

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	05-06-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	05-06-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Defence
विभाग का नाम / Department Name	Department Of Military Affairs
संगठन का नाम / Organisation Name	Indian Navy
कार्यालय का नाम / Office Name	*****
कुल मात्रा / Total Quantity	435
वस्तु श्रेणी / Item Category	Toner Cartridges / Ink Cartridges / Consumables for Printers (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का) / OEM Average Turnover (Last 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC) *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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	20 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Toner Cartridges / Ink Cartridges / Consumables for Printers
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	60000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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(a). 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।/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.

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

**लाभार्थी /Beneficiary :**

THE COMMANDING OFFICER  
INHS ASVINI, Department of Military Affairs, Indian Navy, Ministry of Defence  
(The Commanding Officer)

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

**एमआईआई खरीद वरीयता/MII Purchase Preference**

एमआईआई खरीद वरीयता/MII Purchase Preference

No

**एमआईआई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MII**

सक्षम प्राधिकारी का नाम/Name of Competent Authority	DPIIT
सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority	Additonal Secretary to GOI
सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority	DPIIT/MInistry of COmmerce and Industry
सीए अनुमोदन संख्या/CA Approval Number	No. P-45021/2/2017-PP (BE-II) - Part (4) Vol.II
सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date	19-07-2024
सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण/Brief Description of the Approval Granted by Competent Authority	Under Sr. No. 4 - Exemption in sourcing of spares and consumables of closed system : Procurement of spares part , consumables for close system and maintenance / service contract with original equipment manufacturer / supplier / manufacturer shall be exempted from this order

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

**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  $L1+X\%$

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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
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. 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.
7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product 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 OEM 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.
8. 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.

9. 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.

10. 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.

11. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
16-05-2026 11:00:00	LOGISTICS COMPLEX. INHS ASVINI. NEAR RC CHURCH. COLOBA. MUMBAI 400005. 022-22143674

#### Toner Cartridges / Ink Cartridges / Consumables For Printers ( 120 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)
GENERIC	Product Class of Cartridge	OEM
	Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable	Canon
	Type of Cartridge/Consumable	Toner Cartridge
	Color of the Ink/Toner	Black
	Model Number of OEM's Printer/OEM's Multi Function Machine	LBP121dn / LBP122dw / MF271dn / MF272dw / MF274dn / MF275dw
	Model Number of OEM's Printer Cartridge/Consumable	Canon - 71

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	<b>Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)</b>	Less than 500, 501 to 1000, 1001 to 2000, 2001 to 5000, 5001 to 10000, 10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000, Not Applicable Or higher

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारंभ होने की तारीख से दिनों की संख्या में / (In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
1	*****	*****Mumbai	30	1	90
			30	91	180
			30	181	270
			30	271	365

**Toner Cartridges / Ink Cartridges / Consumables For Printers ( 250 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)
GENERIC	<b>Product Class of Cartridge</b>	OEM

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	<b>Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable</b>	Canon
	<b>Type of Cartridge/Consumable</b>	Toner Cartridge
	<b>Color of the Ink/Toner</b>	Black
	<b>Model Number of OEM's Printer/OEM's Multi Function Machine</b>	LBP251dw / LBP253x / LBP6680x / LBP6300dn / MF6180dw / MF416dw
	<b>Model Number of OEM's Printer Cartridge/Consumable</b>	Canon - 319
	<b>Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)</b>	2001 to 5000, 5001 to 10000, 10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000 Or higher

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारंभ होने की तारीख से दिनों की संख्या में /In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
1	*****	*****Mumbai			
			60	1	90
			60	91	180
			60	181	270
			70	271	365

**Toner Cartridges / Ink Cartridges / Consumables For Printers ( 40 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)
GENERIC	<b>Product Class of Cartridge</b>	OEM
	<b>Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable</b>	Canon
	<b>Type of Cartridge/Consumable</b>	Toner Cartridge
	<b>Color of the Ink/Toner</b>	Black
	<b>Model Number of OEM's Printer/OEM's Multi Function Machine</b>	LBP243dw, LBP246dw, LBP248x, MF461dw, MF465dw, MF469x
	<b>Model Number of OEM's Printer Cartridge/Consumable</b>	Canon - 70
	<b>Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)</b>	2001 to 5000, 5001 to 10000, 10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000 Or higher

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारम्भ होने की तारीख से दिनों की संख्या में /(In number of days from contract start days)	
1	*****	*****Mumbai	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
			40	15

