

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-04-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-04-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Pmo
विभाग का नाम/Department Name	Department Of Atomic Energy
संगठन का नाम/Organisation Name	Nuclear Power Corporation Of India Limited
कार्यालय का नाम/Office Name	Naps
कुल मात्रा/Total Quantity	350
वस्तु श्रेणी /Item Category	Correspondence Envelopes (V3) (Q4)
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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	Correspondence Envelopes (V3)
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days

बिड विवरण/Bid Details

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 के लिए आरक्षित / Reserved for MSE

एमएसई के लिए आरक्षित / Reserved for MSE	Yes
---	-----

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. Procurement under this bid is reserved for purchase from Micro and Small Enterprises having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal. If the bidder wants to avail themselves of the reservation benefit, 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 to participate in this bid. 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 based on documentary evidence submitted, while evaluating the bid. 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.

6. 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 would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

GST BREAKUP TO BE UPLOADED IN FINANCIAL BID OR PRICE BID ONLY - [1772011179.xlsx](#)

Correspondence Envelopes (V3) (150 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी 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	Banker shape envelope
	Dimensions of the Envelope (In mm)	220 x 310
	Grammage of the Envelope	80 gsm
	Colour of the Envelope	Light Brown
	Window in Envelope	Without Envelope

Additional Specification Parameters - Correspondence Envelopes (V3) (150 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Additional Specification Parameters	Envelope SE-4 without window and with address, Flap- 30mm, Bilingual printed matter as per sample attached in buyer added bid specific ATC
Grammage of the Envelope should be read as	70 gsm
Dimensions of the Envelope (In mm) should be read as	122 X 176 mm

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

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	Vikram Kumar Mishra	202389,NARORA ATOMIC POWER STATION PO NAPP TOWNSHIP NARORA BULANDSHAHR UP	150	30

Correspondence Envelopes (V3) (80 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	Pocket shape envelope
	Dimensions of the Envelope (In mm)	220 x 310
	Grammage of the Envelope	150 gsm
	Colour of the Envelope	White
	Window in Envelope	Without Envelope

Additional Specification Parameters - Correspondence Envelopes (V3) (80 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Additional Specification Parameter1	Envelop SE-7A Without window with address, Inside lamination, Flap 50mm
Additional Specification Parameter2	Bilingual printed matter as per sample attached buyer added bid specific ATC
Additional Specification Parameter3	Envelopes middle and bottom fold joints should be wrapped with cello tap also for extra strength. Senders address to be printed on back side. Before bulk printed should be got approved by Indenting Officer.
Colour of Envelopes paper is to be read as	Cream Colour
GSM & Size should be read as	120 GSM & Size: 229 mm x 324 mm

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

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	Vikram Kumar Mishra	202389,NARORA ATOMIC POWER STATION PO NAPP TOWNSHIP NARORA BULANDSHAHR UP	80	30

Correspondence Envelopes (V3) (120 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी 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	Pocket shape envelope
	Dimensions of the Envelope (In mm)	240 x 330
	Grammage of the Envelope	150 gsm
	Colour of the Envelope	White
	Window in Envelope	Without Envelope

Additional Specification Parameters - Correspondence Envelopes (V3) (120 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Additional Specification1	Envelope SE-8A, with address and without window, glazed inside lamination with polythin, 50mm flap
Additional Specification2	Bilingual printed matter as per sample attached in buyer added bid specific ATC
Additional Specification3	Envelopes middle and bottom fold joints should be wrapped with cello tap also for extra strength. Senders address to be printed on back side. Before bulk printed should be got approved by Indenting Officer.
Colour of Envelopes paper is to be read as	Cream Colour
GSM & Size is to be read as	140 GSM & Size: 229 mm x 324 mm

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

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	Vikram Kumar Mishra	202389,NARORA ATOMIC POWER STATION PO NAPP TOWNSHIP NARORA BULANDSHAHR UP	120	30

Special terms and conditions-Version:1 effective from 04-06-2025 for category Correspondence Envelopes (V3)

1. Note to Buyers :

For printing on the envelope as per Buyer's 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 Piece of Unprinted Correspondence envelope.

