

Bid Document

Bid Details	
Bid End Date/Time	09-05-2022 16:00:00
Bid Opening Date/Time	09-05-2022 16:30:00
Bid Offer Validity (From End Date)	45 (Days)
Ministry/State Name	Ministry Of Earth Sciences
Department Name	Na
Organisation Name	National Centre For Antarctic And Ocean Research (ncaor)
Office Name	Goa
Total Quantity	5100
Item Category	Report Cover (Q4) , folder binding accessories- dak pad ,file board- flap (Q4) , Note Pads Or Notebooks-IS 1848 (Q4) , Eraser (Q4) , Marking Pen- permanent, highlighter (Q4) , Gum (Paper Adhesives, Liquid Gum And Office Paste Type)- IS 2257 (Q4) , Folders-file cover (Q4) , battery cell as per IS:9128 and IS:8144 (Q4) , Spring File (Q3)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Primary product category	Spring File
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Item wise evaluation

EMD Detail

Required	No
----------	----

ePBG Detail

Required	No
----------	----

(a). The EMD % will be applicable for each schedule/group selected during Bid creation.

Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	No
-------------------------	----

MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

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

2. 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.

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Item/Category	Quantity
Schedule 1	Report Cover	500
Schedule 2	Report Cover	500
Schedule 3	Folder Binding Accessories- Dak Pad ,file Board- Flap	1000
Schedule 4	Note Pads Or Notebooks-is 1848	100
Schedule 5	Eraser	200
Schedule 6	Marking Pen- Permanent, Highlighter	100
Schedule 7	Gum (paper Adhesives, Liquid Gum And Office Paste Type)-is 2257	200
Schedule 8	Folders-file Cover	1000

Schedule 9	Battery Cell As Per Is:9128 And Is:8144	500
Schedule 10	Spring File	1000

Report Cover (500 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type Of Folder	L-Shape plastic Folder
Size	Paper size to which folder is suitable	A4, Foolscap
Dimension	Thickness of folder (mm)	0.4
	Minimum Length of folder	350 mm for Foolscap
	Minimum Width of folder	250 for Foolscap
Physical characteristics	Binding/holding of paper by	PVC binder strip

Additional Specification Parameters - Report Cover (500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Covers: Front & Back/ Pocket	Front Cover- Transparent & Back Cover- Opaque with Pocket.

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	15

Report Cover (500 pieces)

Brand Type	Unbranded
------------	-----------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type Of Folder	L-Shape plastic Folder
Size	Paper size to which folder is suitable	A4, Foolscap
colour	Colour of folder (Bottom Side)	Transparent
	Colour of folder (Top Side)	Transparent
Dimension	Thickness of folder (mm)	0.17
	Minimum Length of folder	350 mm for Foolscap
	Minimum Width of folder	250 for Foolscap
Physical characteristics	Binding/holding of paper by	Plastic Clip.

Additional Specification Parameters - Report Cover (500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Covers	Front & Back Covers - Transparent only.

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	15

Folder Binding Accessories- Dak Pad ,file Board- Flap (1000 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Binder	File Board Binder

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of type test Report	No
Board Details	Lamination of Board	Paper Liner
Size	Size of flap (Width x Length) (mm x mm)	230 x 342
	Size of File Board (Width x length) (mm x mm)	250 x 345
Physical Characteristics	Corner Protection	No
	Covering of Flap	Cloth Coated Paper
Binding Tape Details	Binding tape material	Cotton
	Binding tape Corner Protection	No

Additional Specification Parameters - Folder Binding Accessories- Dak Pad ,file Board- Flap (1000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
File Board Type	Hard File Board with 2 flaps and cotton sting to Tie.

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	15

Note Pads Or Notebooks-IS 1848 (100 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Indian Standards	IS 12810: 1989 Latest

Specification	Specification Name	Bid Requirement (Allowed Values)
	Paper Confirming to Indian Standards	IS:1848:2007 Latest
Type	Type of notebook	Ruled Book
Color	Colour of Page / Sheet	White
Physical Properties (Dimension & Weights)	Grammage of Paper (gsm)	80 Or higher
	Grammage of Cover Paper (gsm)	300.0 - 2150.0 Or higher
	Dimensions (l X b) (mm X mm)	215 X 150
	Number of Pages (Nos)	200
	Opacity (%)	95
	Brightness of Paper (%)	90
	Smoothness of Paper Bendtsen (ml/min)	250.0 - 280.0 Or higher
	Ruling	Single Line

Additional Specification Parameters - Note Pads Or Notebooks-IS 1848 (100 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Covers & Pages	Hard Covers on Front & Back & Pages - Ruled Book.

