



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5156799
Dated/दिनांक : 13-07-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-07-2024 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-07-2024 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	15 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Military Affairs
Organisation Name/संगठन का नाम	Indian Army
Office Name/कार्यालय का नाम	*****
Total Quantity/कुल मात्रा	201
Item Category/मद केटेगरी	Plain Copier Paper (V2) as per IS 14490 (Q4) , Roller Ball Pen (V2) (Q4) , Ball Point Pens (V2) as per IS 3705 (Q4) , Notesheet (Azure Laid) (V2) (Q3) , File Folder Cover (V2) (Q4) , self adhesive paper note (Q4) , Paper Adhesive, Liquid Gum and Office Paste Type as per IS 2257 (Rev) (Q3) , Transparent Tape (V2) (Q4) , Battery Cell as per IS 9128, IS 8144 (Q4) , Glue Stick (V2) (Q4) , Binder Clips (V2) (Q3)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	Plain Copier Paper (V2) as per IS 14490
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Purchase Preference/एमआईआई खरीद वरीयता

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

MSE Purchase Preference/एमएसई खरीद वरीयता	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. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

Plain Copier Paper (V2) As Per IS 14490 (12 ream)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	Technical specification of plain copier paper	BIS specification no. IS 14490:2018 (with latest amendment)
	Grammage (Substance) of plain copier paper	75 g per square metre
	Sizes	A4
	The product conforming to the requirement of ECO-Mark	Yes, No
PACKAGING	Number of sheets in a ream	50 sheets, 100 sheets, 250 sheets, 500 sheets
TESTING AND CERTIFICATION	BIS marked	Yes (As Per Gazette Notification CG-DL-E-30062020-220281 - copy Attached)
	Availability of Test Report from Designated AHSP / NABL / ILAC accredited or Central Government Lab to prove conformity of products to the specification	Yes, No

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Verified and Signed Tp document	View
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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	12	15

Plain Copier Paper (V2) As Per IS 14490 (6 ream)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	Technical specification of plain copier paper	BIS specification no. IS 14490:2018 (with latest amendment)
	Grammage (Substance) of plain copier paper	75 g per square metre
	Sizes	FS
	The product conforming to the requirement of ECO-Mark	Yes, No
PACKAGING	Number of sheets in a ream	50 sheets, 100 sheets, 250 sheets, 500 sheets
TESTING AND CERTIFICATION	BIS marked	Yes (As Per Gazette Notification CG-DL-E-30062020-220281 - copy Attached)
	Availability of Test Report from Designated AHSP / NABL / ILAC accredited or Central Government Lab to prove conformity of products to the specification	Yes, No

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Verified and Signed Tp document	View
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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	6	15

Roller Ball Pen (V2) (8 pieces)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	Ink type	Light water-based Ink, Gel-Based Ink
	Colour of Ink	Black, Blue
	Line width/Tip sizes	0.5 mm, 0.6 mm, 0.7 mm, 0.75 mm, 0.8 mm, 1.0 mm, 1.2 mm, 1.5 mm
	The refill shall write a continuous line of (Minimum)	500 Meters, 750 Meters, 1000 Meters, 1200 Meters
MATERIAL	Pen Barrel made of	Metal with suitable corrosion resistant finish, Plastic, Metal with suitable corrosion resistant finish and plastic
	Material of Tube (Ink Container)	Plastic, Metal

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	8	15

Ball Point Pens (V2) As Per IS 3705 (30 pieces)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GOVERNING SPECIFICATION	Governing Specification	Conforming to IS 3705
	ISI Marking	Yes, No
STANDARDS	Type of Ball point pen	Single refill ball point pen, Desk type ball point pen
	Material used in the manufacture of Ball point pen	Metal, Plastic, Both Metal and Plastic
	Governing Specification for Refill of the Ball point pen	Conforming to IS 3707

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	Diameter of the Ball (In mm)	0.5 mm, 0.6 mm, 0.7 mm, 0.8 mm, 0.9 mm, 1.0 mm, 1.1 mm, 1.2 mm
	Governing Specification for Ink of the Ball point pen	Conforming to IS 5805
	Colour of the Ink	Blue

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	30	15

Notesheet (Azure Laid) (V2) (6 pad(s))

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	Technical specification of 'AZURE LAID PAPER'	BIS specification no. IS 1848 (part 1) : 2018 (with latest amendment)
	Colour	Green
	Margin line required	One side of the sheet
	Provision of file Number at top of the sheet	One side of the sheet, Both sides of the sheet, N.A
	The product conforms to the requirement of ECO-Mark	Yes, No
DIMENSION AND GRAMMAGE	Size of paper (W x L) in mm	210 x 335 (mm), 215 x 320 (mm), 430 x 690 (mm), 594 x 841 (mm)
	Sheet Grammage (g/square meter)	70 GSM, 80 GSM, 90 GSM, 100 GSM
PACKING	Number of sheets in a pad	Pad of 20 Sheets, Pad of 25 Sheets, Pad of 50 Sheets, Pad of 100 Sheets, Pad of 500 Sheets

