



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5439475  
Dated/दिनांक : 26-09-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-10-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-10-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	National Institute Of Technology (nit)
Office Name/कार्यालय का नाम	Kurukshetra/haryana
Total Quantity/कुल मात्रा	16850
Item Category/मद केटेगरी	Correspondence Envelopes (V2) (Q4) , Speed Post Envelope (Large) (Q4) , File Folder Cover (V2) (Q4) , Desk Pads - Writing (V2) (Q4) , Diaries Printed - Plain - Register (Q4)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	2 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Past Performance/विगत प्रदर्शन</b>	10 %
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	Yes
<b>RA Qualification Rule</b>	50% Lowest Priced Technically Qualified Bidders
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Primary product category</b>	File Folder Cover (V2)
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>	No
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	17000

#### **ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### **Beneficiary/लाभार्थी :**

Director  
National Institute of Technology, Kurukshetra-136119  
(Director, Nit, Kurukshetra)

#### **MII Purchase Preference/एमआईआई खरीद वरीयता**

MII Purchase Preference/एमआईआई खरीद वरीयता
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Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता
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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" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. 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.
3. 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 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.
4. 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 .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023. [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
5. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. 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 and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% 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. 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.

8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

## Correspondence Envelopes (V2) ( 50 packet )

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/कमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

### Technical Specifications/तकनीकी विशिष्टियाँ

\* जेम कटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	<b>Technical specification of 'CORRESPONDENCE ENVELOPES'</b>	Not Conforming to IS 13892:1999
	<b>Type of Envelopes</b>	Type -I (Pocket Shape)
	Window in Envelopes	Without
	<b>Colour of Envelopes paper</b>	White, Light colour, Brown, Off white, Yellow, Light Brown, Green, Blue, Pink, Red, Khakhi, Black
	<b>Printing on Envelopes with</b>	As per Buyer's Requirement (to be indicated during bid creation)
	Agree to provide Advance sample(s) for buyer's approval before commencement of supply (Applicable in case of orders placed against bid and not applicable in case of Direct Buying)	Yes
MATERIAL	<b>Material of Envelopes</b>	Kraft Paper
	<b>Window material</b>	N.A

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	<b>Grammage of Paper (GSM)</b>	120
DIMENSION	<b>Dimension of Envelopes - As per IS:13892</b>	N.A
	<b>Dimension of Envelopes (Not covered under the scope of IS:13892)</b>	12 X 18 (Inch)
PACKING AND MARKING	Packing	As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	<b>BIS marked</b>	No

**Additional Specification Parameters - Correspondence Envelopes (V2) ( 50 packet )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Yellow Envelop Big Size 16" x 12" 100 GSM	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	50	30

**Speed Post Envelope (Large) ( 5000 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

[\\* जेम कटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
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**Additional Specification Parameters - Speed Post Envelope (Large) ( 5000 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
White Small Envelop 10" x 4 1/2"	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	5000	30

**File Folder Cover (V2) ( 10000 pieces )**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	<b>File suitable for the paper size</b>	A4 size, A5 size, Foolscap size
	<b>The file shall be made from</b>	A single piece of paperboard (folding along a primary score line), A single piece of paper board ( pasted calico strip inside the folder - over the centre fold), A single piece of Plastic board (folding along a primary score line/U shaped)
	<b>Width of calico strip</b>	50 mm, 75 mm, 100 mm, 130 mm, N.A

