

## बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details   |   |
|---|---|
| बिड बंद होने की तारीख/समय /Bid End Date/Time  | 24-04-2026 14:00:00   |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time   | 24-04-2026 14:30:00   |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)   | 30 (Days)   |
| मंत्रालय/राज्य का नाम/Ministry/State Name   | Ministry Of Home Affairs  |
| विभाग का नाम/Department Name  | Central Armed Police Forces   |
| संगठन का नाम/Organisation Name  | Assam Rifles  |
| कार्यालय का नाम/Office Name   | 43 Assam Rifles Moreh Manipur   |
| कुल मात्रा/Total Quantity   | 3422  |
| वस्तु श्रेणी /Item Category   | Correspondence Envelopes (V3) Conforming to IS 13892 (Q4) , Correspondence Envelopes (V3) (Q4) , File/Folder (V3) (Q4) , Office Bags (V2) (Q3)  |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service  | 3 Year (s)  |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover  | No  |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover   | No  |
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller  | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC)<br>*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 |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)  |

| बिड विवरण/Bid Details  |  |
|--|--|
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>   | 3  |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>   | 3  |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>   | 3  |
| विगत प्रदर्शन / <b>Past Performance</b>  | 20 %   |
| बिड से रिवर्स नीलामी सक्रिय किया/ <b>Bid to RA enabled</b>   | No   |
| लागू आरसीएम/RCM <b>Applicable</b>  | Yes  |
| बिड का प्रकार/ <b>Type of Bid</b>  | Single Packet Bid                                    |
| प्राथमिक उत्पाद श्रेणी/ <b>Primary product category</b>  | Correspondence Envelopes (V3) Conforming to IS 13892 |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / <b>Time allowed for Technical Clarifications during technical evaluation</b>  | 3 Days   |
| निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/ <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b> | No   |
| अनुमानित बिड मूल्य / <b>Estimated Bid Value</b>  | 60000  |
| मूल्यांकन पद्धति/ <b>Evaluation Method</b>   | Total value wise evaluation                          |
| मध्यस्थता खंड/ <b>Arbitration Clause</b>   | No   |
| सुलह खंड/ <b>Mediation Clause</b>  | No   |

#### ईएमडी विवरण/EMD Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

#### ईपीबीजी विवरण /ePBG Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई खरीद वरीयता/MII Purchase Preference

|  |    |
|--|----|
| एमआईआई खरीद वरीयता/MII Purchase Preference | No |
|--|----|

## एमएसई खरीद वरीयता/MSE Purchase Preference

|  |     |
|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference  | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X% | 15  |
| सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference                          | 25  |

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {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 and delivery acceptance certificates like CRAC 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.
2. 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.
3. 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.
4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 20% 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.
5. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

## जीएसटी की धारा 9(3)/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this

Bid.

### जीएसटी की धारा 9(3) / Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 200 pieces )

#### तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name                     | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)  |
|---------------------|---|--|
| STANDARDS           | <b>Type of Envelope</b>                                 | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope   |
|                     | <b>Dimensions of the Envelope (Size Symbol) (In mm)</b> | 90 x 140, 90 x 152, 100 x 176, 105 x 230, 110 x 220 (DL), 114 x 162 (C6), 122 x 176 (B6), 162 x 229 (C5), 176 x 250 (B5), 229 x 324 (C4), 250 x 353 (B4), 324 x 458 (C3) |
|                     | <b>Colour of the Envelope</b>                           | White, Light Green, Light Yellow, Light Brown  |
|                     | <b>Window on Envelope</b>                               | With Window, Without Window  |

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicabl e | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|------------------------------|---|--|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                          | 12%   | 6%   | 6 (INR) - Per Unit    | No                                   |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|-------------|------------------|------------------------------|
|----------------|---|-------------|------------------|------------------------------|

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address  | मात्रा /Quantity | डिलीवरी के दिन/Delivery<br>Days |
|-------------------|---|--|------------------|---------------------------------|
| 1                 | Amanpreet Singh   | 795010,43 Assam Rifles Rear,<br>Minuthong, Imphal East | 200              | 15                              |

