

Bid Document

Bid Details	
Bid End Date/Time	09-08-2021 14:00:00
Bid Opening Date/Time	09-08-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Andaman & Nicobar
Department Name	Revenue Department Andaman & Nicobar
Organisation Name	N/a
Office Name	South Andaman
Total Quantity	6115
Item Category	Notesheet(Azurelaid) as per IS: 1848 , Wooden Pencil as per IS:1375 , manual pencil sharpener , Eraser , markers- white board , tag fastener as per IS : 8499 , Ball Point Pen , plastic scale , paper or eyelet punches , self adhesive flags , Stapler , stapler pin , transparent tape as per IS: 13262 , Correction pens- white fluid as per IS:11992 , Cleaning Duster-IS:174 , Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 , rubber bands , Air Freshener , Folders-file cover , File Board , Paper Clips as per IS:5650 , Marking Pen- permanent, highlighter , stamp pads , Note Pads Or Notebooks-IS 1848 , desktop calculator-Electronics , Envelopes as per IS:13892 , Diaries-Printed-Plain- Register-- IS 1848
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Bid to RA enabled	No
Primary product category	Notesheet(Azurelaid) as per IS: 1848
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
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MII Purchase Preference

MII Purchase Preference	No
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Notesheet(Azurelaid) As Per IS: 1848 (100 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Conforming to IS: 1848:Latest	Yes
	Eco Mark	No
Material	Raw Material Furnished (Eco Mark)	Pulp containing not less than 60% by weight of pulp made from material other than bamboo, hardwoods, softwoods and reed
Dimension and GSM	GSM (GSM)	80
Packing	Number of Sheets per Pad (Nos)	100 Sheet

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Wooden Pencil As Per IS:1375 (25 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	No
Type and Grade	Type of Pencil	General Writing
	Grade	HB
Physical Properties	No. of Pencils in one Pack (Nos.)	10, 12 Or higher
Shape and Color	Shape of Pencil	Hexagonal

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	25	15

Manual Pencil Sharpener (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Body Material	Plastic
	Blade Material	steel
Dimension	Blade Length (mm)	5
	Blade Width (mm)	5
	Diameter of Sharpening Hole (Range)	8mm -9mm
Physical Characteristics	Sharpening Holes	Single
	Waste collector	No
Packing	Number of Sharpeners in a Pack (Nos)	1

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Eraser (50 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Other Properties	Number of Eraser per pack (nos)	20
Dimension	Regular size(LxWxH) (mm)	8.5*8*1

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Markers- White Board (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Ink used in Markers	Water based
General Properties	Refilling	No

Specification	Specification Name	Bid Requirement (Allowed Values)
	Pocket Clip	No
	Cap Mounted Magnet and Eraser	No
	Number of Markers in a pack (Nos)	4

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Tag Fastener As Per IS : 8499 (200 set)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Colour and Type	Colour	Red
Dimensions	Tag length (mm)	100
Physical Characteristics	Edge cut of Piercers	Tapering end at one edge at both sides

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	200	15

Ball Point Pen (200 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	TC Ball Tip (mm)	0.7
	Writing Length (Metre)	1000.0

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	200	15

Plastic Scale (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Nominal Size of Scale (mm)	300
	Thickness of Scale (mm)	02
	Overall Length of Scale (mm)	310
	Width of scale (mm)	30

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Paper Or Eyelet Punches (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type and Material	Number of Hole	Single hole
Dimension	Punching Diameter (mm)	6
Physical Characteristics	Capacity of Punch-80 GSM Paper (min) (Nos)	50

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Self Adhesive Flags (100 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size and GSM	GSM of Paper (gsm)	80, 85, 90 Or higher
Colour and Arrangement of Flags	Number of Colour	3
Packing	Number of Sheets of Each Colour in a pack (Nos)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Stapler (100 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
General Requirements	Stapling Capacity for 80 GSM Paper (Sheets)	20, 25, 30, 40, 100, 140, 170, 210 Or higher
	Staple Size	10
	Loading Capacity (Staples)	50, 100, 150, 200, 250 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Stapler Pin (100 box)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of the Pin	steel
Size	Size Designation	10

Specification	Specification Name	Bid Requirement (Allowed Values)
	Crown Size (mm)	25.0
Packing	Number of Pins in a strip (Nos)	50.0
	Number of strips in a box (Nos)	20.0

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Stapler Pin (100 box)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of the Pin	steel
Size	Size Designation	24 / 6
	Crown Size (mm)	4.5
Packing	Number of Pins in a strip (Nos)	50
	Number of strips in a box (Nos)	20

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Transparent Tape As Per IS: 13262 (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
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	No
Certification	ISI Marked	No
Dimension	Tape Width (mm)	24
	Tape Length (Meter)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Transparent Tape As Per IS: 13262 (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
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Specification	Specification Name	Bid Requirement (Allowed Values)
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
Certification	ISI Marked	No
Dimension	Tape Width (mm)	48
	Tape Length (Meter)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Correction Pens- White Fluid As Per IS:11992 (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Correction Fluid	Type-1 Solvent Based
Quantity and Physical Characteristics	Fluid Quantity (ml)	8, 9, 10, 12 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Cleaning Duster-IS:174 (100 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of Test Report from NABL/ ILAC accredited or Central Government Lab to prove conformity of products to the specification	Yes
Material and Dimension	Size (Length X Width) (cm x cm)	60 cm X 35 cm
Physical Characteristics	Colour	White, Red

