

### Bid Document

| Bid Details                                                           |                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid End Date/Time                                                     | 18-01-2021 12:00:00                                                                                                                                                                                                                                                                                                                 |
| Bid Opening Date/Time                                                 | 18-01-2021 12:30:00                                                                                                                                                                                                                                                                                                                 |
| Bid Life Cycle (From Publish Date)                                    | 90 (Days)                                                                                                                                                                                                                                                                                                                           |
| Bid Offer Validity (From End Date)                                    | 75 (Days)                                                                                                                                                                                                                                                                                                                           |
| Ministry/State Name                                                   | Ministry Of Urban Development                                                                                                                                                                                                                                                                                                       |
| Department Name                                                       | Na                                                                                                                                                                                                                                                                                                                                  |
| Organisation Name                                                     | Government Of India Stationery Office Kolkata                                                                                                                                                                                                                                                                                       |
| Office Name                                                           | Giso Kolkata                                                                                                                                                                                                                                                                                                                        |
| Total Quantity                                                        | 22300                                                                                                                                                                                                                                                                                                                               |
| Item Category                                                         | paper or eyelet punches                                                                                                                                                                                                                                                                                                             |
| Bidder Turnover (Last 3 Years)                                        | 8 Lakh (s)                                                                                                                                                                                                                                                                                                                          |
| OEM Average Turnover (Last 3 Years)                                   | 64 Lakh (s)                                                                                                                                                                                                                                                                                                                         |
| Experience Criteria                                                   | 2 Year (s)                                                                                                                                                                                                                                                                                                                          |
| MSE Exemption for Years Of Experience and Turnover                    | Yes                                                                                                                                                                                                                                                                                                                                 |
| Startup Exemption for Years Of Experience and Turnover                | Yes                                                                                                                                                                                                                                                                                                                                 |
| Document required from seller                                         | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Past Performance                                                      | 20 %                                                                                                                                                                                                                                                                                                                                |
| Bid to RA enabled                                                     | No                                                                                                                                                                                                                                                                                                                                  |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days                                                                                                                                                                                                                                                                                                                              |
| Inspection Required                                                   | Yes                                                                                                                                                                                                                                                                                                                                 |
| Inspection to be carried out by Buyers own empanelled agency          | Yes                                                                                                                                                                                                                                                                                                                                 |
| Type Of Inspection                                                    | Pre Dispatch                                                                                                                                                                                                                                                                                                                        |
| Name of the Empanelled Inspection Agency/ Authority                   | RITES                                                                                                                                                                                                                                                                                                                               |
| Estimated Bid Value                                                   | 1741630                                                                                                                                                                                                                                                                                                                             |
| Evaluation Method                                                     | Total value wise evaluation                                                                                                                                                                                                                                                                                                         |

### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

**ePBG Detail**

|                                     |           |
|-------------------------------------|-----------|
| Advisory Bank                       | IDBI Bank |
| ePBG Percentage(%)                  | 3.00      |
| Duration of ePBG required (Months). | 14        |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Deputy Controller of Stationery (Administration)  
Government of India Stationery Office, Ministry of Housing & Urban Affairs, 3, Church Lane, Kolkata.  
(Biswanath Halder)

**Splitting**

Bid splitting not applied.

**Reserved for Make In India products**

|                                     |     |
|-------------------------------------|-----|
| Reserved for Make In India products | Yes |
|-------------------------------------|-----|

**MSE Purchase Preference**

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
2. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Bid reserved for Make In India products: : Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. However, eligible micro and small enterprises will be allowed to participate. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
4. 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.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 20% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

## Paper Or Eyelet Punches ( 22300 pieces )

(Minimum 50% Local content required for MII compliance)

### 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)                     | 5.5                              |
| Physical Characteristics | Capacity of Punch-80 GSM Paper (min) (Nos) | 10                               |
|                          | Removable chip tray                        | yes                              |

### Additional Specification Parameters - Paper Or Eyelet Punches ( 22300 pieces )

| Specification Parameter Name | Bid Requirement (Allowed Values)                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Material to be used          | The material and the spring used in the punching machine shall be of stainless steel. The punching machine shall be powder coated and shall be available in steel/ black color.                                                                                                                                                                                                                             |
| Dimension                    | The length of the punching machine shall be 13.2 cms +/- 2 mm and width at the punching end shall be 2.5 cms +/- 2 mm, height of punching will be 6.5 cms +/- 2 mm                                                                                                                                                                                                                                          |
| Packing                      | Each Punchind Machine shall be packed in a coloured pulp board or duplex board box of GSM not less than 250. The box shall have pleasant look. Each box shall be properly gum-taped to prevent tampering. 10 (Ten) such boxes of punching machines shall then be packed in a strong currugated box of GSM not less than 400 +/- 5% and thereafter shall be gum taped all around to make a composite packet. |
| Marking                      | Each small & big box shall be clearly printed with Govt of India, Arrow mark, year of supply, contents of the box, name of the supplier and batch No at suitable place.                                                                                                                                                                                                                                     |

