

बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|--|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 16-02-2026 10:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 16-02-2026 10:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date) | 175 (Days) |
| मंत्रालय/राज्य का नाम/Ministry/State Name | Ministry Of Defence |
| विभाग का नाम/Department Name | Department Of Military Affairs |
| संगठन का नाम/Organisation Name | Indian Navy |
| कार्यालय का नाम/Office Name | ***** |
| कुल मात्रा/Total Quantity | 891 |
| वस्तु श्रेणी /Item Category | Eraser (V2) (Q4) , Writing Pens (Q4) , Markers and Highlighters (Q4) , Photography paper Conforming to IS 6139 (Q4) , File/Folder (V3) (Q4) , Sticky Notes (V2) (Q4) , Staple Pins/Staples(V3) (Q4) , Self Adhesive Flags (V3) (Q4) , Staplers(V3) (Q4) , Poker or AWL as per IS 10375 (Q4) , Paper Punch Machine(V2) (Q4) , Stationery Scissors (V2) Conforming to IS 989 (Q4) , Register (V2) (Q4) , Desk Pads - Writing (V2) (Q4) , Pen or Pencil Holders (V2) (Q4) , Correspondence Envelopes (V3) Conforming to IS 13892 (Q4) |
| मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years) | 1 Lakh (s) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 1 Year (s) |
| वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover | Yes Complete |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover | Yes Complete |

| बिड विवरण/Bid Details | |
|---|---|
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | 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 |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension | 1 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 1 |
| विगत प्रदर्शन /Past Performance | 50 % |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Two Packet Bid |
| प्राथमिक उत्पाद श्रेणी/Primary product category | Register (V2) |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM) | No |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मध्यस्थता खंड/Arbitration Clause | No |
| सुलह खंड/Mediation Clause | No |

ईएमडी विवरण/EMD Detail

| | |
|--------------------------|----|
| आवश्यकता/Required | No |
|--------------------------|----|

ईपीबीजी विवरण /ePBG Detail

| | |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

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

एमआईआई खरीद वरीयता/MII Purchase Preference

| | |
|--|----|
| एमआईआई खरीद वरीयता/MII Purchase Preference | No |
|--|----|

एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X% | 15 |
| सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference | 25 |

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC 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.
6. 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.

7. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. 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 and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. 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.

8. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% 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. 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.

Eraser (V2) (4 Unit)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| STANDARDS | Eraser Type | Pencil Eraser, Ink Eraser |
| | Length of the Eraser | 3cm to 5 cm, 5.1 cm to 7 cm |
| | Width of the Eraser | 1.5 cm to 3 cm, 3.1 cm to 5 cm |
| | Colour of the eraser | White, Assorted |
| PACKING | Type of Unit | Box, Pouch |
| | No of Erasers in a Unit | 10, 20, 50 |

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

| क्र.सं./S.N O. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 4 | 15 |

Writing Pens (100 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Pen | Ballpoint Pen (Conforming to IS 3705), Rollerball Pen, Gel Pen |
| | Tip Size | 0.5 mm, 0.7 mm |
| | Ink Color | Blue |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 100 | 15 |

Writing Pens (50 pieces)**तकनीकी विशिष्टियाँ /Technical Specifications**

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Pen | Ballpoint Pen (Conforming to IS 3705), Rollerball Pen, Gel Pen |
| | Tip Size | 0.5 mm, 0.7 mm |
| | Ink Color | Black |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 50 | 15 |

Writing Pens (30 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Pen | Ballpoint Pen (Conforming to IS 3705), Rollerball Pen, Gel Pen |
| | Tip Size | 0.5 mm, 0.7 mm |
| | Ink Color | Red |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 30 | 15 |

Markers And Highlighters (10 pieces)**तकनीकी विशिष्टियाँ /Technical Specifications**

