



Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण		
Bid End Date/Time/बिंड 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 13	
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	r/ 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 Exp Criteria, the supporting documents to prove his eli 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/बिंड से रिवर्स नीलामी सक्रिय किया	No	
Type of Bid/बिंड का प्रकार	Two Packet Bid	
Primary product category	Correspondence Envelopes (V3) Conforming to IS 13	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days	

Bid Details/बिङ 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				
PBG Detail/ईपीबीजी विवरण					
e PBG Detail/ईपीबीजी विवरण Required/आवश्यकता	No				
	No				
Required/आवश्यकता	No No				
Required/आवश्यकता MII Purchase Preference/एमआईआई खरीद वरीयता					

- 1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offe {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Pro State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid o 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 val criterion.
- 2. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated o Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 datec 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 o excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bic Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with t the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evider evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buye purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 | be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procuremen Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE wi seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents su 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 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 / 5 Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial ye along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category relat 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/बिंड के लिए आवश्यक (Allo
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/परेषिती/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/बिंड के लिए आवश्यक (Allo 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 (Allo	
Specification	Specification Name/jaking 44 5461	मूल्य	
	Window on Envelope	Without Window	

Consignees/Reporting Officer/परेषिती /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 केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allo 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 Specificatio
	Window on Envelope	Without Window

Consignees/Reporting Officer/परेषिती/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/बिंड के लिए आवश्यक (Allo 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 Specificatio	
	Window on Envelope	Without Window	

Consignees/Reporting Officer/परेषिती/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 Envelope to IS 13892

1.

Note to Buyers

For printing on the envelope as per Buyer's requirement the buyer ϵ and mentioned the contents to be printed in the ATC such as Logo o

Note to Sellers

1) Sellers must declare their catalog price for 1 Unprinted Piece of C envelope $\,$

2) The seller shall quote their price during bidding in accordance to t 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 quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered q the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity from the last date of original delivery order and in cases where option clause is exercised during the extender additional time shall commence from the last date of extended delivery period. The additional delivery time s quantity \div Original quantity) \times Original delivery period (in days), subject to minimum of 30 days. If the origin less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calc duration 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 def Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Training from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, I Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match 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 bull starting bulk supplies. Successful Bidder shall submit

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

Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor fre under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contraction with the production of stores in bulk, before the sample has been approved unconditionally shall be 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 Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding proces consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to the consequence of the consequence of the consequence of the competent Authority Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process.

technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM a 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 issinguard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exer such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category
- 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 <u>attached</u> 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 specifyir 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 m
- 15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid ter above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the otherwise allowed by GeM GTC.
- 16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional te any other document. If buyer needs more items along with the main item, the same must be added through t based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same 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 their representation against the same by using the Representation window provided in the bid details field in Seller (logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representation 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 / ac but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any nor treated as breach of contract and Buyer may take suitable actions as per GeM Contract

This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शारि

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 share 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 falso of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws. जिम की सामान्य शर्तों के खंड 26 के सं 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 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 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---