

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	03-03-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	03-03-2026 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 Power
विभाग का नाम / Department Name	Power Grid Corporation Of India Limited
संगठन का नाम / Organisation Name	Power Grid Corporation Of India Limited
कार्यालय का नाम / Office Name	Corporate Office Gurgaon
वस्तु श्रेणी / Item Category	Custom Bid for Services - Hiring A3 Multi-function Laser printer (Color) for various sites and RHQ WR-II on per page cost basis for a period of 05 years , Custom Bid for Services - Lumpsum Charges For Printing Services For Hired Printers for various sites and RHQ WR-II on per page cost basis for a period of 05 years
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> <li>• Paper-based Printing Services</li> <li>• Paper-based Printing Services</li> </ul>
अनुबंध अवधि / Contract Period	5 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, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, 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
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?	No

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
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
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	243000

#### 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).	65

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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 :**

Chief Manager  
Corporate Office Gurgaon, POWER GRID Corporation OF INDIA Limited, POWER GRID Corporation OF INDIA Limited, Ministry of Power  
(Sharda Prasad Burman)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**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

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

BOQ for ref - [1771593301.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1771593398.pdf](#)

**Instruction To Bidder:**[1771593412.pdf](#)

Pre Qualification Criteria ( PQC ) etc if any required:[1771593422.pdf](#)

Scope of Work:[1771593433.pdf](#)

Payment Terms:[1771593443.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1771593454.pdf](#)

Penalties:[1771593479.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1771593505.pdf](#)

GEM Availability Report ( GAR):[1771593534.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1771593543.pdf](#)

Any other Documents As per Specific Requirement of Buyer -2:[1771593547.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1771593555.pdf](#)

**Custom Bid For Services - Hiring A3 Multi-function Laser Printer (Color) For Various Sites And RHQ WR-II On Per Page Cost Basis For A Period Of 05 Years ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring A3 Multi-function Laser printer (Color) for various sites and RHQ WR-II on per page cost basis for a period of 05 years
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dileep Kumar Rathore	390008,Powergrid Corporation of India Ltd. WR2HQ PLOT NO.54, ADJACENT TO PRIYA REVATI RESORT OPP AMBE VIDYALAYA, SAMA-SAVLI ROAD VADODARA	Project / Lumpsum Based	N/A

**Custom Bid For Services - Lumpsum Charges For Printing Services For Hired Printers For Various Sites And RHQ WR-II On Per Page Cost Basis For A Period Of 05 Years ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Lumpsum Charges For Printing Services For Hired Printers for various sites and RHQ WR-II on per page cost basis for a period of 05 years
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dileep Kumar Rathore	390008,Powergrid Corporation of India Ltd. WR2HQ PLOT NO.54, ADJACENT TO PRIYA REVATI RESORT OPP AMBE VIDYALAYA, SAMA-SAVLI ROAD VADODARA	Project / Lumpsum Based	N/A

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

### 1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

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

Buyer Added text based ATC clauses

#### **Buyer Added text-based ATC clauses**

1.0 The following additional list of documents shall be scanned and uploaded as PDF on the portal as per the table below. The list of documents is indicative.

1. Scan copy of Bid Security as per ITB Clause 13.0.

Bidder is also required to submit the hard copy in original as per the formats mentioned in ITB Clause 13.2, in case not exempted, at the address mentioned in 9.3(i)(a) in a sealed envelope.

2. Technical experience documents:

Self-certified copy of Contract/Award Letter, Utility Certificate regarding completion of supplies, 2-year Performance Report, Qualifying Requirement documents.

3. Audited Financial Statements:

Income Statement and Balance Sheet for the last five financial years as requested in Qualifying Requirements.

4. TS compliance sheet as available in Scope of Work to verify MFM Printer compliance. Datasheet of offered MFM Printer shall also be attached.