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Product | Permanent Markers, Whiteboard Markers, Highlighters |
| | Tip Point Type | Chisel Tip, Bullet or Fine Tip, Broad Tip |
| | Tip Width Size | 0.7 mm, 1.0 mm, 1.5 mm, 2.0 mm, 3.0 mm, 4.0 mm, 5.0 mm |
| | Ink Color | Red |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Markers And Highlighters (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Product | Permanent Markers, Whiteboard Markers, Highlighters |
| | Tip Point Type | Chisel Tip, Bullet or Fine Tip, Broad Tip |
| | Tip Width Size | 0.7 mm, 1.0 mm, 1.5 mm, 2.0 mm, 3.0 mm, 4.0 mm, 5.0 mm |
| | Ink Color | Blue |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Photography Paper Conforming To IS 6139 (2 packet)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|--|
| GENERIC | Color of Paper | Black Photography Paper, White Photography Paper, Coloured Photography Paper |
| | Grammage of Paper(gsm) | 130 gsm, 150 gsm, 175 gsm, 200 gsm, 225 gsm, 250 gsm, 275 gsm, 220 gsm |
| | Size of Paper(in mm) | 89 mm x 140mm, 120 mm x 165 mm, 130 mm x 180 mm, 165 mm x 216 mm, 180 mm x 240 mm, 203 mm x 254 mm, 240 mm x 300 mm, 254 mm x 305 mm, 300 mm x 400 mm, 305 mm x 381 mm, 400 mm x 500 mm, 406 mm x 508 mm, 500 mm x 600 mm, 210 mm x 297 mm |
| | Number of Sheets in a Packet | 10 Sheets, 25 Sheets, 50 Sheets, 100 Sheets, 250 Sheets, 500 Sheets, 20 Sheets |
| | Finishing of Paper | Glossy, Matte |

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

| क्र.सं./S.N o. | परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 2 | 15 |

File/Folder (V3) (100 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| GENERAL | File/Folder type with binding mechanism | File Cover, L File Folder, 2D Ring Binder File, 4D Ring Binder File, Office File Board, Cobra Spring File, Stick File/Slide Blinder File, Lever Arch Box File/Index File, Expanding Folder, Display File/Portfolio file, Clear bag folder |
| | Material of File/Folder | Cardboard / Duplex Board, Mill Board, Leather foam, Jute, Rexine, Plastic, Paper board, Khadi Paper / Handmade Rag Paper, Bamboo paper board |
| | File/Folder Size Compatibility | 29.7 cm x 42 cm(A3), 21 cm x 29.7 cm (A4), 14.8 cm x 21 cm (A5), 21.5 cm x 34.5 cm (FS), 21.5 cm x 33.5 cm (Legal), 21.5 cm x 35.5 cm (Legal) |
| | Cover Design | Plain, Printed |
| | Number of pockets in a File/Folder | 1, 2, 13, 20, 24, 30, 40, NA (In case of No pockets) |
| | Color of File/Folder | Green, Black, White, Yellow, Blue, Pink, Orange, Red, Brown, Khaki |

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

| | |
|-----------------------------|----------------------|
| Applicable Drawing Document | View |
|-----------------------------|----------------------|

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

| क्र.सं./S.N o. | परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|-------------|------------------|---------------------------------|
|-------------------|---|-------------|------------------|---------------------------------|

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 100 | 15 |

Sticky Notes (V2) (20 packet)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|---|
| GENERIC | Types of Sticky Note | Standard Sticky Note, Lined Sticky Note, Grid Sticky Note |
| | Overall Size of the Sticky Note pad (In inch) | 3 x 3 Inch |
| | GSM of the Sticky Note | 70 gsm, 80 gsm |
| | No of sticky note pads in a single packet | 1, 3, 5, 10 |
| | Total Number of sheets per pad | 50 sheets, 100 sheets, 120 Sheets, 150 Sheets, 200 Sheets, 250 Sheets, 300 Sheets, 400 sheets |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 20 | 15 |