2) The seller shall quote their price during bidding in accordance to the buyer's 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. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

NOTES:-

1. Clarifications/Documents submitted during the representation time shall not be considered for evaluation.

2. TReDs

MSME Ministry, GoI vide notification dtd 02.11.2018 has mandated all CPSE to get on board

ed on the TReDS. As per the above directives of MSME Ministry, NPCIL is already registered with RXIL. TReDS is an electronic platform for facilitating the financing / discounting of trade receivables of Micro, Small and Medium Enterprises (MSMEs) through multiple financiers. These receivables can be due from corporates and other buyers, including Government Departments and Public Sector Undertakings (PSUs). Both Buyer and the Seller must be registered on the TReDS platform for financing / factoring of trade receivables of the MSME Seller. Currently, there are four RBI-approved platforms: Receivables Exchange of India Ltd. (RXIL), A Treds Ltd. (Invoicemart), C2treds and Mynd Solutions Pvt. Ltd. (M1xchange). NPCIL also encourages its seller to register on RXIL trades Platform. In view of the above, you are requested to register on RXIL trades Platform at the earliest. For registration process, bill discounting & other complete details/FAQs and correctness of above information including current interest rates, terms & condition etc., seller may visit the <https://www.rxil.in>

3. LIQUIDATED DAMAGES as stipulated under Clause No.15 (iii) of GEM GTC shall not be applicable for the contract awarded against this bid.

4. Documents related to release of payment:-

For release of payment as per terms & conditions of GeM contract, supplier has to submit following documents along with supply to consignee and also upload the documents on GeM portal.

- a) Original invoice as per applicable GST provisions.
- b) **Annexure-F** i.e. GST declaration (format enclosed in GeM bid).
- c) Seller bank details.

As payment is to be released in a time bound manner hence, non-receipt of these document along with supply may lead to rejection of supplies due to non-compliance of document submission.

5. Price Bid Evaluation and Mismatch between “total price quoted by bidder in GeM Financial bid and Total of Price of all item uploaded “Price bid breakup/SOQR” shall be governed as per Annexure-I (Uploaded in buyer added specific ATC)

6. Banning of business dealings by NPCIL/Buyer shall be governed as per Annexure-II (Uploaded in buyer added specific ATC).

7. Bidder is required to submit Undertaking as per **Annexure-III** (for One Bid Per Bidder Uploaded in buyer added specific ATC).

8. Instructions to the supplier

1. Supplier may ensure the driver to reach plant premise with all original documents listed below:-

- a) Original Aadhaar card of driver and helpers.
- b) Original Driving license of driver (for heavy duty vehicle, driver may come with heavy duty license)
- c) Original RC (Registration card) of vehicle.
- d) Original Fitness Certificate.
- e) Road Tax must be paid till the date.
- f) Original Insurance papers of vehicle.

Driver if failed to show all these documents in original state will itself responsible for No entry of vehicle & also no further communication will be made from our end.

2. The driver is requested to reach plant site from 09.00 AM to 03.00 PM of any working day.

3. Supplier may intimate the dispatch of material to the consignee with all the details of driver and helpers, one or more days before for the Gate pass process and other necessary actions.

9. GST BREAKUP TO BE UPLOADED IN FINANCIAL BID OR PRICE BID ONLY

10. Only manufacturers quoting for goods/ product manufactured by them shall be eligible for availing benefits under the Public Procurement Policy for MS Es Order 2012. Dealers/ Distributors/ Sole Agents/ Resellers/ Traders/ Stockists will not be considered for benefits under the subject policy and are required to pay requisite EMD as stipulated in the bid document. Seller declaration stating that the offered product is manufactured by them shall be submitted along with bid.

4. 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 कार्रवाई 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---