

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	24-09-2022 16:00:00
<b>Bid Opening Date/Time</b>	24-09-2022 16:30:00
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Ministry/State Name</b>	Ministry Of Education
<b>Department Name</b>	Department Of Higher Education
<b>Organisation Name</b>	University Grants Commission (ugc)
<b>Office Name</b>	Cec, Emmrc Srinagar
<b>Total Quantity</b>	70
<b>Item Category</b>	Computer Paper-IS 12766, IS 9055, IS 1060, IS 1064 (Q4)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	1 Lakh (s)
<b>OEM Average Turnover (Last 3 Years)</b>	1 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Compliance of BoQ specification and supporting document *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
<b>Past Performance</b>	10 %
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
<b>Evaluation Method</b>	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.

**MII Purchase Preference**

MII Purchase Preference	No
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**Reserved for MSE**

Reserved for MSE	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 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.
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 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.
4. 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.
5. 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.
6. Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, 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.
7. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% 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.

**Computer Paper-IS 12766, IS 9055, IS 1060, IS 1064 ( 70 set )**

Brand Type	Registered Brand
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**Technical Specifications**\* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	<b>Conformity to Indian Standard IS 12766:Latest for Computer Paper</b>	Yes, No
	<b>ISI Marked for computer paper</b>	Yes, No
Type	<b>Computer Paper</b>	With carbon, Without carbon, Carbonless
	<b>Printing on computer paper</b>	With, Without
	<b>Logo and Text as specified by Buyer</b>	Yes, NA
Dimension	<b>Dimension of the Paper (W X L) (Tolerance as per IS: 1064) (mm x mm)</b>	229 X 279, 229 X 305, 255 X 279, 255 X 305, 279 X 305, 305 X 279, 305 X 305, 381 X 279, 381 X 305
	<b>GSM (GSM)</b>	60, 70, 80 Or higher
	<b>Designation</b>	1 Part, 2 Part, 3 Part, 4 Part
General Properties	<b>Number of colour for printing</b>	Blank, 1, 2, 3, 4, 5, 6
Physical Characteristics	<b>Brightness (%)</b>	70 - 85
	<b>Tensile Index MD (Nm/g)</b>	25 - 45
	<b>Tensile Index CD (Nm/g)</b>	17 - 25
	<b>Opacity (%)</b>	80 - 95
	<b>Burst Index (kPa.m2/g)</b>	1.2 - 3
	<b>Tear Index(Avg) (mN.m2/g)</b>	5 - 8
	<b>Cobb Test (g/msup2;)</b>	15 - 25
	<b>Ash (%)</b>	10 - 20
	<b>Smoothness (sec/50ml)</b>	30 - 90
	<b>Moisture (%)</b>	4 - 7
	<b>Bulk (cc/gm)</b>	1.2 - 1.5
Packing	<b>Number of Sheets/Sets</b>	1P per 1000 sheets (accounting unit: 1000 sheets), 2 P per 1000 sets (accounting unit: 2000 sheets interleaved with 1000 carbons), 3 P per 1000 sets (accounting unit: 3000 sheets interleaved with 2000 carbons), 4 P per 1000 sets (accounting unit: 4000 sheets interleaved with 3000 carbons)

**Additional Specification Parameters - Computer Paper-IS 12766, IS 9055, IS 1060, IS 1064 ( 70 set )**

Specification Parameter Name	Bid Requirement (Allowed Values)
Computer Paper A4	70-80 GSM Spectra or any reputed brand

\* 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	Salima Jan	190006, Educational Multimedia Research Centre University of Kashmir, Hazratbal	70	15

**Special terms and conditions-Version:1 effective from 04-05-2020 for category Computer Paper-IS 12766, IS 9055, IS 1060, IS 1064**

1. Accounting Unit and Composition of the item shall be as under:

- | No. of parts           | Accounting Unit                           |
|------------------------|---|
| a) 1 P per 1000 sheets | 1000 sheets                               |
| b) 2 P per 1000 sets   | 2000 sheets interleaved with 1000 carbons |
| c) 3 P per 1000 sheets | 3000 sheets interleaved with 2000 carbons |
| d) 4 P per 1000 sheets | 4000 sheets interleaved with 3000 carbons |

**Buyer Added Bid Specific Terms and Conditions****1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity 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.

**2. Generic**

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 %.

**3. Purchase Preference (State)**

Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority whose credentials are validated online through UDYAM Registration /Udyog Aadhaar (as validated by Government from time to time) for that product category. If the bidder wants to avail the reservation benefit, 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. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

## **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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[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---**