Staple Pins/Staples(V3) (20 box)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|--|
| GENERIC | Size of Staple Pins | 10/4, 24/6, 24/8, 26/6, 26/8, 23/6, 23/8, 23/12, 23/13, 23/15, 23/17, 23/20, 23/24 |
| | Number of Staple Pins in a box | 1000 |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 20 | 15 |

Self Adhesive Flags (V3) (25 pad(s))

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|--|
| STANDARDS | Material of the Self Adhesive Flags | Paper, PET Plastic |
| | Total Number of assorted colours in a pad | 3, 4, 5 |
| | Flag colours in the pad | Pink, Blue, Green, Orange, Yellow |
| | Total Number of flags per each colour in the pad | 20, 25, 30, 40, 50, 100 |
| | Dimensions of each Flag (In mm) in the pad | 12 mm x 45 mm, 25 mm x 75 mm, 25 mm x 45 mm, 15 mm x 76 mm |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 25 | 15 |

Self Adhesive Flags (V3) (25 pad(s))

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|---|
| STANDARDS | Material of the Self Adhesive Flags | PET Plastic |
| | Total Number of assorted colours in a pad | 5 |
| | Flag colours in the pad | Pink, Blue, Green, Orange, Yellow |
| | Total Number of flags per each colour in the pad | 20, 25, 30, 40, 50, 100 |
| | Dimensions of each Flag (In mm) in the pad | 12 mm x 45 mm, 25 mm x 75 mm, 25 mm x 45 mm, 15 mm x 76 mm |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 25 | 15 |

Writing Pens (30 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Pen | Ballpoint Pen (Conforming to IS 3705), Rollerball Pen, Gel Pen |
| | Tip Size | 0.3 mm, 0.5 mm, 0.7 mm, 1.0 mm, 1.2 mm |
| | Ink Color | Blue, Black, Red, Green |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 30 | 15 |

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|-------------|------------------|---------------------------------|
|-------------------|---|-------------|------------------|---------------------------------|

Writing Pens (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|--|
| Generic | Type of Pen | Ballpoint Pen (Conforming to IS 3705), Rollerball Pen, Gel Pen |
| | Tip Size | 0.3 mm, 0.5 mm, 0.7 mm, 1.0 mm, 1.2 mm |
| | Ink Color | Blue, Black, Red, Green |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Writing Pens (5 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|--|
| Generic | Type of Pen | Gel Pen |
| | Tip Size | 0.3 mm, 0.5 mm, 0.7 mm, 1.0 mm |
| | Ink Color | Green |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 5 | 15 |

Markers And Highlighters (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|--|
| Generic | Type of Product | Permanent Markers, Whiteboard Markers, Highlighters |
| | Tip Point Type | Chisel Tip, Bullet or Fine Tip, Broad Tip |
| | Tip Width Size | 0.7 mm, 1.0 mm, 1.5 mm, 2.0 mm, 3.0 mm, 4.0 mm, 5.0 mm |
| | Ink Color | Blue, Black, Red, Green, Pink |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Staple Pins/Staples(V3) (20 box)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|--|
| GENERIC | Size of Staple Pins | 24/6 |
| | Number of Staple Pins in a box | 1000 |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 20 | 15 |

Staplers(V3) (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------------|--|---|
| MATERIAL, DESIGN & DIMENSION | Staple Pin Size Compatibility | 24/6 |
| | Throat Depth | 17mm, 25mm, 26mm, 45 mm, 47 mm, 50 mm, 52 mm, 58 mm, 60 mm, 63 mm, 64 mm, 75 mm, 80 mm, 84 mm, 250 mm |
| | Stapling Capacity(Sheets) | 10 Sheets, 15 Sheets, 20 Sheets, 25 Sheets, 30 Sheets, 100 Sheets, 140 Sheets, 170 Sheets, 210 Sheets |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Poker Or AWL As Per IS 10375 (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|--|
| Material | Material of Handle | Mild Steel, Wood, Plastic |
| | Minimum Hardness of Blade Material (HRC) | 45 - 65 |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Paper Punch Machine(V2) (5 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------------|--|---|
| MATERIAL, DESIGN & DIMENSION | Product Type | Single Hole Paper Punch Machine, Double Hole Paper Punch Machine |
| | Punch hole Diameter | 4.5 mm, 5.5 mm, 6 mm |
| | Punching Capacity | Up to 10 Sheets, Up to 20 Sheets, Up to 50 Sheets, Up to 100 Sheets, Up to 150 Sheets, Up to 200 Sheets, Up to 300 Sheets |
| | Availability of Paper Chip Tray | Yes, No |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|---|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 5 | 15 |

