

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-06-2023 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-06-2023 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Icar-nrc On Pig, Rani, Guwahati-781131, Assam
Total Quantity/कुल मात्रा	9450
Item Category/मद केटेगरी	Stapler Machine No 10 , Staples pin , Stapler Machine , Stapl Pin , Stick Note , Note Pad Binding , Ball Pen 0.5 , Eraser , Sharpner , Pencil , Scissor , Button Folder , Duster Cloth , Pla Copier Paper 75GSM , Binder Clip 19mm , Binder Clip 25mm Poker , Multicolour Stick Note , White Board Marker , Single Punch Machine , Double Punch Machine
BOQ Title/बीओक्यू शीर्षक	Stationery and General Store Items
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Reque in ATC),Additional Doc 2 (Requested in ATC) *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 buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	Stapler Pin
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Item wise evaluation/
Financial Document Required/वित्तीय दस्तावेज की आवश्यकता है।	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and

"Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offer products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. 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 above 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 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.

4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or their 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.

5. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to 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. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder 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 no purchase preference shall be granted. 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 chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) Order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

6. 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.

7. 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 will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in RA process.

Evaluation Method (Item Wise Evaluation Method)

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

Evaluation Schedules	Item/Category	Quantity
Schedule 1	Stapler Machine No 10	100
Schedule 2	Staples Pin	500
Schedule 3	Stapler Machine	50
Schedule 4	Stapler Pin	200
Schedule 5	Stick Note	500

Schedule 6	Note Pad Binding	3000
Schedule 7	Ball Pen 0.5	3000
Schedule 8	Eraser	20
Schedule 9	Sharpner	50
Schedule 10	Pencil	50
Schedule 11	Scissor	20
Schedule 12	Button Folder	500
Schedule 13	Duster Cloth	500
Schedule 14	Plain Copier Paper 75gsm	500
Schedule 15	Binder Clip 19mm	40
Schedule 16	Binder Clip 25mm	40
Schedule 17	Poker	50
Schedule 18	Multicolour Stick Note	200
Schedule 19	White Board Marker	50
Schedule 20	Single Punch Machine	50
Schedule 21	Double Punch Machine	30

Stapler Machine No 10

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

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BOQ Detail Document	View File

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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 दिन
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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	100	15

Staples Pin

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	500	15

Stapler Machine

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Stapler Pin

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	200	15

Stick Note

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	500	15

Note Pad Binding

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	3000	15

Ball Pen 0.5

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	3000	15

Eraser

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र.सं.	Consignee Reporting/Officer/परे षिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	20	15

Sharpner

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र.सं.	Consignee Reporting/Officer/परे षिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Pencil

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Scissor

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	20	15

Button Folder

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र.सं	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	500	15

Duster Cloth

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	500	15

Plain Copier Paper 75GSM

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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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/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	500	15

Binder Clip 19mm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र.सं.	Consignee Reporting/Officer/परे षिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	40	15

Binder Clip 25mm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र.सं.	Consignee Reporting/Officer/परे षिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	40	15

Poker

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Multicolour Stick Note

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	200	15

White Board Marker

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

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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/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Single Punch Machine

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

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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/डिलीवर दिन
1	Ratul Baishya	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	50	15

Double Punch Machine

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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 दिन
1	Ratul Baishya	781131, ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	30	15

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

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

SCOPE of WORK

Lists of Items to be supplied at ICAR-NRC on Pig, Guwahati.

Item Number	Item Title	Item Description	Item Quantity	Unit of Measure
1	Stapler Machine No 10	Stapler Machine No 10	100	Nos
2	Staples pin	10 by 4	500	Box
3	Stapler Machine	24 by 6	50	Nos
4	Stapler Pin	24 by 6	200	Box

5	Stick Note	Tricolour	500	Pkt
6	Note Pad Binding	9 inch length 7 inch breadth	3000	Nos
7	Ball Pen 0.5	Ball Pen 0.5	3000	Nos
8	Eraser	20 pcs per Pkt	20	Pkt
9	Sharpner	Sharpner	50	Pieces
10	Pencil	10 Pcs per Pkt	50	Pkt
11	Scissor	200 mm Stainless steel	20	Pieces
12	Button Folder	Button Folder	500	Pieces
13	Duster Cloth	Duster Cloth	500	Piece
14	Plain Copier Paper 75GSM	Plain Copier Paper 75GSM	500	Ream
15	Binder Clip 19mm	12 pcs per Pkt	40	Pkt
16	Binder Clip 25mm	12 pcs per pkt	40	Pkt
17	Poker	Steel	50	Nos
18	Multicolour Stick Note	Multicolour Stick Note	200	Nos
19	White Board Marker	White Board Marker	50	Nos
20	Single Punch Machine	Single Punch Machine	50	Nos
21	Double Punch Machine	Double Punch Machine	30	Nos

Terms & Conditions:

1. The items should be supplied of good and standard quality.
2. The items should be supplied at ICAR-NRC on Pig, Rani, Guwahati.
3. No advance payment will be made. Payment will be made only after satisfactory completion of supply.
4. The consignment will be rejected, if the supplied items is not of good quality
5. Bidder Must submit the following documents in the Bid failing which there will be rejected.

