

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	07-08-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	07-08-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम / Department Name	Department Of Earth Sciences
संगठन का नाम / Organisation Name	National Centre For Antarctic And Ocean Research (ncaor)
कार्यालय का नाम / Office Name	Goa
कुल मात्रा / Total Quantity	1600
वस्तु श्रेणी / Item Category	Prompt self-adhesive , Pencil , Scissor , Gum Tube , Permanent marker , Stapler , Highlighter , Paper Cutter , Correction Pen , Copier paper A4 , Register 100 pages , Register 200 pages , Duster cloth white , White Board Marker , Plastic Scale , Binder clip
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Register, Permanent marker, Plastic Ruler
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	<p>Searched String: Register</p> <p>Register (V2)</p> <p>Searched String: Permanent marker</p> <p>Permanent Marker Pen</p> <p>Searched String: Plastic Ruler</p> <p>Rulers-Handicraft</p>
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> • Rulers-Handicraft • Permanent Marker Pen • Register (V2)
बीओक्यू शीर्षक / BOQ Title	OFFICE STATIONERY ITEMS
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Register 100 pages
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 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

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

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

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. 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.

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.

Prompt Self-adhesive

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Pencil

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Scissor

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Gum Tube

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	100	30

Permanent Marker

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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	200	30

Stapler

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Highlighter

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Paper Cutter

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Correction Pen

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Copier Paper A4

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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	300	30

Register 100 Pages

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

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	150	30

Register 200 Pages

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	150	30

Duster Cloth White

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	100	30

White Board Marker

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
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Plastic Scale

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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

Binder Clip

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

1. Scope of Supply

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

2. 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.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- Bidders to provide compliance on All Technical Specifications in the format-A attached in Buyer Added Bid Specific ATC along with the Product Catalogue/Photo of the product(s) offered in the bid. Buyers can match and verify the Product Catalogue/photo with the product sp

ifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection

- b) Bidders are required to submit completed BIDDER DETAILS FORM (Format-B attached in Buyer Added Bid Specific ATC) along with the necessary documents, which include company information and bank account details for the vendor registration process.
- c) The items should be quoted with a single established market brands. The brand of the items to be supplied should be clearly mentioned and possess IS standard wherever applicable. Quoting items with multiple brand options or vague descriptors such as "good brand," "quality," "normal," "reputed," "branded," "local," or "unknown brands" may render the bid non-compliant and subject to rejection.
- d) The photos of items given in the bid document are intended solely for the bidder's reference purposes related to design and pattern.
- e) Payment is as per the GeM timeline and as per the receipt and acceptance of the material in full.
- f) Samples: On award of the contract, samples of the offered product, if needed, are to be provided by the supplier for quality checks. Such reference samples will be treated as part of the supplied quantity from the lot once approved to initiate bulk supply as per the contract. Consignee location for Material/Sample delivery shall be addressed to “ **Head (Procurement & Stores), National Centre for Polar and Ocean Research (NCPOR), Vasco Da Gama, South-Goa, Goa 403804**”
- g) On award of the contract, if the material is found not complying with given specifications or low standards will be rejected & incident will be raised in GeM.

4. Buyer Added Bid Specific ATC

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

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. 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.

7. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

8. Generic

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

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. 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.
16. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[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 कार्यवाई 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---





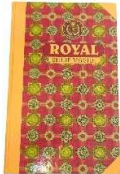
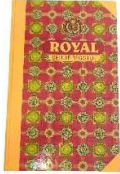






Technical Specification of Item: Office Stationery Items

(Bidder must submit the Technical Compliance Statement with the bid)

(Sample items are required before the final supply against the Purchase Order)

Sl.No.	Description	Qty	UOM	Pattern/Design
01	Prompt 1"x3" (self-adhesive) Multicolour(three colour) Sticky Notes, Paper Flags 25 X 75 mm	50	Pkt.	
2	Pencil HB Pencil 10 pcs in each box	50	Box.	
3	Scissor height of the scissors: 7 to 8 inch Handle Material: Plastic Material of Blade: Stainless Steel	50	Nos.	
4	Gum Tube 8gms	100	Nos.	
5	Permanent marker (Blue and Black) (1 No = 1 Pack) Line Width: 3.5 mm Writing Tip made up of: Hard acrylic Tip Ink Colour: Black, Blue Type of ink: Alcohol based The shape of the marker /Pen tip: Bullet shape Marker Pen body made of: Plastic	200	Nos.	 Blue Black
6	Stapler Small Stapler machine No.10 Staple suitable for using pin size:10/4 Range of stapling: 50 mm Capacity of staples: 50 staples Binding and Durability test (As per pin size): 15 numbers of 50 GSM white printing paper sheets(for 4 mm leg staples)	50	Nos.	

7	Highlighter (5 different colour per packet) (5 different colours)i.e Green:50 Nos. Blue:50 Nos. Orange:50 Nos. Yellow:50 Nos. Pink:50 Nos.	50	Packet	
8	Paper Cutter Type of Cutter Knife: Paper cutter knife (Snap off blade) (Heavy Duty) Material of Body: Plastic Material of Blade: Carbon Steel Length of Blade (in mm): 100 millimeter Width of Blade (in mm): 18 millimeter Thickness of Blades (in mm) : 0.3 millimeter	100	Nos.	
09	Correction Pen Pen contains correction fluid: 12 ml	50	Nos.	
10	Copier paper A4 Plain Copier Color: White Paper Size: A4 Grammage(GSM) of the paper: 75 gsm Paking: Ream of 500 Sheet	300	Ream	
11	Register 100 pages ruled Cover Hard: front and back	150	Nos	
12	Register 200 pages 200 pages ruled Cover Hard: front and back	150	Nos	
13	Duster cloth white Length x breath: 40cm to 45 cm	100	Nos.	

14	White Board Marker (1 No = 1 Pack) Line Width: 3.5 mm Writing Tip made up of : Hard acrylic Tip Type of ink: Alcohol based The shape of the marker /Pen tip: Bullet shape Marker Pen body made of : Plastic	50	Nos.	
15	Plastic Scale Length: 30 cms	50	Nos.	
16	Binder clip Size 25mm	100	Box	 25MM (PACK OF 12 PCS)