**Toner Cartridges / Ink Cartridges / Consumables For Printers ( 10 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)
GENERIC	<b>Product Class of Cartridge</b>	OEM
	<b>Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable</b>	Canon
	<b>Type of Cartridge/Consumable</b>	Ink Bottle
	<b>Color of the Ink/Toner</b>	Black
	<b>Model Number of OEM's Printer/OEM's Multi Function Machine</b>	G1000, G1010, G2000, G2010, G2012, G3000, G3010, G3012, G4010
	<b>Model Number of OEM's Printer Cartridge/Consumable</b>	Canon - GI790-K
	<b>Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)</b>	5001 to 10000, 10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000 Or higher

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारंभ होने की तारीख से दिनों की संख्या में //(In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____ तक पूरी कर ली जाए /Delivery to be completed by
1	*****	*****Mumbai			
			2	1	90
			3	91	180
			3	181	270
			2	271	365

**Toner Cartridges / Ink Cartridges / Consumables For Printers ( 15 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)
GENERIC	<b>Product Class of Cartridge</b>	OEM
	<b>Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable</b>	Canon
	<b>Type of Cartridge/Consumable</b>	Toner Cartridge
	<b>Color of the Ink/Toner</b>	Black
	<b>Model Number of OEM's Printer/OEM's Multi Function Machine</b>	iR 2002/ iR 2002N/ iR 2202N/iR 2224/iR 2224N
	<b>Model Number of OEM's Printer Cartridge/Consumable</b>	Canon NPG-59 Toner BK OTH
	<b>Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)</b>	10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000 Or higher

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध prarambh होने की तारीख से दिनों की संख्या में /(In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
1	*****	*****Mumbai			
			4	1	90
			4	91	180
			4	181	270
			3	271	365

## Special terms and conditions-Version:4 effective from 09-10-2025 for category Toner Cartridges / Ink Cartridges / Consumables for Printers

1. 1. This category covers two classes of products — OEM Cartridges/Consumables and Compatible Cartridges/Consumables — to enable buyers to procure both original and compatible options in a transparent and competitive manner.
2. **Definitions:**
  - (a) *OEM Cartridge/Consumable* refers to a cartridge manufactured by a company that also manufactures printing machines such as printers, multifunction (all-in-one) devices, or plotter printers, and is intended for use with those machines.
  - (b) *Compatible Cartridge/Consumable* refers to a cartridge manufactured by an entity other than the OEM of the printing machine but designed to be compatible with, and functionally replace, the OEM cartridge.
3. The parameter “Product Class of Cartridge” has two values — OEM and Compatible. ‘OEM’ denotes a cartridge having a brand same as that of the printer, while ‘Compatible’ denotes a cartridge having a brand different from the printer(s) but compatible with the printer(s). Buyers can select only ‘OEM’ or only ‘Compatible’ or both ‘OEM’ and ‘Compatible’ (or ‘any value’) as per their requirement.
4. Printer OEMs authorised in this category and granted dashboard access shall upload catalogues under Product Class of Cartridge - OEM. Compatible OEMs shall upload catalogues under Product Class of Cartridge - Compatible strictly in accordance with their approved Vendor Assessment (VA) report.
5. Incorrect selection of product class or deviation from the approved VA report by the sellers may attract administrative action, including removal of catalogues, temporary suspension, or any other action deemed appropriate by GeM.
6. The parameter “Model Number of OEM Printer/MFP” shall indicate the printer or multifunction model for which the offered cartridge/consumable is suitable. Sellers shall ensure correct mapping of cartridges/consumables to printer models while creating catalogues.
7. Printer OEMs and Compatible OEMs shall have their respective model/part numbers included in the drop-down options prior to catalogue creation. Catalogues created using unapproved or incorrect model numbers may be removed and attract administrative action.
8. Compatible OEMs shall ensure that their model or part numbers do not resemble those of printer OEMs in any manner likely to mislead or confuse buyers.
9. Sellers requiring inclusion of new model/part numbers (against parameter “Model Number of OEM's Printer/Cartridge/Consumable”) or the OEM's name (against the parameter “Name of the OEM/Compatible Manufacturer of Cartridge/Consumable Offered”) in drop-down options shall submit such requests to the GeM Helpdesk along with supporting documentation. Requests shall be processed by GeM based on verification of the vendor's eligibility and the applicable VA report.
10. The parameter “Name of the OEM/Compatible Manufacturer of Cartridge/Consumable Offered” shall indicate the name of either the printer OEM or the compatible OEM, as applicable. Sellers shall select their name only from the approved drop-down options available after completion of Vendor Assessment and inclusion through the Helpdesk process.
11. Buyers should select only one brand/make under the parameter: “Printer:: Multifunction Machines Brand for which offered Cartridge:: Consumable is Suitable.”
12. Buyers procuring only ‘OEM’ cartridges for multiple printer brands through bunched bids shall opt for item-wise evaluation and not total value-wise evaluation, so as to enable participation by resellers of individual brands. Bunching of only ‘OEM’ Cartridges and only ‘Compatible’ Cartridges can be resorted to only when evaluation is item-wise. In case the buyer selects both ‘OEM’ and ‘Compatible’ against ‘Product Class of Cartridge’ or alternatively chooses ‘any value’ against ‘Product Class of Cartridge’, then the bid evaluation method of either ‘Total Value-wise’ or ‘Item-wise’ can be opted for by the buyer as per his/her requirement and desired level of competition based on the availability of sellers.
13. By selecting “As per IS/ISO/IEC 19752:2017”, the seller confirms compliance with equivalent or relevant ISO standards such as ISO/IEC 24711 or ISO/IEC 29102, as applicable to the technology or type of cartridge (Inkjet, Laser, Toner, or Ink).
14. Buyers procuring cartridges through bidding and selecting Product Class - only ‘OEM’ should follow the PAC procurement method after following the prescribed due process, and the PAC certificate duly signed by the competent authority shall be uploaded at the time of bid creation. GeM, however, does not prescribe PAC procurement on its own, and the decision to follow the PAC mode of procurement is the buyer's call. In case the buyer selects both ‘OEM’ and ‘Compatible’ against ‘Product Class of Cartridge’ or alternatively chooses ‘any value’ against ‘Product Class of Cartridge’, then such PAC may not be required in the bid.