5. Declaration pursuant to ITB Clause 2.1 – Attachment 2.

6. Certification as per DoE Order pursuant to ITB Clause 2.2 – Attachment 3.

7. Affidavit of Self-Certification of Minimum Local Content – Attachment 4.

8. Manufacturer Authorization Form – Attachment 5.

9. Declaration of Key Managerial Person and Power of Attorney Holder – Attachment 6.

10. Information regarding Ex-employees of POWERGRID in bidder's organization – Attachment 7.

11. Information for E-payment, PF details, and MSME declaration – Attachment 8.

12. Power of Attorney (on bidder's letterhead).

13. Undertaking of No Commercial/Technical Deviation – Compliance of TS.

14. Declaration regarding Whistle Blower Policy.

15. Declaration for Code of Integrity for Public Procurement.

16. Vendor Grievance Redressal Mechanism:

**Vendor Grievance redressal mechanism:** Vendors/Contractor/Supplier can submit their grievance(s) under the contract pertaining to Post-Award matters broadly under following categories – Payment/Matter related to Integrity Pact & IEMs/Others, Through POWERGRID's Vendor Grievance Portal (VGP).

Link to access Vendor Grievance Portal (VGP) is given below:

<https://apps.powergrid.in/vendorgrievance/t/login>.

User Manual for posting grievances/redressal mechanism is also available at Vendor Grievance Portal.

### **Qualification Requirements/Criteria for Custom Bid for Services for Hiring & Printing Services of A3 MFM Printers of Colour type for multiple locations of POWERGRID WR-II**

Qualification of the bidder will be based on meeting pass/fail criteria specified in **Part-A** below regarding **Technical Experience and Financial Position Qualification Requirements/Criteria for Hiring A3 Multi-function Laser printer (Color) for various sites and RHQ WR-II on per page cost basis for a period of 05 years through GeM-Custom Bidding mode**

#### **1) General**

- a) Qualification of bidder will be based on meeting the minimum pass/fail criteria specified below regarding the Bidder's technical experience and financial position as demonstrated by the Bidder's responses in the document submitted during bidding.
- b) POWERGRID, reserves the right to waive minor deviations to QR, provided it does not impact the execution of contract. The decision of POWERGRID in this regard shall be final & binding on bidders.
- c) The owner reserves the right to assess the capacity and capability of the bidder, should the circumstances warrant such assessments in an overall interest of the owner.

#### **1.1 Technical Requirement**

- a. The bidder should have supplied and commissioned at least 05 No. multi-function printers in a reputed public sector/private sector organization in last five years till originally scheduled date of bid opening as per GeM Bid.
- b. The bidder can be:
  - i) Authorized supplier of OEM. For this bidder should submit letter from OEM extending authorization and backup support to the bidder as per terms and conditions of the Bid.
  - ii) The bidder is also required to submit details in respect of (1.1a) above viz.
    - a) Copy of LOA/Work order/Purchase order/Contract Agreement.
    - b) Work Completion certificate
    - c) Certificate/Confirmation in respect of satisfactory operation of printers as mentioned above.

Note- Relaxation for MSE bidders- MSE/ Start-ups ,meeting the specified requirements of Para 1.1(a) shall be considered qualified if they meet 80% (Eighty Percent) of the requirements as mentioned in Para 1.1(a).

#### **2.1 Financial Requirement**

Minimum Average Annual Turnover (MAAT) of bidder during the best of "3" (Three) years from the preceding "5" (five) financial years ending 31.03.2024 shall not be less than **INR 30,88,800/-**

Note: I. In case bidder is a holding company; MAAT referred above shall be of that holding company only (i.e. excluding its subsidiary/group companies). In case bidder is a subsidiary of a holding company, MAAT referred above shall be that of subsidiary company only (i.e. excluding its holding company).

Note: II. In support of the above bidder should furnish copy of financial statements duly certified by Chartered Accounts (Statutory auditors in case of limited / private limited company) based on which it can be ascertained that the bidder meets the qualifying requirements.

Note: III- Relaxation for MSE Bidders- MSE/Start-up meeting the specified requirements at Para 2.1 above shall be considered qualified if they meet 80% (Eighty Percent) of the requirements mentioned in Para 2.1

#### **2.2 Litigation History:**

The bidder should provide detailed information on any litigation or arbitration arising out of contracts completed or under execution by it over the last five years. A consistent history of awards involving litigation against the bidder may result in rejection of Bid

### 3. Buyer Added Bid Specific ATC

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

### 4. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

## अस्वीकरण/Disclaimer

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.
15. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 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.

**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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in 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---**