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	100	15

Eraser (200 packet)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Other Properties	Number of Eraser per pack (nos)	20
Dimension	Regular size(LxWxH) (mm)	Any applicable text(s)

Additional Specification Parameters - Eraser (200 packet)

Specification Parameter Name	Bid Requirement (Allowed Values)
Size	Medium Sized

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	200	15

Marking Pen- Permanent, Highlighter (100 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Pen	Permanent
Colour	Ink Colour	Black, Blue
Physical Properties	Line Width (mm)	2.49
	Marking Length (Meter)	707.0 Or higher

Additional Specification Parameters - Marking Pen- Permanent, Highlighter (100 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Type of Pen	Type of Pen : Permanent Marking Pen with Thick Point.

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	100	15

Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (200 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Conformity to Indian Standard IS 2257 : Latest	Yes
	ISI Marked	Yes, No
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab showing conformation to the IS Specification	Yes, No
Material	Material	Type C
Packing Size	Packing Size (Grams)	30

Additional Specification Parameters - Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (200 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
GUM Type	GUM Type: Liquid Stick Glue

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	200	15

Folders-file Cover (1000 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Color	Colour of file cover	Any applicable text(s)
Physical Characteristics	Minimum GSM of folder cover Sheet (GSM)	280.0 - 480.0 Or higher
	Minimum Length of folder (mm)	350
	Minimum Width of folder (mm)	240
General Properties	Printing	As per User requirements
	File suitable for paper size	Foolscap
	Location of eyelet	Distance from top for each eyelets

Additional Specification Parameters - Folders-file Cover (1000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
PRINTING	Printing as per User requirements - Printing content will be shared on award of contract.
FILE TYPE	File Type : Thin file as per mentioned GSM

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	15

Battery Cell As Per IS:9128 And IS:8144 (500 pieces)

Brand Type	Registered Brand
------------	------------------

Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
GENERIC	Confirming to Indian Standard	Heavy duty battery cell as per IS:9128
	Type of batteries	R06
	No. of Cells per pack	10

Additional Specification Parameters - Battery Cell As Per IS:9128 And IS:8144 (500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Batteries Type	Batteries Type : AA Battery 1.5V (R06)

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

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	15

Spring File (1000 pieces)

Brand Type	Unbranded
------------	-----------

Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size and GSM	Length of file (mm)	355
	Width of file (mm)	245
	GSM of file	536 - 556
Colour	Colour of file	khaki, blue
Clip and Spring	Size of clip (l x w)(mm x mm)	165 x 20
Sample	Advance sample to be provided for buyer's approval before commencement of supply (applicable in case of bid only)	Yes
	Number of working days from the date of Order within which Sample File and Printing Matter to be collected from Buyer (applicable in case of bid only)	5
	Number of working days(of collection of 'SAMPLE'), within which the sample File with printing should be submitted for approval of Buyer (applicable in case of bid only)	5

Additional Specification Parameters - Spring File (1000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
File Built	Build Material: Hard Spring File (as per mentioned GSM) with Cloth Patti on Borders.
File Joint	File Joint with Cloth Patti and minimum width of 2inch
Metal Strip & Eye Lid Hole	Metal Strip spring in center to flip pages easily & Eye Lid hole on left top corner.
PRINTING	Printing as per User requirements - Printing content will be shared on award of contract.

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

Additional Specification Documents

Applicable Drawing Document	View
-----------------------------	----------------------

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	15

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The supplier to provide leaflets/brochures/images of the offered products.

.

2. Buyer Added Bid Specific ATC

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

3. Sample Clause

After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 1 samples for Buyer's approval, within 7 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 7 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.

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

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Generic

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

6. Scope of Supply

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

7. Generic

The seller is required to print logo as per buyer's requirement.

8. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

Disclaimer

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

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

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

---Thank You---