15. The L-1 comparison buying method for Product Class – only 'OEM' is not permissible. In case the buyer selects both 'OEM' and 'Compatible' against 'Product Class of Cartridge' or alternatively chooses 'any value' against 'Product Class of Cartridge', then the L-1 comparison buying method shall be available subject to other standard prerequisites. The L-1 comparison buying method for Product Class – only 'Compatible' is possible subject to other standard prerequisites.
16. For procurement through bidding involving a specific brand of Compatible Cartridges, PAC procurement may be undertaken only after following the prescribed due process. GeM, however, does not prescribe PAC procurement on its own, and the decision to follow the PAC mode of procurement is the buyer's call.
17. Single Tender procurement without PAC is permissible only where the buying organisation permits such procurement under specific circumstances and where GeM has enabled the Single Tender functionality for that organisation. GeM, however, does not prescribe the Single Tender mode of procurement on its own, and the decision to follow the Single Tender mode of procurement is the buyer's call.
18. By procuring items under this category, buyers confirm that they have understood the above clauses and agree to them. Any query with regard to the above clauses should be made prior to the procurement or floating of the bid. GeM shall not entertain any bid- or contract-specific query.
19. By uploading catalogues under this category, sellers confirm that they have understood the above clauses and agree to them. Any query with regard to the above clauses should be made prior to uploading a catalogue or participating in a bid. GeM shall not entertain any bid- or contract-specific query.

## 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 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 50% 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. **Service & Support**

Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

### 3. **Warranty**

Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 7 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.

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

Buyer Added text based ATC clauses

1. ALL BIDDERS ARE REQUESTED TO ATTEND THE PRE-BID MEETING THOUGH IT IS NOT COMPULSORY.

2. THE UNIT HAS THE RIGHT FOR CANCELLATION OF BID AT ANY STAGE.
3. CRAC/CRV WILL BE GENERATED POST INSPECTION OF CARTRIDGES FOR AUTHENTICITY IF BEING ORIGINAL HP PRODUCTS.
4. THE RISK OF LOSS OR DAMAGE TO THE ITEMS, ARISING OUT OF ANY CASUALTY, REGARDLESS OF THE CLAUSE SHALL BE ON THE SELLER UNTIL THE TIME THAT THE ITEMS HAS BEEN DELIVERED TO THE BUYER.
5. ITEMS TO BE DELIVERED ON QUARTERLY BASIS i.e. 25% CONTRACTED QUANTITY IN EACH QUARTER.
6. THE BIDDER HAS TO SUBMIT HP OEM AUTHENTICITY CERTIFICATE.

## 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---**