

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-05-2025 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-05-2025 10:30:00
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 Army
Office Name/कार्यालय का नाम	*****
क्रेता ईमेल/Buyer Email	dinjsez4-mes@nic.in
Total Quantity/कुल मात्रा	3500
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,Bidder Turnover (Requested in ATC),OEM Authorization Certificate *In case any bidder is seeking exemption from Experience Criteria, the supporting documents to prove his eligibility 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	10 %
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	18800
Evaluation Method/मूल्यांकन पद्धति	Item wise consignee 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.1/2018-05.2023 [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 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 on bid participation 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 10% 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.

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

Evaluation Method (Item Wise Consignee Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The different consignee combination covered under each schedule are as under:

Evaluation Schedules	Estimated Value	Item/Category	Consignee Address
Schedule 1	3200	Correspondence Envelopes (v3) Conforming To Is 13892	DINJAN MILITARY STATION, POST- DINJAN ASSAM-786183 786183
Schedule 2	1800	Correspondence Envelopes (v3) Conforming To Is 13892	DINJAN MILITARY STATION, POST- DINJAN ASSAM-786183 786183
Schedule 3	13800	Correspondence Envelopes (v3) Conforming To Is 13892	DINJAN MILITARY STATION, POST- DINJAN ASSAM-786183 786183

Correspondence Envelopes (V3) Conforming To IS 13892 (1600 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)	105 x 230
	Colour of the Envelope	White
	Cloth Lining	Non-Cloth Lining
	Window on Envelope	Without Window
	Sealing Flap	Non-Gummed

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (1600 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Correspondence Envelopes	1 Pack of 50 Nos

* 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	*****	*****Dibrugarh	1600	15

Correspondence Envelopes (V3) Conforming To IS 13892 (900 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	White
	Cloth Lining	Non-Cloth Lining
	Window on Envelope	Without Window
	Sealing Flap	Gummed, Non-Gummed

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (900 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Correspondence Envelopes	1 Pack of 50 Nos

* 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	*****	*****Dibrugarh	900	15

Correspondence Envelopes (V3) Conforming To IS 13892 (1000 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)	250 x 353 (B4)
	Colour of the Envelope	Light Green
	Cloth Lining	Cloth Lining as per the Governing Specification Cloth Lining
	Window on Envelope	Without Window
	Window Material	NA (For Without Window)

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (1000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Correspondence Envelopes	Cloth Lined Envelope 12" x 10" (Pack Of 50)

* 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	*****	*****Dibrugarh	1000	15

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

1.

Note to Buyers

Note to Sellers

For printing on the envelope as per Buyer's requirement the buyer shall provide the ATC and mentioned the contents to be printed in the ATC such as Logo of the organization etc.
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 ATC and mentioned 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 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 $(\text{Additional quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, 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 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 / 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 due to technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any time 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 the Government of India in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to existing rules of 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 [attachable samples](#), it is 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.
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 in 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 bid, he/she must raise their representation against the same by using the Representation window provided in the bid details field in Seller Center. The representation must be logged in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representation within 4 days. Bids are 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 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 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 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---