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	<b>Attachment (for proper filing of papers)</b>	Spring clip with mechanism (to easy transfer of paper in the file), Eyelets, Combination of two different file clips with mechanism (to easy transfer paper in the file), Two numbers of the same clip with mechanism (to easy transfer of paper in the file)
	<b>Number of eyelets</b>	2 eyelets, 4 eyelets, 6 eyelets, No Eyelet
	<b>Tags for Files required</b>	Yes, No
	<b>Tags for Files shall be</b>	Conforms to IS: 8499 - 1988 (with latest amendment), Other type, N.A
	<b>The folder cover sheet shall be</b>	Laminated, Non- laminated
DIMENSION AND GRAMMAGE	<b>Length of the folder (minimum)</b>	210 mm, 240 mm, 350 mm, 365 mm
	<b>Width of folder (minimum)</b>	150 mm, 240 mm, 250 mm, 260 mm, 305 mm, 315 mm
	<b>Width of flap of bottom cover (minimum)</b>	35 mm, 50 mm, 55 mm, N.A
	<b>Thickness / GSM of folder cover sheet (Minimum)</b>	280 GSM, 300 GSM, 350 GSM, 380 GSM, 400 GSM, 460 GSM, 0.2 mm (For Plastic file folder), 0.5 mm (For Plastic file folder), 1 mm (For Plastic file folder), 1.5 mm (For Plastic file folder), 2 mm (For Plastic file folder), 2.5 mm (For Plastic file folder), 3 mm (For Plastic file folder)
MATERIAL	<b>Folder cover sheet material</b>	Greyboard conforming to IS 2617 (with latest amendment), Millboard conforming to IS 2617 (with latest amendment), Strawboard conforming to IS 2617 (with latest amendment), Polypropylene (PP), PVC sheets, Plastic
PRINTING	<b>The folder cover shall be with a box bearing 'file number'</b>	Yes, No
	<b>Inside of the top cover shall be printed with</b>	Routine notes, Phrases used in noting, N.A
	<b>Folder cover shall be printed in</b>	One colour, Two colours, Three colours, Four colours, No Printing
PACKING	<b>Each bundles shall be packed in</b>	Polythene sheets, Carton boxes, As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	<b>Test reports to be furnished to buyer on demand, if claimed to be available</b>	Yes, N.A

**Additional Specification Parameters - File Folder Cover (V2) ( 10000 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
File Cover Blue/Orange Colour	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	10000	30

**Desk Pads - Writing (V2) ( 1000 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERIC	Type of Pads	Spiral Note book
	Type of Binding	Spiral Binding
	Type of Paper in the Pad	Cream Wove Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Cardboard
	Back Cover material of the Pad	White pulp Board
PAPER LAYOUT DESIGN	Paper Format	Plain
DIMENSIONS	Length of Pad (In mm)	141 to 180
	Width of Pad (In mm)	181 to 220
	Number of Pages in the Pad	140
	GSM of the Paper in the Pad	70



**Additional Specification Parameters - Desk Pads - Writing (V2) ( 1000 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Note Pad	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	1000	30

**Diaries Printed - Plain - Register ( 100 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

[\\* जेम कटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	Type of Diaries / Registers	STOCK REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	330 X 210
	Dimension of Cover (Length X Width) (mm X mm)	340 X 220
Grammage (GSM)	Grammage of Paper (gsm)	90, 70
Colour	Colour of Pages	white
Binding	Type of Binding	Hardcover Cloth Bound, Hardbound
Content	Content and Description	General Format, Office Format

**Additional Specification Parameters - Diaries Printed - Plain - Register ( 100 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Stock Register	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	100	30

**Diaries Printed - Plain - Register ( 300 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	Type of Diaries / Registers	ATTENDANCE REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	370 X 250
	Dimension of Cover (Length X Width) (mm X mm)	330 X 210
Grammage (GSM)	Grammage of Paper (gsm)	70
Binding	Type of Binding	Hardbound
Content	Content and Description	Office Format

**Additional Specification Parameters - Diaries Printed - Plain - Register ( 300 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Attendance Register	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्र**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	300	30