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (100 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	No

Specification	Specification Name	Bid Requirement (Allowed Values)
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab showing conformation to the IS Specification	Yes
Material	Material	Type B
Packing Size	Packing Size (Grams)	200

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Rubber Bands (20 box)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size	Size (Nos)	10
Dimension	Length (mm)	32
	Width(minimum) (mm)	1.5
	Thickness (minimum) (mm)	0.8
Packaging	Packaging	Pouches
Quantity	Net Weight of Rubber Bands (gm)	250

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	20	15

Air Freshener (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type	Spray
Packing Size	Packing size for gel and block type (Grams)	NA
	Packing size for Spray and liquid type (ml)	NA
Physical Characteristics	Material of Container	Plastic

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Folders-file Cover (3000 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Minimum GSM of folder cover Sheet (GSM)	450.0 - 480.0 Or higher
	Minimum Length of folder (mm)	350

Specification	Specification Name	Bid Requirement (Allowed Values)
	Minimum Width of folder (mm)	240
General Properties	Printing	As per User requirements
	Location of eyelet	Left top corner

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	3000	15

File Board (1000 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
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Additional Specification Documents

Applicable Drawing Document	View
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Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	1000	15

Paper Clips As Per IS:5650 (100 box)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Shape	Standard
	Size (L X W) (mm X mm)	Large (31mm X 8 mm)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Marking Pen- Permanent, Highlighter (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Pen	Highlighter
Physical Properties	Marking Length (Meter)	More than 1000.0 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Stamp Pads (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of Pad	Cotton
	Material of Box	Plastic

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Note Pads Or Notebooks-IS 1848 (50 pieces)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Properties (Dimension & Weights)	Grammage of Paper (gsm)	65, 70, 80 Or higher
	Grammage of Cover Paper (gsm)	170.0 - 2150.0 Or higher
	Opacity (%)	95
	Brightness of Paper (%)	90
	Smoothness of Paper Bendtsen (ml/min)	260.0 - 280.0 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Desktop Calculator-Electronics (20 pieces)

Brand Type	Unbranded
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Display	LCD
Details of Digit	No. of digits (Min) (Nos)	12
Physical Characteristics	Power Source	Battery and Solar (Dual)
	Memory Capacity(Min) (Frames)	500

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	20	15

Envelopes As Per IS:13892 (100 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Indian Standard	Non-Conforming to IS
Type	Material of Envelope	Kraft Paper
Dimension and Size	Dimension excluding Flap (mm)	162 x 229

Specification	Specification Name	Bid Requirement (Allowed Values)
	Dimension excluding Flap (Non-conforming to IS) (mm)	240 X 330
	Envelope Size Symbols	B4
	Grammage of Paper (GSM)	100 (Non IS)
	Size of Envelope	SE10, Other
Colour and Printing	Printing as per Buyer's Requirement	With (Single colour)
Physical Characteristics	Cotton Lining	With
	Preglued Flap	Without
	Lamination of Envelope	Without
	Cloth Lining With Jali	Without

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Envelopes As Per IS:13892 (100 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	Indian Standard	IS:13892 latest
Type	Material of Envelope	Machine Glazed Cover Paper, Ledger Paper with plastic coating inside, Maplitho Printing Paper (white), Others
Dimension and Size	Dimension excluding Flap (mm)	Non-conforming to IS, Non -conforming to IS
	Dimension excluding Flap (Non-conforming to IS) (mm)	280 X 120
	Envelope Size Symbols	DL

Specification	Specification Name	Bid Requirement (Allowed Values)
	Grammage of Paper (GSM)	70
	Size of Envelope	SE5
Colour and Printing	Printing as per Buyer's Requirement	No Printing
Physical Characteristics	Cotton Lining	With
	Preglued Flap	Without
	Lamination of Envelope	Without
	Cloth Lining With Jali	With

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	100	15

Diaries-Printed-Plain- Register--IS 1848 (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	148 X 210
	Dimension of Cover (Length X Width) (mm X mm)	160 X 215
Grammage (GSM)	Grammage of Paper (gsm)	60
	Grammage of Cover Paper (gsm)	160
Physical Characteristics	Brightness of Paper (%)	75
	Smoothness of Paper (Bendtsen) (ml/min)	125
	Opacity (%)	80
Number of Pages	Number of Pages	200

Specification	Specification Name	Bid Requirement (Allowed Values)
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Tarak Roy	744101,office of the Deputy Commissioner South Andman Andaman and Nicobar Islands	50	15

Buyer Added Bid Specific Additional Terms and Conditions

1. Scope of supply (Bid price to include all cost components) : Only supply of Goods

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#)

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.

---Thank You---