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	6	15

File Folder Cover (V2) (40 pieces)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	File suitable for the paper size	A4 size, A5 size, Foolscap size
	The file shall be made from	A single piece of paperboard (folding along a primary score line), A single piece of paper board (pasted calico strip inside the folder - over the centre fold), A single piece of Plastic board (folding along a primary score line/U shaped)
	Width of calico strip	50 mm, 75 mm, 100 mm, 130 mm, N.A
	Attachment (for proper filing of papers)	Spring clip with mechanism (to easy transfer of paper in the file), Eyelets, Combination of two different file clips with mechanism (to easy transfer paper in the file), Two numbers of the same clip with mechanism (to easy transfer of paper in the file)
	Number of eyelets	2 eyelets, 4 eyelets, 6 eyelets, No Eyelet
	Tags for Files required	Yes, No
	Tags for Files shall be	Conforms to IS: 8499 - 1988 (with latest amendment), Other type, N.A
	Colour of file cover	Green
	The folder cover sheet shall be	Laminated, Non- laminated
DIMENSION AND GRAMMAGE	Length of the folder (minimum)	210 mm, 240 mm, 350 mm, 365 mm
	Width of folder (minimum)	150 mm, 240 mm, 250 mm, 260 mm, 305 mm, 315 mm

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	Width of flap of bottom cover (minimum)	35 mm, 50 mm, 55 mm, N.A
	Thickness / GSM of folder cover sheet (Minimum)	280 GSM, 300 GSM, 350 GSM, 380 GSM, 400 GSM, 460 GSM, 0.2 mm (For Plastic file folder), 0.5 mm (For Plastic file folder), 1 mm (For Plastic file folder), 1.5 mm (For Plastic file folder), 2 mm (For Plastic file folder), 2.5 mm (For Plastic file folder), 3 mm (For Plastic file folder)
MATERIAL	Folder cover sheet material	Greyboard conforming to IS 2617 (with latest amendment), Millboard conforming to IS 2617 (with latest amendment), Strawboard conforming to IS 2617 (with latest amendment), Polypropylene (PP), PVC sheets, Plastic
PRINTING	The folder cover shall be with a box bearing 'file number'	Yes, No
	The folder cover shall be with the department 'logo'	Yes
	Inside of the top cover shall be printed with	Routine notes, Phrases used in noting, N.A
	Font style of printing	As per Buyer's Requirement (to be indicated during bid creation)
	Folder cover shall be printed in	One colour, Two colours, Three colours, Four colours, No Printing
	Printing matters	As per Buyer's Requirement (to be indicated during bid creation)
PACKING	Each bundles shall be packed in	Polythene sheets, Carton boxes, As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	Test reports to be furnished to buyer on demand, if claimed to be available	Yes, N.A

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	40	15

Self Adhesive Paper Note (10 packet)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Size and Grammage	Size of Note Pad (L X W) (mm X mm)	50 X 75, 75 X 75, 100 X 75, 50.8 x 76.2, 76.2 x 76.2, 50 x 50
	GSM of Paper	70, 75, 80 Or higher
Packing	Number of Sheets in a Pack (Nos)	100, 50

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	10	15

Paper Adhesive, Liquid Gum And Office Paste Type As Per IS 2257 (Rev) (4 pieces)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
MATERIAL	Type of material	Type - A, Type - B, Type - C
PACKING	Packing size	20 ml, 50 ml, 60 ml, 80 ml, 100 ml, 150 ml, 200 ml, 300 ml, 600 ml, 700 ml, 1000 ml, 1 kg, 2 kg, 5 kg, 10 kg, 20 kg, 25 kg, 50 kg

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	4	15

Transparent Tape (V2) (10 pieces)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Certification	ISI Marked	Yes, No
Dimension	Minimum Tape Width (mm)	6, 12, 24, 36, 48, 72 Or higher
	Tape Length (meter)	10, 25, 50, 60, 100, More than 100 Or higher
Test Report Details	Availability of Test Reports from Central Govt/State Govt/NABL/IL AC accredited Lab covering all the Declared Parameters as per IS Specification	Yes, No

