

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-03-2023 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-03-2023 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Ports, Shipping And Waterways
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Kandla Port Trust
Office Name/कार्यालय का नाम	Deendayal Port Trust, Post Box No. 50, Administrative Building, Gandhidham, Kutch, Gujarat 370201
Total Quantity/कुल मात्रा	3585
Item Category/मद केटगरी	File Folder Cover (Version 2) (Q4) , BALL POINT PENS as per IS: 3705 (Q4) , Correspondence Envelopes (Rev) (Q4) , Glue Stick (Version 2.0) (Q4)
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	File Folder Cover (Version 2)
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	57472
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required	No
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ePBG Detail/ईपीबीजी विवरण

Required	No
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Splitting/विभाजन

Bid splitting not applied.

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. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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 in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price 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 used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

File Folder Cover (Version 2) (1000 pieces)

Brand Type/ब्रांड का प्रकार	Registered Brand
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Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	File suitable for the paper size	Foolscap size

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	The file shall be made from	A single piece of paperboard (folding along a primary score line)
	Width of calico strip	50 mm
	Attachment (for proper filing of papers)	Eyelets
	Location of eyelets	In the center of file cover at left side (a gap of 80 mm on front and back covers)
	Number of eyelets	4 eyelets
	Tags for Files required	Yes, No
	Tags for Files shall be	N.A
	The folder cover sheet shall be	Non- laminated
	Agree to provide Advance sample(s) for buyer's approval before commencement of supply (Applicable in case of orders placed against bid and not applicable in case of Direct Buying)	Yes, No
DIMENSION AND GRAMMAGE	Length of the folder (minimum)	350 mm
	Width of folder (minimum)	240 mm
	Width of flap of bottom cover (minimum)	35 mm, 50 mm, 55 mm, N.A
	Thickness / GSM of folder cover sheet (Minimum)	280 GSM
MATERIAL	Folder cover sheet material	Greyboard conforming to IS 2617 (with latest amendment)
	Eyelet made up of	Aluminium
PRINTING	The folder cover shall be with a box bearing 'file number'	Yes, No
	Location of 'logo'	N.A
	Inside of the top cover shall be printed with	Routine notes, Phrases used in noting, N.A
	Font style of printing	As per Buyer's Requirement (to be indicated during bid creation), N.A
	Font size of printing	As per Buyer's Requirement (to be indicated during bid creation), N.A
	Folder cover shall be printed in	One colour
	Printing matters	As per Buyer's Requirement (to be indicated during bid creation)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
PACKING	Each bundles shall be packed in	Polythene sheets, Carton boxes, As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	Test reports to be furnished to buyer on demand, if claimed to be available	Yes, N.A

Additional Specification Parameters - File Folder Cover (Version 2) (1000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bidder must provide Advance sample(s) of printed file covers for buyer's approval before commencement of supply	Technical specification for the printed file covers has been mentioned in the Buyer Added Bid Specific Additional terms and conditions along with the Proforma for the printing as attached at Annexure-I

* 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 Days/डिलीवरी के दिन
1	A.Ramasamy	361010,OFF-SHORE OIL TERMINAL (OOT) AO BUILDING VADINAAR DIST: DEVBHOOMI DWARKA	1000	30

File Folder Cover (Version 2) (2000 pieces)

Brand Type/ब्रांड का प्रकार	Registered Brand
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Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	File suitable for the paper size	Foolscap size

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	The file shall be made from	A single piece of paperboard (folding along a primary score line)
	Width of calico strip	50 mm, 75 mm, 100 mm, 130 mm, N.A
	Attachment (for proper filing of papers)	Eyelets
	Location of eyelets	On left hand top corner (leaving 25 mm space from top and left side)
	Number of eyelets	2 eyelets
	Tags for Files required	Yes, No
	Tags for Files shall be	Conforms to IS: 8499 - 1988 (with latest amendment), Other type, N.A
	Colour of file cover	White, Saffron
	The folder cover sheet shall be	Non- laminated
	Agree to provide Advance sample(s) for buyer's approval before commencement of supply (Applicable in case of orders placed against bid and not applicable in case of Direct Buying)	Yes
DIMENSION AND GRAMMAGE	Length of the folder (minimum)	350 mm
	Width of folder (minimum)	240 mm
	Width of flap of bottom cover (minimum)	35 mm, 50 mm, 55 mm, N.A
	Thickness / GSM of folder cover sheet (Minimum)	350 GSM, 380 GSM
MATERIAL	Folder cover sheet material	Greyboard conforming to IS 2617 (with latest amendment)
	Eyelet made up of	Aluminium
PRINTING	The folder cover shall be with a box bearing 'file number'	Yes, No
	Inside of the top cover shall be printed with	Routine notes, Phrases used in noting, N.A
	Font style of printing	As per Buyer's Requirement (to be indicated during bid creation)
	Font size of printing	As per Buyer's Requirement (to be indicated during bid creation)
	Folder cover shall be printed in	One colour