Sl. No	Documents required from bidders
1.	Copy of PAN/ TAN Card.
2.	Copy of GST Certificate.
3.	Firm Registration Certificate/ Trade License/ MSME Registration Certificate.
4.	Annual Turnover Certificate or Audited Balance Sheet and Profit & Loss Statement. (Experience/Turnover criteria are exempted to the MSE/Startup firms as per the relevant rules of Govt. of India. Documentary proof regarding exemption i.e. MSE/ Startup Certificate to be submitted)
5.	02 nos. of word orders copies for supply of stationery items to any Govt. / PSUs/ Universities/ Autonomous Bodies. (Experience/Turnover criteria are exempted to the MSE/Startup firms as per the relevant rules of Govt. of India. Documentary proof regarding exemption i.e. MSE/ Startup Certificate to be submitted)
6.	The bidder must not be blacklisted by any Govt./ PSUs/ Universities/ Autonomous Bodies. Self undertaking/declaration regarding the non-blacklisting by any Govt./ PSUs/ Universities/ Autonomous Bodies to be submitted.
7.	The bidder should submit the check list of the documents required in the bid in the prescribed format attached as Annexure-A
8.	The bidder should submitted the compliance statement regarding the acceptance of all the terms and condition of the bid as per the prescribed format attached as Annexure-B

Annexure-A

Sl. No	Documents required from bidders	Submitted/Not Submitted (If submitted specify the page no.
1.	Copy of PAN/ TAN Card.	
2.	Copy of GST Certificate.	
3.	Firm Registration Certificate/ Trade License/ MSME Registration Certificate.	

4.	Annual Turnover Certificate or Audited Balance Sheet and Profit & Loss Statement. (Experience/Turnover criteria are exempted to the MSE/Start up firms as per the relevant rules of Govt. of India. Documentary proof regarding exemption i.e. MSE/ Startup Certificate to be submitted)	
5.	02 nos. of word orders copies for supply of stationery items to any Govt./ PSUs/ Universities/ Autonomous Bodies . (Experience/Turnover criteria are exempted to the MSE /Startup firms as per the relevant rules of Govt. of India . Documentary proof regarding exemption i.e. MSE/ Startup Certificate to be submitted)	
6.	The bidder must not be blacklisted by any Govt./ PSUs/ Universities/ Autonomous Bodies. Self undertaking/declaration regarding the non-blacklisting by any Govt./ PSUs/ Universities/ Autonomous Bodies to be submitted.	
7.	The bidder should submit the check list of the documents required in the bid in the prescribed format attached as Annexure-A	
8.	The bidder should submitted the compliance statement regarding the acceptance of all the terms and condition of the bid as per the prescribed format attached as Annexure-B	

Signature and Seal of Bidder

Date:

Annexure-B

Compliance Statement

Item Number	Item Title	Item Description	Item Quantity	Unit of Measure	Quoted/Not Quoted (Please mention the Make & model No.)

1	Stapler Machine No 10	Stapler Machine No 10	100	Nos	
2	Staples pin	10 by 4	500	Box	
3	Stapler Machine	24 by 6	50	Nos	
4	Stapler Pin	24 by 6	200	Box	
5	Stick Note	Tricolour	500	Pkt	
6	Note Pad Binding	9 inch length 7 inch breadth	3000	Nos	
7	Ball Pen 0.5	Ball Pen 0.5	3000	Nos	
8	Eraser	20 pcs per Pkt	20	Pkt	
9	Sharpner	Sharpner	50	Pieces	
10	Pencil	10 Pcs per Pkt	50	Pkt	
11	Scissor	200 mm Stainless steel	20	Pieces	
12	Button Folder	Button Folder	500	Pieces	
13	Duster Cloth	Duster Cloth	500	Piece	
14	Plain Copier Paper 75GSM	Plain Copier Paper 75 GSM	500	Ream	
15	Binder Clip 19 mm	12 pcs per Pkt	40	Pkt	
16	Binder Clip 25 mm	12 pcs per pkt	40	Pkt	
17	Poker	Steel	50	Nos	
18	Multicolour Stick Note	Multicolour Stick Note	200	Nos	
19	White Board Marker	White Board Marker	50	Nos	
20	Single Punch Machine	Single Punch Machine	50	Nos	
21	Double Punch Machine	Double Punch Machine	30	Nos	

Signature and Seal of Bidder

Date:

2. 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, 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 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 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 being 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 they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to 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 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 with 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.

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 सा

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 पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न व अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---