**Diaries Printed - Plain - Register ( 100 pieces )**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	<b>Type of Diaries / Registers</b>	FILE MOVEMENT REGISTER, FILE REGISTER
Dimension	<b>Dimension of Paper (Length X width) (mm X mm)</b>	148 X 210, 176 X 250, 216 X 279, 297 X 210, 330 X 203, 330 X 210, 370 X 250, 420 X 320, 431.8 X 342.9, 240 X 180, 270 x 380, 176 X 292, 21 x 30.5, 314 x 194, 272 x 167, 255 x 205, 210 x 170
	<b>Dimension of Cover (Length X Width) (mm X mm)</b>	160 X 215, 176 X 250, 210 X 297, 310 X 220, 330 X 210, 340 X 220, 380 X 260, 430 X 330, 279 x 216, 450 X 355, 240 X 180, 275 x 385, 182 X 296, 21 x 30.5, 314 x 194, 272 x 167, 255 x 205, 210 x 170
Grammage (GSM)	<b>Grammage of Paper (gsm)</b>	60, 65, 70, 75, 80, 85, 90
Binding	<b>Type of Binding</b>	Hardbound
Content	<b>Content and Description</b>	General Format (MOP Rajya Sabha Secretariat), General Format (MHA-1 / S-37), General Format (Ministry of Personal, Public Grievances & Pensions, DOPT), General Format (MOP 13th Edition), General Format, General Format (Combination of Alphabet letters), General Format (G. A. R. 9 Rule No. 34), General Format (G. A. R. 27 Rule No. 110(2)), General Format (G. A. R. 17 Rule No. 66 & 89), General Format (G. A. R. 3 Rule No. 13(i)), General Format Form S-150, Office Format, Double sided

**Additional Specification Parameters - Diaries Printed - Plain - Register ( 100 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Diary Register	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्र**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	100	30

**Diaries Printed - Plain - Register ( 100 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	Type of Diaries / Registers	DESPATCH REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	330 X 210
	Dimension of Cover (Length X Width) (mm X mm)	340 X 220
Grammage (GSM)	Grammage of Paper (gsm)	80
Binding	Type of Binding	Hardbound
Content	Content and Description	General Format

**Additional Specification Parameters - Diaries Printed - Plain - Register ( 100 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Dispatch Register	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	100	30

**Diaries Printed - Plain - Register ( 200 pieces )**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

**Technical Specifications/तकनीकी विशिष्टियाँ**

[\\* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	Type of Diaries / Registers	SERVICE BOOK
Dimension	Dimension of Paper (Length X width) (mm X mm)	148 X 210, 176 X 250, 216 X 279, 297 X 210, 330 X 203, 330 X 210, 370 X 250, 420 X 320, 431.8 X 342.9, 240 X 180, 270 x 380, 176 X 292, 21 x 30.5, 314 x 194, 272 x 167, 255 x 205, 210 x 170
	Dimension of Cover (Length X Width) (mm X mm)	160 X 215, 176 X 250, 210 X 297, 310 X 220, 330 X 210, 340 X 220, 380 X 260, 430 X 330, 279 x 216, 450 X 355, 240 X 180, 275 x 385, 182 X 296, 21 x 30.5, 314 x 194, 272 x 167, 255 x 205, 210 x 170
Grammage (GSM)	Grammage of Paper (gsm)	90
Binding	Type of Binding	Hardbound

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Content	<b>Content and Description</b>	General Format (MOP Rajya Sabha Secretariat), General Format (MHA-1 / S-37), General Format (Ministry of Personal, Public Grievances & Pensions, DOPT), General Format (MOP 13th Edition), General Format, General Format (Combination of Alphabet letters), General Format (G. A. R. 9 Rule No. 34), General Format (G. A. R. 27 Rule No. 110(2)), General Format (G. A. R. 17 Rule No. 66 & 89), General Format (G. A. R. 3 Rule No. 13(i)), General Format Form S-150, Office Format, Double sided

**Additional Specification Parameters - Diaries Printed - Plain - Register ( 200 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Service Book	As per Buyer Added Specific ATC document

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Jagir Singh	136119, Room No. -304, 2nd Floor, Golden Jubilee Administrative Building, National Institute of Technology Kurukshetra	200	30

**Buyer Added Bid Specific Terms and Conditions/क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. 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.

**2. 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 %.

### 3. **Scope of Supply**

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

### 4. **Buyer Added Bid Specific ATC**

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

### 5. **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

12

samples for Buyer's approval, within 7 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 7 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.

### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director, National Institute of Technology, Kurukshetra  
payable at  
KURUKSHETRA

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The Seller will submit 01 sample for each category i.e. Total 12 samples are required for pre-approval of samples.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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 specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum

issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**