

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-05-2025 21:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-05-2025 21:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (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 Air Force
Office Name/कार्यालय का नाम	*****
क्रेता ईमेल/Buyer Email	buycon1.iaf.blr@gembuyer.in
Total Quantity/कुल मात्रा	3300
Item Category/मद केटेगरी	Correspondence Envelopes (V3) Conforming to IS 134
OEM Average Turnover (Last 3 Years)/मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)	1 Lakh (s)
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/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance,Bidder Turnover Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Exper Criteria, the supporting documents to prove his eligik must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Past Performance/विगत प्रदर्शन	10 %
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	Correspondence Envelopes (V3) Conforming to IS 131
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
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. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered should have regularly, manufactured and supplied same or similar Category Products to Central Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening. Relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied the quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value shall be the criterion.

4. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be considered for this criteria.

5. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated on Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 18.05.2012 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 bid for the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence after 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 will be given if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar products for 10% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Government 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 to having highest bid value should meet this criterion.

7. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergent requirements for critical products/services.

### 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 (Allowance) मूल्य
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope, Type 2 - Ban
	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/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	*****	*****Bangalore	500	15

**Correspondence Envelopes (V3) Conforming To IS 13892 ( 750 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 (Allowed Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope, Type 2 - Ban
	Dimensions of the Envelope (Size Symbol) (In mm)	122 x 176 (B6)
	Colour of the Envelope	Light Green
	Window on Envelope	Without Window

**Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 ( 750 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Size of white envelop 6.25"x5"	Size of white envelop 6.25"x5"

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

**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	*****	*****Bangalore	750	15

**Correspondence Envelopes (V3) Conforming To IS 13892 ( 750 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 (Allowed Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	162 x 229 (C5)
	Colour of the Envelope	White
	Cloth Lining	Non-Cloth Lining

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

#### Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 ( 750 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Size of white envelop 11" x 5"	Size of white envelop 11" x 5"

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

#### 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	*****	*****Bangalore	750	15

#### Correspondence Envelopes (V3) Conforming To IS 13892 ( 400 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 (Allowed Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	176 x 250 (B5)
	Colour of the Envelope	Light Green
	Cloth Lining	Cloth Lining as per the Governing Specification
	Window on Envelope	Without Window

#### Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 ( 400 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Size of cloth envelop 14"x10"	Size of cloth envelop 14"x10"

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

**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
1	*****	*****Bangalore	400	15

### Correspondence Envelopes (V3) Conforming To IS 13892 ( 400 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 (Allowed Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	162 x 229 (C5)
	Colour of the Envelope	White, Light Green, Light Yellow, Light Brown
	Cloth Lining	Cloth Lining as per the Governing Specification
	Window on Envelope	Without Window

### Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 ( 400 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Size of Green Cloth Envelop is 6"x9"	Size of Green Cloth Envelop is 6"x9"

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

**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
1	*****	*****Bangalore	400	15

### 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)	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/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र.सं.	Consignee Reporting/Officer/परेषित ी/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery
1	*****	*****Bangalore	500	15

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

1.
- Note to Buyers

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

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 qui from the last date of original delivery order and in cases where option clause is exercised during the extended additional time shall commence from the last date of extended delivery period. The additional delivery time s quantity ÷ Original quantity) × 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

## 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 process; consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to 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 at any 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 in regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to existing such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category restriction.
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 [attachers](#), samples are not 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 Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience only.
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 terms and conditions above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, which are 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 category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must 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 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 / acts but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1947, The Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance shall be treated as breach of contract and Buyer may take suitable actions as per GeM Contract Terms and Conditions.**

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

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 is 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 failure 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 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। बिड में भाग लेने वाले बिडर को इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**



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