

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	12-12-2022 10:00:00
<b>Bid Opening Date/Time</b>	12-12-2022 10:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of Communications
<b>Department Name</b>	Department Of Telecommunications (dot)
<b>Organisation Name</b>	N/a
<b>Office Name</b>	Wireless Monitoring Organisation
<b>Total Quantity</b>	135
<b>Item Category</b>	Staplers (Rev) (Q3) , Plastic cover for Desk Diary (Q4) , conference folder (Q4) , desktop calculator-Electronics (Q4) , desk pads-writing (Q4) , name plates or tags (Q3) , Fluid Correction Pen (Version 2) (Q4) , Sketch Pen (Fibre Tip) as per IS:10562 (Q4) , binding punch machine (Q3) , Exam Pad (Q3)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Bid to RA enabled</b>	No
<b>Type of Bid</b>	Two Packet Bid
<b>Primary product category</b>	Staplers (Rev)
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
----------	----

### ePBG Detail

Required	No
----------	----

### Splitting

Bid splitting not applied.

### MII Purchase Preference

MII Purchase Preference	No
-------------------------	----

### MSE Purchase Preference

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

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. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

### Staplers (Rev) ( 10 pieces )

Brand Type	Registered Brand
------------	------------------

### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
GENERAL REQUIREMENT	<b>Staple suitable for using pin size</b>	10/4, 13/6, 13/8, 13/10, 13/14, 23/8, 23/12, 23/15, 23/20, 23/24, 24/6, 24/8, 26/6
	<b>Range of stapling</b>	50 mm, 100 mm, 200 mm, 300 mm, 400 mm, As per Buyer's Requirement (to be indicated during bid creation)
	<b>Capacity of staples</b>	50 staples, 100 staples, As per Buyer's Requirement (to be indicated during bid creation)
BINDING AND DURABILITY TEST	<b>Binding and Durability test (As per pin size)</b>	15 numbers of 50 GSM white printing paper sheets(for 4 mm leg staples), 20 numbers of 50 GSM white printing paper sheets(for 6 mm leg staples), 25 numbers of 50 GSM white printing paper sheets(for 8 mm leg staples), 40 numbers of 50 GSM white printing paper sheets(for 10 mm leg staples), 80 numbers of 50 GSM white printing paper sheets(for 12 mm leg staples), 120 numbers of 50 GSM white printing paper sheets(for 15 mm leg staples), 180 numbers of 50 GSM white printing paper sheets(for 20 mm leg staples), 210 numbers of 50 GSM white printing paper sheets(for 24 mm leg staples), As per Buyer's Requirement (to be indicated during bid creation)

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	10	15

**Staplers (Rev) ( 2 pieces )**

Brand Type	Registered Brand
------------	------------------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
---------------	--------------------	----------------------------------

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	2	15

**Plastic Cover For Desk Diary ( 50 pieces )**

Brand Type	Unbranded
------------	-----------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
---------------	--------------------	----------------------------------

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	50	15

**Conference Folder ( 20 pieces )**

Brand Type	Unbranded
------------	-----------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	<b>Material of conference folder</b>	PP, Leather, Jute, Rexine
Dimension	<b>Spine Width (mm)</b>	10 - 20
Physical Characteristics	<b>Pocket for note pad and pen</b>	Yes, No
	<b>Closure</b>	Loop, Magnetic, Steel Zip, Brass Zip, Without

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	20	15

**Desktop Calculator-Electronics ( 2 pieces )**

Brand Type	Registered Brand
------------	------------------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Display	LCD, LED
Details of Digit	No. of digits (Min) (Nos)	12
Physical Characteristics	Power Source	Battery and Solar (Dual), Battery Only
	Memory Capacity(Min) (Frames)	1000

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	2	15

#### Desk Pads-writing ( 10 pieces )

Brand Type	Registered Brand
------------	------------------

#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material of Cover of Pad	Card Board, Plastic
	Material of Bottom of pad	Grey Pulp Board, White pulp Board, Plastic
Type	Type of Pads	Sprial Pads, Sprial Note books, Excutive Pad / Slip Pad
	Type of Binding	Sprial Binding, Metal wire-O-Binding, Stapple and cloth bound
	Type of Paper	Cream Wove Conforming to IS:1848: Latest, Offset paper Conforming to IS:1848: Latest
Dimension	Width of Pad (mm)	Any applicable numeric value
	Length of Pad (mm)	Any applicable numeric value
Grammage (GSM)	Substance of Paper (GSM)	60, 65, 70, 75, 100
General Characteristics	Wheather Rules / Plain	Ruled, Plain
Pages Per Pad	Number of Pages (Nos.)	Any applicable numeric value