Stationery Scissors (V2) Conforming To IS 989 (5 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|--|
| TYPE AND CLASSES | Type of Scissor | Type 1 |

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| DIMENSIONS | Nominal Size of the Scissor (In mm) | 125 mm, 165 mm, 180 mm, 205 mm |
| MATERIAL | Material of the Handles when welded or riveted to blades made of high carbon steel | Steel conforming to IS: 2062-1969, Cast brass conforming to Grade 3 of IS : 292-1961, Malleable iron castings conforming to IS: 2107-1977 or IS : 2108-1977 |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 5 | 15 |

Paper Punch Machine(V2) (10 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|------------------------------|-------------------------------------|---|
| MATERIAL, DESIGN & DIMENSION | Product Type | Double Hole Paper Punch Machine |
| | Punch hole Diameter | 4.5 mm, 5.5 mm, 6 mm |
| | Punching Capacity | Up to 100 Sheets |
| | Availability of Paper Chip Tray | Yes, No |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Markers And Highlighters (30 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Product | Permanent Markers, Whiteboard Markers, Highlighters |
| | Tip Point Type | Chisel Tip, Bullet or Fine Tip, Broad Tip |
| | Tip Width Size | 0.7 mm, 1.0 mm, 1.5 mm |
| | Ink Color | Blue, Black, Red, Green, Pink |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 30 | 15 |

File/Folder (V3) (50 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| GENERAL | File/Folder type with binding mechanism | L File Folder, Cobra Spring File, Stick File/Slide Blinder File, Expanding Folder, Display File/Portfolio file, Clear bag folder |
| | Material of File/Folder | Plastic |
| | File/Folder Size Compatibility | 29.7 cm x 42 cm(A3), 21 cm x 29.7 cm (A4), 14.8 cm x 21 cm (A5), 21.5 cm x 34.5 cm (FS), 21.5 cm x 33.5 cm (Legal), 21.5 cm x 35.5 cm (Legal) |
| | Cover Design | Plain, Printed |
| | Number of pockets in a File/Folder | 1 |
| | Color of File/Folder | Green, Black, White, Yellow, Blue, Pink, Orange, Red, Brown, Khaki |

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

| | |
|-----------------------------|----------------------|
| Applicable Drawing Document | View |
|-----------------------------|----------------------|

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

| क्र.सं./S.N o. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|--|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 50 | 15 |

Register (V2) (60 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------|---|--|
| GENERAL REQUIREMENT | Product Type | Register |
| | Register type | Acknowledgement (Peon) book, Attendance register, Service book register, Dispatch register, Pay bill register, Cash book register, Stock register, Gate Register, Accession register, Minute register, Log Book, Ledger Book, Contingent Register, OPD Register, Medical Bill Register, Plain Register, Bill Register, Receipt Register, Pension Payment Order |
| | Inner paper specification confirming as per Is 1848 (Part 1) | Account Book paper, Azure Laid paper, Bond paper, Cream laid and cream wove/printing white/printing coloured/printing offset paper, Printing maplitho paper |
| | Number of pages (Excluding Cover) | 41-60, 61-80, 81-100, 101-120, 121-150, 151-200, 201-250, 251-300, 301-350, 351-400, 21-40 |
| | Binding of Register | Softcover Binding, Hardcover Binding, Saddle Stitching/Staple Binding, Sewn Binding, Cloth Binding |
| GRAMMAGE AND DIMENSION | Grammage (substance) of Paper (in GSM) | 60, 75, 90 |
| | Minimum Length of Register (in mm) | 148, 176, 210, 250, 297, 420 (millimeter) |
| | Minimum Width of Register (in mm) | 148, 176, 210, 250, 297, 420 (millimeter) |
| | Grammage (substance) of cover board (in GSM) | 110, 130, 150, 175, 200, 225, 275, 325 |