### Correspondence Envelopes (V3) ( 500 pieces )

#### तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification<br>Name        | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement<br>(Allowed Values) |
|---------------------|---|--|
| STANDARDS           | <b>Type of Envelope</b>                       | Pocket shape envelope, Banker shape envelope                       |
|                     | <b>Dimensions of the Envelope<br/>(In mm)</b> | 250 x 325, 220 x 310, 240 x 330                                    |
|                     | <b>Grammage of the Envelope</b>               | 80 gsm, 150 gsm  |
|                     | <b>Colour of the Envelope</b>                 | White, Light Green, Light Yellow, Light Brown                      |
|                     | <b>Window in Envelope</b>                     | With Envelope, Without Envelope                                    |

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

| जीएसटी पर<br>इनपुट कर<br>क्रेडिट /ITC on<br>GST | जीएसटी उपकर<br>कर क्रेडिट /ITC<br>on GST Cess | लागू<br>आरसीएम/R<br>CM<br>Applicable | रिवर्स प्रभार के<br>अनुसार<br>जीएसटी/GST as<br>per RCM | रिवर्स प्रभार के अनुसार<br>जीएसटी उपकर 1 /GST<br>Cess 1 as per RCM | GST<br>Cess 2<br>as per<br>RCM | वैकल्पिक रिवर्स<br>प्रभार<br>/Optional<br>RCM |
|---|---|--------------------------------------|--|--|--------------------------------|---|
| NA  | NA  | Yes                                  | 12%  | 6%   | 6 (INR) -<br>Per Unit          | No  |

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

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address  | मात्रा /Quantity | डिलीवरी के दिन/Delivery<br>Days |
|-------------------|---|--|------------------|---------------------------------|
| 1                 | Amanpreet Singh   | 795010,43 Assam Rifles Rear,<br>Minuthong, Imphal East | 500              | 15                              |

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 500 pieces )

#### तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name                     | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)  |
|---------------------|---|--|
| STANDARDS           | <b>Type of Envelope</b>                                 | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope   |
|                     | <b>Dimensions of the Envelope (Size Symbol) (In mm)</b> | 90 x 140, 90 x 152, 100 x 176, 105 x 230, 110 x 220 (DL), 114 x 162 (C6), 122 x 176 (B6), 162 x 229 (C5), 176 x 250 (B5), 229 x 324 (C4), 250 x 353 (B4), 324 x 458 (C3) |
|                     | <b>Colour of the Envelope</b>                           | White, Light Green, Light Yellow, Light Brown  |
|                     | <b>Window on Envelope</b>                               | With Window, Without Window  |

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicable | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|-----------------------------|---|--|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                         | 12%   | 6%   | 6 (INR) - Per Unit    | No                                   |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|---|------------------|------------------------------|
| 1             | Amanpreet Singh   | 795010,43 Assam Rifles Rear, Minuthong, Imphal East | 500              | 15                           |

**Correspondence Envelopes (V3) Conforming To IS 13892 ( 1000 pieces )**

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| STANDARDS           | <b>Type of Envelope</b>             | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope  |

| विवरण/Specification | विशिष्टि का नाम /Specification Name                     | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)  |
|---------------------|---|--|
|                     | <b>Dimensions of the Envelope (Size Symbol) (In mm)</b> | 90 x 140, 90 x 152, 100 x 176, 105 x 230, 110 x 220 (DL), 114 x 162 (C6), 122 x 176 (B6), 162 x 229 (C5), 176 x 250 (B5), 229 x 324 (C4), 250 x 353 (B4), 324 x 458 (C3) |
|                     | <b>Colour of the Envelope</b>                           | White, Light Green, Light Yellow, Light Brown  |
|                     | <b>Window on Envelope</b>                               | With Window, Without Window  |