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	10	15

**Name Plates Or Tags ( 10 pieces )**

Brand Type	Unbranded
------------	-----------

**Technical Specifications**

\* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	<b>Material of Nameplate</b>	Brass, Stainless Steel, Polypropylene, Acrylic, Wood, Bakelite, Mild Steel, Galvanized Steel, Acrylic letter, Aluminium, Glass, ACP
	<b>Base Material</b>	Wood, Acrylic, No Base, Aluminium, Glass, ACP
Mounting	<b>Mounting</b>	Through Studs, Through Screws, Hanging
Colour and Dimension	<b>Size of Nameplate (cm x cm)</b>	10X20, 10X25, 10X30, 20X25, 20X30, 20X40, 15.3 X45.8, 45.72 x 20.32, 91.44 x 91.44, 104.14 x 104.14, 38.1X 38.1, 76.2x30.48, 91.44x38.48, 91.44 x 121.92, 12x5.5, 12x7.5, 12x6.5, 60.96x15.24, 60.96x60.96, 45.72X11.43, 60.96X30.48, 2.54X76.2, 45.72X30.48, 30.48X15.24, 60.96x60.96, 122cm x 182cm, 12x10
	<b>Thickness of Nameplate (mm)</b>	Any applicable numeric value
Lettering	<b>Type of Lettering</b>	Embossed, Engraved, Printed on Front, Printed on rear side of Transparent Sheet, Stickered Front, Stickered Back, Mounted Letter, Pasted Letter, Screen painting, Vinyl computer cut
Other Details	<b>Maximum Number of Letters on Nameplate (Nos)</b>	Any applicable numeric value

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	10	15

**Fluid Correction Pen (Version 2) ( 10 pieces )**

Brand Type	Registered Brand
------------	------------------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
GENERAL REQUIREMENT	<b>Pen contains correction fluid</b>	7 ml, 8 ml, 12 ml
	<b>Line/pen tip size</b>	0.5 mm, 0.6 mm, 0.7 mm, 0.8 mm
TESTING AND CERTIFICATION	<b>'Correction fluid' is BIS marked</b>	Yes, No
	<b>Availability of Test Report of 'Correction fluid' from Designated AHSP / NABL / ILAC accredited or Central Government Lab to prove the conformity of products to the specification</b>	Yes, No

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	10	15

**Sketch Pen (Fibre Tip) As Per IS:10562 ( 4 packet )**

Brand Type	Registered Brand
------------	------------------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	Yes, No
Physical Properties	Cap	With Pocket Clip, Without Pocket Clip
Packing	Packing (Packet)	12 Nos of different Colours

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	4	15

#### Binding Punch Machine ( 10 pieces )

Brand Type	Registered Brand
------------	------------------

#### Technical Specifications

\* As per GeM Category Specification

Specification	Specification Name	Bid Requirement (Allowed Values)
Type and Size	Type of Punching	Manual, Electrical
	Type of Binder	Spiral, Comb, Wiro (2:1), Wiro (3:1), Spiral cum Comb, Spiral cum Comb cum wiro (2:1), Spiral cum Comb cum wiro (3:1)
	Size of Paper	A3, A4
Punching Details	Number of Punch(min.) (Nos.)	21, 23, 28, 33, 34, 36, 48, 52, 36/21(spiral cum comb), 51/28 (spiral cum comb), 34/21/34 (Spiral cum Comb cum wiro), 36/21/23 (Spiral cum Comb cum wiro), 52/28/33 (Spiral cum Comb cum wiro), 52/28/48 (Spiral cum Comb cum wiro)
	Punching Capacity (Min. on 70 GSM Sheet) (Nos.)	8, 12, 15, 20, 25, 30, 35
Physical Characteristics	Body of Binder	Al die cast, Steel
	Letherette Pulp Board With Grains (GSM)	250 - 349
Thickness of Sheets	Binding Thickness (mm)	30 - 50
	Polyester Transparent sheet (thickness) (microns)	125, 175, 250

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>PVC Rigid sheets Thickness (microns)</b>	250 - 280

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	10	15

#### Binding Punch Machine ( 2 pieces )

Brand Type	Registered Brand
------------	------------------

#### Technical Specifications

\* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type and Size	<b>Type of Punching</b>	Manual, Electrical
	<b>Type of Binder</b>	Spiral, Comb, Wiro (2:1), Wiro (3:1), Spiral cum Comb, Spiral cum Comb cum wiro (2:1), Spiral cum Comb cum wiro (3:1)
	<b>Size of Paper</b>	A3, A4
Punching Details	<b>Number of Punch(min.) (Nos.)</b>	21, 23, 28, 33, 34, 36, 48, 52, 36/21(spiral cum comb), 51/28 (spiral cum comb), 34/21/34 (Spiral cum Comb cum wiro), 36/21/23 (Spiral cum Comb cum wiro), 52/28/33 (Spiral cum Comb cum wiro), 52/28/48 (Spiral cum Comb cum wiro)
	<b>Punching Capacity (Min. on 70 GSM Sheet) (Nos.)</b>	8, 12, 15, 20, 25, 30, 35
Physical Characteristics	<b>Body of Binder</b>	Al die cast, Steel
	<b>Letherette Pulp Board With Grains (GSM)</b>	250 - 349
Thickness of Sheets	<b>Binding Thickness (mm)</b>	30 - 50
	<b>Polyester Transparent sheet (thickness) (microns)</b>	125, 175, 250
	<b>PVC Rigid sheets Thickness (microns)</b>	250 - 280

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	2	15

**Exam Pad ( 5 pieces )**

Brand Type	Registered Brand
------------	------------------

**Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
General features	<b>Material</b>	Plastic, wooden, Acrylic, Metal
Packaging details	<b>Packaging Size (piece)</b>	1, 2, 5, 10, 20

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	J Salome Violet	600096,International Monitoring Station, Kandanchavadi, Perungudi, Chennai-600096	5	15

**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.

## **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---**