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

| क्र.सं./S.N o. | परिषदी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|--|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 60 | 15 |

Desk Pads - Writing (V2) (20 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| GENERIC | Type of Pads | Spiral Pad, Spiral Note book, Executive Pad / Slip Pad |
| | Type of Binding | Spiral Binding, Metal wire-O-Binding, Staple-Bound, Cloth-Bound |
| | Type of Paper in the Pad | Cream Laid Paper Conforming to IS 1848 : Part 1, Cream Wove Paper Conforming to IS 1848 : Part 1, Offset Paper Conforming to IS 1848 : Part 1 |
| MATERIAL | Front Cover material of the Pad | Cardboard, Plastic |
| | Back Cover material of the Pad | Grey Pulp Board, White pulp Board, Plastic |
| PAPER LAYOUT DESIGN | Paper Format | Ruled, Plain |
| DIMENSIONS | Length of Pad (In mm) | 100 to 140, 141 to 180, 181 to 220, 221 to 260, 261 to 300 |
| | Width of Pad (In mm) | 100 to 140, 141 to 180, 181 to 220, 221 to 260, 261 to 300 |
| | Number of Pages in the Pad | 10, 20, 30, 40, 50, 60, 80, 100, 120, 140, 150, 160, 200, 300 |
| | GSM of the Paper in the Pad | 60, 65, 70, 75, 100 |

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

| क्र.सं./S.N o. | परिषदी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|-------------------|--|------------------|------------------|---------------------------------|
| 1 | ***** | *****KANPUR CITY | 20 | 15 |

Pen Or Pencil Holders (V2) (10 packet)**तकनीकी विशिष्टियाँ /Technical Specifications**

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| MATERIAL & DESIGN | Material of Pen or Pencil Holder | Plastic, Wooden, Stainless Steel, Acrylic, Leather |
| | Number of Compartments in Pen or Pencil Holder | 1, 2, 3, 4, 5 |
| DIMENSIONS | Overall Length (In mm) of Pen or Pencil Holder (For Rectangular or Square) | 80 to 100, 101 to 120, 121 to 140, 141 to 160, 161 to 180, 181 to 200, NA (In case of Cylindrical or Hexagonal) |
| | Overall Width (In mm) of Pen or Pencil Holder (For Rectangular or Square) | 40 to 60, 61 to 80, 81 to 100, 101 to 120, 121 to 140, 141 to 160, 161 to 180, 181 to 200, NA (In case of Cylindrical or Hexagonal shape) |
| | Overall Height (In mm) of Pen or Pencil Holder | 60 to 80, 81 to 100, 101 to 120, 121 to 140, 141 to 160, 161 to 180 |
| | Diameter (In mm) of Pen or Pencil Holder (for Cylindrical or Hexagonal) | 40 to 60, 61 to 80, 81 to 100, 101 to 120, 121 to 140, 141 to 160, NA (In case of Rectangular or Square shape) |
| | Net weight of Pen or Pencil Holder (In gms) | 50 to 100, 101 to 150, 151 to 200, 201 to 250, 251 to 300 |
| PACKING | No of Pen or Pencil Holder in a Pack | Pack of 1, Pack of 2, Pack of 3, Pack of 4, Pack of 5 |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Writing Pens (10 pieces)**तकनीकी विशिष्टियाँ /Technical Specifications**

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| Generic | Type of Pen | Gel Pen |

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
| | Tip Size | 0.3 mm, 0.5 mm, 0.7 mm, 1.0 mm |
| | Ink Color | Red |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 10 | 15 |