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicable | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकार 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|-----------------------------|---|---|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                         | 12%   | 6%  | 6 (INR) - Per Unit    | No                                   |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|---|------------------|------------------------------|
| 1             | Amanpreet Singh   | 795010,43 Assam Rifles Rear, Minuthong, Imphal East | 1000             | 15                           |

#### Correspondence Envelopes (V3) Conforming To IS 13892 ( 1200 pieces )

#### तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name                     | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)  |
|---------------------|---|--|
| STANDARDS           | <b>Type of Envelope</b>                                 | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope   |
|                     | <b>Dimensions of the Envelope (Size Symbol) (In mm)</b> | 90 x 140, 90 x 152, 100 x 176, 105 x 230, 110 x 220 (DL), 114 x 162 (C6), 122 x 176 (B6), 162 x 229 (C5), 176 x 250 (B5), 229 x 324 (C4), 250 x 353 (B4), 324 x 458 (C3) |
|                     | <b>Colour of the Envelope</b>                           | White, Light Green, Light Yellow, Light Brown  |
|                     | <b>Window on Envelope</b>                               | With Window, Without Window  |

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicable | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकार 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|-----------------------------|---|---|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                         | 12%   | 6%  | 6 (INR) - Per Unit    | No                                   |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|---|------------------|------------------------------|
| 1             | Amanpreet Singh   | 795010,43 Assam Rifles Rear, Minuthong, Imphal East | 1200             | 15                           |

File/Folder (V3) ( 20 pieces )

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name            | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)   |
|---------------------|--|---|
| GENERAL             | <b>File/Folder type with binding mechanism</b> | File Cover, L File Folder, 2D Ring Binder File, 4D Ring Binder File, Office File Board, Cobra Spring File, Stick File/Slide Blinder File, Lever Arch Box File/Index File, Expanding Folder, Display File/Portfolio file, Clear bag folder |
|                     | <b>Material of File/Folder</b>                 | Cardboard / Duplex Board, Mill Board, Leather foam, Jute, Rexine, Plastic, Paper board, Khadi Paper / Handmade Rag Paper, Bamboo paper board  |
|                     | <b>File/Folder Size Compatibility</b>          | 29.7 cm x 42 cm(A3), 21 cm x 29.7 cm (A4), 14.8 cm x 21 cm (A5), 21.5 cm x 34.5 cm (FS), 21.5 cm x 33.5 cm (Legal), 21.5 cm x 35.5 cm (Legal)   |
|                     | <b>Cover Design</b>                            | Plain, Printed  |
|                     | <b>Number of pockets in a File/Folder</b>      | 1, 2, 13, 20, 24, 30, 40, NA (In case of No pockets)  |
|                     | <b>Color of File/Folder</b>                    | Green, Black, White, Yellow, Blue, Pink, Orange, Red, Brown, Khaki  |

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicable | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकार 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|-----------------------------|---|---|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                         | 12%   | 6%  | 6 (INR) - Per Unit    | No                                   |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

|                             |                      |
|-----------------------------|----------------------|
| Applicable Drawing Document | <a href="#">View</a> |
|-----------------------------|----------------------|

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|---|------------------|------------------------------|
| 1             | Amanpreet Singh   | 795010,43 Assam Rifles Rear, Minuthong, Imphal East | 20               | 15                           |

**Office Bags (V2) ( 2 pieces )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name  | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)   |
|---------------------|--|---|
| TYPE                | Type of Bag  | Backpack, Messenger Bag   |
| MATERIAL            | Main Outside Material  | Leather, Nylon, Polyester, Cotton, PU Coated Nylon Fabric, PVC Coated Polyester, PVC Coated Nylon, Teflon Coated Polyester, Teflon Coated Nylon |
|                     | Main Outside Material Mass (gram per square meter ) (Not applicable for Leather) | 100, 125, 150, 175, 200, 225, 250, 300, 350, 400, 450, 500, Not Applicable  |
|                     | Minimum Outside Material Thickness, in case of leather (in mm)                   | 1.2, 1.5, 2.0, 2.5, 3.0, Not Applicable   |
|                     | Inside Material  | Leather, Nylon, Polyester, Cotton, Polypropylene, PU Coated Nylon, PVC Coated Polyester, PVC Coated Nylon                                       |

