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 5 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.

Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.

17. **Past Project Experience**

The Bidder / OEM {themselves or through reseller(s)}, should have executed project for supply and installation / commissioning of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, as per following criteria:

- (i) Single order of at least 35% of estimated bid value; or
- (ii) Two orders of at least 20% each of estimated bid value; or
- (iii) Three orders of at least 15% each of estimated bid value.

Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be uploaded with bid. In case of bunch bids, the Category related to primary product having highest bid value should meet this criterion

18. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4

days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---