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	10	15

Transparent Tape (V2) (10 pieces)**Technical Specifications/तकनीकी विशिष्टियाँ**

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Certification	ISI Marked	Yes, No
Dimension	Minimum Tape Width (mm)	24, 36, 48, 72 Or higher
	Tape Length (meter)	10, 25, 50, 60, 100, More than 100 Or higher
Test Report Details	Availability of Test Reports from Central Govt/State Govt/NABL/IL AC accredited Lab covering all the Declared Parameters as per IS Specification	Yes, No

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	10	15

Battery Cell As Per IS 9128, IS 8144 (20 pieces)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERIC	Confirming to Indian Standard	Heavy duty battery cell as per IS:9128, Multipurpose Dry Battery Cell as per IS:8144
	Type of batteries	R03, R06, R14, R20

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	20	15

Glue Stick (V2) (20 set)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Packing	No of sticks in a Set	Set of 4, Set of 5, Set of 10, Set of 12, Set of 24, Set of 1
Net Content and Shelf Life	Net content of the stick (Grams)	8, 15, 25, 35, 40, 50 Or higher
	Shelf life (months)	12, 24, 36, 48

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	20	15

Binder Clips (V2) (5 packet)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type and Material	Types of Clips	Two hinged wire handles and a spring, Two die-stamped handles and a cylindrical spring, Two die-stamped handles and a coil spring
	Material of Handle	Hard drawn steel wire, Cold rolled spring steel

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
DimensionS	Width (in mm)	19, 30, 32, 41, 51, 54, 63, 140
	Overall Height (in mm)	25, 35, 44, 48, 53, 60, 63, 66
Packaging	Type of Packaging	Cardboard, Plastic Container
	Quantity per pack	6, 12, 25, 50, 100

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	5	15

File Folder Cover (V2) (20 pieces)

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	File suitable for the paper size	A4 size, A5 size, Foolscap size
	The file shall be made from	A single piece of paperboard (folding along a primary score line), A single piece of paper board (pasted calico strip inside the folder - over the centre fold), A single piece of Plastic board (folding along a primary score line/U shaped)
	Width of calico strip	50 mm, 75 mm, 100 mm, 130 mm, N.A
	Attachment (for proper filing of papers)	Spring clip with mechanism (to easy transfer of paper in the file), Eyelets, Combination of two different file clips with mechanism (to easy transfer paper in the file), Two numbers of the same clip with mechanism (to easy transfer of paper in the file)
	Number of eyelets	2 eyelets, 4 eyelets, 6 eyelets, No Eyelet
	Tags for Files required	Yes, No

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	Tags for Files shall be	Conforms to IS: 8499 - 1988 (with latest amendment), Other type, N.A
	Colour of file cover	White
	The folder cover sheet shall be	Laminated, Non- laminated
DIMENSION AND GRAMMAGE	Length of the folder (minimum)	210 mm, 240 mm, 350 mm, 365 mm
	Width of folder (minimum)	150 mm, 240 mm, 250 mm, 260 mm, 305 mm, 315 mm
	Width of flap of bottom cover (minimum)	35 mm, 50 mm, 55 mm, N.A
	Thickness / GSM of folder cover sheet (Minimum)	280 GSM, 300 GSM, 350 GSM, 380 GSM, 400 GSM, 460 GSM, 0.2 mm (For Plastic file folder), 0.5 mm (For Plastic file folder), 1 mm (For Plastic file folder), 1.5 mm (For Plastic file folder), 2 mm (For Plastic file folder), 2.5 mm (For Plastic file folder), 3 mm (For Plastic file folder)
MATERIAL	Folder cover sheet material	Greyboard conforming to IS 2617 (with latest amendment), Millboard conforming to IS 2617 (with latest amendment), Strawboard conforming to IS 2617 (with latest amendment), Polypropylene (PP), PVC sheets, Plastic
PRINTING	The folder cover shall be with a box bearing 'file number'	Yes, No
	Inside of the top cover shall be printed with	Routine notes, Phrases used in noting, N.A
	Folder cover shall be printed in	One colour, Two colours, Three colours, Four colours, No Printing
PACKING	Each bundles shall be packed in	Polythene sheets, Carton boxes, As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	Test reports to be furnished to buyer on demand, if claimed to be available	Yes, N.A

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	*****	*****JALPAIGURI	20	15

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

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

HQ 27 MTN ARTY BDE, PIN-926927, C/O 99 APO
HQ 27 MTN ARTY BDE, PIN-926927, C/O 99 APO
HQ 27 MTN ARTY BDE, PIN-926927, C/O 99 APO
HQ 27 MTN ARTY BDE, PIN-926927, C/O 99 APO
HQ 27 MTN ARTY BDE, PIN-926927, C/O 99 APO

Disclaimer/अस्वीकरण

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.

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.

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

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./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।

---Thank You/धन्यवाद---