| विवरण/Specification | विशिष्टि का नाम /Specification Name                      | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)  |
|---------------------|--|--|
|                     | <b>Material of Straps / Tapes / Webbing</b>              | Nylon, Polypropylene, Cotton, Polyester, Leather   |
|                     | <b>Backside Material ( For Backpack )</b>                | Same as main outside material with padding, Polyester Mesh with Padding, Nylon Mesh with Padding, Not Applicable |
| DIMENSIONS AND MASS | <b>Volume (in liter)</b>                                 | 10 to <15, 15 to <20, 20 to <25, 25 to <30, 30 to <35, 35 to <40, 40 to < 45, 45 to <50                          |
|                     | <b>Weight Carrying Capacity ( kg )</b>                   | 10 to <15, 15 to <20, 20 to <25, 25 to <30   |
| GENERIC             | <b>Hanging Strap ( Sling )</b>                           | Hanging Strap with padding, Hanging Strap without padding, Without Hanging Strap                                 |
|                     | <b>Shoulder Straps (For Backpack )</b>                   | Shoulder Straps with padding, Shoulder Straps without padding, Without shoulder straps                           |
|                     | <b>Laptop compartment</b>                                | Laptop Compartment with Padding, Without Laptop Compartment  |
|                     | <b>Laptop dimensions suitable for the bag(in inches)</b> | 11 to <12, 12 to <14, 14 to <16, 16 to <18, NA   |
| WARRANTY            | <b>Warranty ( in years )</b>                             | 1, 2   |

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

| जीएसटी पर इनपुट कर क्रेडिट /ITC on GST | जीएसटी उपकर कर क्रेडिट /ITC on GST Cess | लागू आरसीएम/R CM Applicable | रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM | रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM | GST Cess 2 as per RCM | वैकल्पिक रिवर्स प्रभार /Optional RCM |
|--|---|-----------------------------|---|--|-----------------------|--------------------------------------|
| NA                                     | NA                                      | Yes                         | 12%   | 6%   | 6 (INR) - Per Unit    | No                                   |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address   | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|---|------------------|------------------------------|
| 1             | Amanpreet Singh   | 795010,43 Assam Rifles Rear, Minuthong, Imphal East | 2                | 15                           |

**Special terms and conditions-Version:1 effective from 11-11-2024 for category Correspondence Envelopes (V3) Conforming to IS 13892**

1.

Note to Buyers For printing on the envelope as per Buyers requirement the buyer shall create the BID and mentioned the contents to be printed in the ATC such as Logo or any texts etc.,

Note to Sellers 1) Sellers must declare their catalog price for 1 Unprinted Piece of Correspondence envelope  
2) The seller shall quote their price during bidding in accordance to the buyers requirements for printing contents.

### **Special terms and conditions-Version:1 effective from 04-06-2025 for category Correspondence Envelopes (V3)**

#### **1. Note to Buyers :**

For printing on the envelope as per Buyer's requirement the buyer shall create the BID and mentioned the contents to be printed in the ATC such as Logo or any texts etc.,

#### **Note to Sellers :**

1) Sellers must declare their catalog price for 1 Piece of Unprinted Correspondence envelope.

2) The seller shall quote their price during bidding in accordance to the buyer's requirements for printing contents.

### **Special terms and conditions-Version:2 effective from 22-01-2025 for category File/Folder (V3)**

#### **1. Note to Buyers :-**

For printing on the File/Folder as per Buyer's requirement - The buyer shall create the BID and mention the contents to be printed such as Logo, text etc. in the ATC.

#### **Note to Sellers :-**

1) Sellers must declare their catalog price for 1 standard Piece of File/Folder

2) The seller shall quote their price during bidding in accordance to the buyer's requirements as per the printing requirements of the buyer

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

#### **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 up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be  $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$ , subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

#### **2. Scope of Supply**

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

### **अस्वीकरण/Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

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।/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.

---धन्यवाद/Thank You---