

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-05-2025 09:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-05-2025 09:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	150 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Airports Authority Of India
Office Name/कार्यालय का नाम	Airports Authority Of India Chennai Airport
क्रेता ईमेल/Buyer Email	buycon230.aai.tn@gembuyer.in
Total Quantity/कुल मात्रा	4700
Item Category/मद केटेगरी	Correspondence Envelopes (V3) Conforming to IS 134
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
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
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance *In case any bidder is seeking exemption from Exper Criteria, the supporting documents to prove his eligib must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Past Performance/विगत प्रदर्शन	80 %
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	Correspondence Envelopes (V3) Conforming to IS 134
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण	
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Estimated Bid Value/अनुमानित बिड मूल्य	42915
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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#### ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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#### 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. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Product to State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid or relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value criterion.

2. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated on Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 18.05.2023 Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product or 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 offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence 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) for purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.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 purchase preference will be given only if the seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or impact 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

determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment and based on competitive prices received in Bid / RA process.

4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category relating having highest bid value should meet this criterion.

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 2500 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allocation) मूल्य
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	100 x 176
	Colour of the Envelope	White
	Window on Envelope	Without Window

#### Consignees/Reporting Officer/परेषित/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	Jayakrishnan. K	600016,Operational Offices, Airports Authority of India, Chennai International Airport,	2500	30

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 1200 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allocation) मूल्य
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	324 x 458 (C3)
	Colour of the Envelope	Light Green

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allocation) मूल्य
	Window on Envelope	Without Window

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

S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	Jayakrishnan. K	600016, Operational Offices, Airports Authority of India, Chennai International Airport,	1200	30

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 500 pieces )

**Technical Specifications/तकनीकी विशिष्टियाँ**

\* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allocation) मूल्य
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	324 x 458 (C3)
	Colour of the Envelope	Light Green
	Cloth Lining	Cloth Lining as per the Governing Specification
	Window on Envelope	Without Window

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

S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
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S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	Jayakrishnan. K	600016,Operational Offices, Airports Authority of India, Chennai International Airport,	500	30

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 500 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allocation/मूल्य)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	229 x 324 (C4)
	Colour of the Envelope	Light Green
	Cloth Lining	Cloth Lining as per the Governing Specification
	Window on Envelope	Without Window

#### Consignees/Reporting Officer/परेषित/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	Jayakrishnan. K	600016,Operational Offices, Airports Authority of India, Chennai International Airport,	500	30

#### Special terms and conditions-Version:1 effective from 11-11-2024 for category Correspondence Envelopes to IS 13892

1.

Note to Buyers

Note to Sellers

For printing on the envelope as per Buyer's requirement the buyer shall declare and mentioned the contents to be printed in the ATC such as Logo of the organization.

1) Sellers must declare their catalog price for 1 Unprinted Piece of Correspondence Envelope

2) The seller shall quote their price during bidding in accordance to the technical requirements for printing contents.

## 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% of the quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity to the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity ordered from the last date of original delivery order and in cases where option clause is exercised during the extended period, the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be calculated as  $\frac{\text{Additional quantity}}{\text{Original quantity}} \times \text{Original delivery period (in days)}$ , 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 calculation up to the original delivery period while exercising the option clause. Bidders must comply with these

### 2. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Commerce and Industry. If the bidder wants to avail purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Trade preference shall be given to 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 the purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match the price. The contract will be awarded for percentage of 25% of total value.

### 3. Buyer Added Bid Specific ATC

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

### 4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The vendor is required to submit one each sample of all the bid items upon placement of GEMC for verification.

### 5. Sample Clause

After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk supply. Successful Bidder shall submit

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sample for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications, approve the advance sample or will provide complete list of modification required in the sample within 5 days of receipt of sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated. Any delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract due to deviations to the seller.

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

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority of the Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process and the consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and d