Correspondence Envelopes (V3) Conforming To IS 13892 (100 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| STANDARDS | Type of Envelope | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope |
| | Dimensions of the Envelope (Size Symbol) (In mm) | 229 x 324 (C4) |
| | Colour of the Envelope | White, Light Green, Light Yellow, Light Brown |
| | Cloth Lining | Cloth Lining as per the Governing Specification of IS 13892 |
| | Window on Envelope | With Window, Without Window |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 100 | 15 |

Correspondence Envelopes (V3) Conforming To IS 13892 (100 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|--|
| STANDARDS | Type of Envelope | Type 1 - Pocket shape envelope, Type 2 - Banker shape envelope |
| | Dimensions of the Envelope (Size Symbol) (In mm) | 90 x 140, 90 x 152, 100 x 176, 105 x 230, 110 x 220 (DL), 114 x 162 (C6), 122 x 176 (B6), 162 x 229 (C5), 176 x 250 (B5), 229 x 324 (C4), 250 x 353 (B4), 324 x 458 (C3) |
| | Colour of the Envelope | White, Light Green, Light Yellow, Light Brown |
| | Window on Envelope | With Window, Without Window |

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

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|------------------|------------------|------------------------------|
| 1 | ***** | *****KANPUR CITY | 100 | 15 |

Special terms and conditions-Version:2 effective from 22-01-2025 for category File/Folder (V3)**1. Note to Buyers :-**

For printing on the File/Folder as per Buyer's requirement - The buyer shall create the BID and mention the contents to be printed such as Logo, text etc. in the ATC.

Note to Sellers :-

- 1) Sellers must declare their catalog price for 1 standard Piece of File/Folder
- 2) The seller shall quote their price during bidding in accordance to the buyer's requirements as per the printing requirements of the buyer

Special terms and conditions-Version:1 effective from 24-09-2025 for category Staplers(V3)**1. Note to Sellers:****Product catalogue Images uploaded should carry the following informations.**

1. Catalogue should be uploaded with the packaging box.
2. The product packaging box must clearly display the following details: Throat Depth, Stapling Capacity, Loading Capacity, etc.
3. Stapler shall be supplied in the pack condition displaying following details in the packet

Special terms and conditions-Version:1 effective from 25-09-2025 for category Stationery Scissors (V2) Conforming to IS 989

1. **ISI Mark:** The product may also carry an ISI Mark/Standard Mark as per the BIS standard governing this category. As such Buyers may also opt for ISI marked product while creating BID. In such cases buyer shall verify valid BIS License for the same at the time of evaluation of BID and check ISI marking at the time of receipt of material before issuing CRAC.

Special terms and conditions-Version:1 effective from 11-11-2024 for category Correspondence Envelopes (V3) Conforming to IS 13892

1. Note to Buyers For printing on the envelope as per Buyers requirement the buyer shall create the BID and mentioned the contents to be printed in the ATC such as Logo or any texts etc.,
Note to Sellers 1) Sellers must declare their catalog price for 1 Unprinted Piece of Correspondence envelope
2) The seller shall quote their price during bidding in accordance to the buyers requirements for printing contents.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/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 up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Naval Armament Inspectorate
Ordnance Factory
Armapur Estate
Kalpi Road
Kanpur
.

3. **Generic**

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.

4. **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 %.

5. **Generic**

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.

- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

6. Generic

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

7. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

8. Generic

The successful bidder has to supply all essential accessories required for the successful installation and commissioning of the goods supplied. Besides standard accessories as per normal industry practice, following accessories must be part of supply and cost should be included in bid price:

Yes

.

9. Certificates

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.

10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Items must be replaced within delivery period. If items are not matched as per office requirement.
2. Items list must be uploaded with mentioned brand, model and specification to avoid technical rejection.
3. Read the items list and specification (List uploaded)

.

11. Turnover

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.

12. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

13. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and

Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

14. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/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.

---धन्यवाद/Thank You---