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

### Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address                                                           | Quantity | Delivery Days |
|-------|-----------------------------|-------------------------------------------------------------------|----------|---------------|
| 1     | Biswanath Halder            | 700001, Govt of India Stationery Office 3, Church Lane Kolkata-01 | 8000     | 35            |
| 2     | Satishkumar Venkatesan      | 600006, Regional Stationery Depot , 63, College Road Chennai      | 2700     | 35            |
|       |                             |                                                                   |          |               |

|   |                     |                                                                                           |       |    |
|---|---------------------|-------------------------------------------------------------------------------------------|-------|----|
| 3 | Shinde Gauri Vijay  | 400020,Regional Stationery Depot, New CGO Building, Nishta Bhawan New Marine Line, Mumbai | 1600  | 35 |
| 4 | Kailash Chand Meena | 110023,Regional Stationery Depot , Netaji Nagar, Near Hotel Leela Palace , New Delhi      | 10000 | 35 |

## Bid Specific Additional Terms and Conditions

1. After award of contract – Successful Bidder shall have to get Detailed Design Drawings approved from buyer before starting fabrication. Successful Bidder shall submit Detailed Design Drawings for Buyer's approval, within 5 days of award of contract. Buyer shall, either approve the drawings or will provide complete list of modification required in the drawings within 5 days. Seller shall be required to ensure supply as per approved Drawings with modifications as communicated by Buyer. If there is delay from buyer side in approval of drawing– the delivery period shall be refixed without LD for the period of delay in approval of Drawing.
2. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
4. Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)
5. Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 2 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.
6. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
7. Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.
8. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.
- 9.1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.  
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.  
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
10. The seller is required to print logo as per buyer's requirement.
11. **Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
12. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
  - i) The Seller fails to comply with any material term of the Contract.
  - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
  - iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
  - iv) The Seller becomes bankrupt or goes into liquidation.
  - v) The Seller makes a general assignment for the benefit of creditors.
  - vi) A receiver is appointed for any substantial property owned by the Seller.
  - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
13. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
14. Scope of supply (Bid price to include all cost components) : Only supply of Goods
15. Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
16. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid

document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.

17. Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local suppliers as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document 50%. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in-India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
18. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
19. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
20. **Nominated Inspection Agency:** On behalf of the Buyer organization, any one of the following Inspection Agency would be conducting inspection of stores before acceptance:  
Pre-dispatch Inspection at Seller Premises (applicable only if pre-dispatch inspection clause has been selected in ATC): RITES LTD  
Post Receipt Inspection at consignee site before acceptance of stores: ASSTT CONTROLLER SUPPLY/STORE
21. **Pre-dispatch inspection at Seller premises (Fee/Charges to be borne by the BUYER):** Before dispatch, the goods will be inspected by Buyer / Consignee or their Authorized Representative or by Nominated External Inspection Agency (independently or jointly with Buyer or Consignee as decided by the Buyer) at Seller premises (or at designated place for inspection as declared / communicated by the seller) for their compliance to the contract specifications. Fee/Charges taken by the External inspection Agency and any external laboratories testing charges shall be borne by the Buyer. For in-house testing, the Sellers will provide necessary facilities free of cost. Seller shall notify the Buyer through e-mail about readiness of goods for pre-dispatch inspection and Buyer will notify the Seller about the Authorized Representative/ Nominated External Inspection Agency and the date for testing. The goods would be dispatched to consignee only after clearance in pre-dispatch inspection. Consignee's right of rejection as per GTC in respect of the goods finally received at his location shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by Buyer/ Consignee or its Nominated External Inspection Agency prior to the goods' shipment. While bidding, the sellers should take into account 7 days for inspection from the date of email offering the goods for inspection. Any delay in inspection beyond 7 days shall be on the part of the buyer and shall be regularised without Liquidated Damages.  
When there is requirement of submission the advance sample, the seller shall inform the buyer promptly through emails about the date of submission of sample to the buyer nominated Inspection agency.
22. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
23. The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.
24. To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): As stated at ATC or Corrigendum, if any.
25. Warranty period of the supplied products shall be 1 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.
26. Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 15 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.
27. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third Party Inspection release note, etc.
28. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Deputy Controller of Stationery (Administration) payable at Kolkata. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
29. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Deputy Controller of Stationery (Administration) A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
30. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.

[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---**