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	Printing matters	As per Buyer's Requirement (to be indicated during bid creation)
PACKING	Each bundles shall be packed in	Polythene sheets, Carton boxes, As per Buyer's Requirement (to be indicated during bid creation)
TESTING AND CERTIFICATION	Test reports to be furnished to buyer on demand, if claimed to be available	Yes, N.A

Additional Specification Parameters - File Folder Cover (Version 2) (2000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bidder shall provide Advance sample(s) of blank file covers for buyer's approval before commencement of supply	Technical specification as well as the proforma of the file cover should be as per attached Buyer Added Bid Specific Additional Terms and Conditions Annexure-II

* 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 Days/डिलीवरी के दिन
1	A.Ramasamy	361010,OFF-SHORE OIL TERMINAL (OOT) AO BUILDING VADINAAR DIST: DEVBHOOMI DWARKA	2000	30

BALL POINT PENS As Per IS: 3705 (500 pieces)

Brand Type/ब्रांड का प्रकार	Registered Brand
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Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
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Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERIC (PENS)	Technical specification of ball point pens	Conforming to IS: 3705-1980 (Reaffirmed 2020)
	Type of ball points	Single refill ball point pens
GENERIC (REFILLS)	Technical specification of ball point pen refills	Conforming to IS: 3707 - 1984 (Reaffirmed 2020)
	Colour of ink	Blue
	Refill ball diameters	0.5 mm
	Agreed to provide an advance sample (Yes, for buyer's approval before, the commencement of supply (Applicable in case order's placed against BID and not applicable in case of direct buying))	Yes
MATERIAL(PENS)	The material used in the manufacture of ball point pens	Plastics
CERTIFICATION	BIS mark for pens	Yes, No

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 Days/डिलीवरी के दिन
1	A.Ramasamy	361010,OFF-SHORE OIL TERMINAL (OOT) AO BUILDING VADINAAR DIST: DEVBHOOMI DWARKA	500	30

Correspondence Envelopes (Rev) (35 packet)

Brand Type/ब्रांड का प्रकार	Unbranded
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Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERAL REQUIREMENT	Technical specification of 'CORRESPONDENCE ENVELOPES'	BIS specification no. IS 13892:1999 (with latest amendment), Not Conforming to IS 13892:1999
	Type of Envelopes	Type -I (Pocket Shape)
	Window in Envelopes	Without
	Colour of Envelopes paper	White, Light colour, Brown, Off white, Yellow, Light Brown, Green, Blue, Pink, Red, Khakhi
	Printing on Envelopes with	Single colour, Two colour, Three colour, Four colour, As per Buyer's Requirement (to be indicated during bid creation), No printing on Envelopes
	Lamination of Envelopes	Without
	Agree to provide Advance sample(s) for buyer's approval before commencement of supply (Applicable in case of orders placed against bid and not applicable in case of Direct Buying)	Yes
MATERIAL	Material of Envelopes	Kraft Paper
	Window material	N.A
	Grammage of Paper (GSM)	90
DIMENSION	Dimension of Envelopes - As per IS:13892	90 x 140 (mm), 90 x 152 (mm), 100 x 176 (mm), 105 x 230 (mm), 110 x 220 (mm), 114 x 162 (mm), 122 x 176 (mm), 162 x 229 (mm), 176 x 250 (mm), 229 x 324 (mm), 250 x 353 (mm), 324 x 458 (mm), N.A
	Dimension of Envelopes - Not as per IS Specification	250 X 110 (mm)
TESTING AND CERTIFICATION	BIS marked	Yes, No

Additional Specification Parameters - Correspondence Envelopes (Rev) (35 packet)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bidder to provide Advance sample(s) of Printed Envelopes for buyer's approval before commencement of supply	Technical Specification of the printed envelopes should be as per Buyer Added Bid Specific Additional Terms and Conditions and the proforma for printing the same should be as per Annexure - III

* 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 Days/डिलीवरी के दिन
1	A.Ramasamy	361010,OFF-SHORE OIL TERMINAL (OOT) AO BUILDING VADINAAR DIST: DEVBHOOMI DWARKA	35	30

Glue Stick (Version 2.0) (50 set)

Brand Type/ब्रांड का प्रकार	Registered Brand
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Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
Type	Type of Glue	Soft paste, non toxic, quick drying for paper etc
Packing	No of sticks in a Set	Set of 4, Set of 5, Set of 10, Set of 12, Set of 24, Set of 1
Net Content and Shelf Life	Net content of the stick (Grams)	15, 25, 35, 40, 50 Or higher
	Shelf life (months)	24

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 Days/डिलीवरी के दिन
1	A.Ramasamy	361010,OFF-SHORE OIL TERMINAL (OOT) AO BUILDING VADINAAR DIST: DEVBHOOMI DWARKA	50	30

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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 specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
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.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent 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.

Further, 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/ 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 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./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 निविदा में बिड देने के लिए 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 और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---