

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	12-02-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-02-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Jammu & Kashmir
विभाग का नाम/Department Name	Health And Family Welfare Department Jammu And Kashmir
संगठन का नाम/Organisation Name	Sher-i-kashmir Institute Of Medical Sciences Srinagar
कार्यालय का नाम/Office Name	Skims Soura
कुल मात्रा/Total Quantity	53840
वस्तु श्रेणी /Item Category	Plain Copier Paper (V3) ISI Marked to IS 14490 (Q4) , Bond Paper (V3) Conforming to IS 1848 (Part 1) (Q3) , File/Folder (V3) (Q4) , Register (V2) (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Plain Copier Paper (V3) ISI Marked to IS 14490
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 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
अनुमानित बिड मूल्य /Estimated Bid Value	3746670
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
Schedule 1 ईएमडी राशि/EMD Amount (In INR)	17000
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	54000
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	300
Schedule 4 ईएमडी राशि/EMD Amount (In INR)	6000
Schedule 5 ईएमडी राशि/EMD Amount (In INR)	10000

Schedule 6 ईएमडी राशि/EMD Amount (In INR)	150
Schedule 7 ईएमडी राशि/EMD Amount (In INR)	10000
Schedule 8 ईएमडी राशि/EMD Amount (In INR)	2500
Schedule 9 ईएमडी राशि/EMD Amount (In INR)	11000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

DIRECTOR FINANCE SKIMS SOURA SRINAGAR
SKIMS SOURA, Health and Family Welfare Department Jammu and Kashmir, Sher-i-Kashmir Institute of Medical Sciences Srinagar,
(Director Finance Skims Soura)

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

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. 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.
7. 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% 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 % 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.
8. 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.
9. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

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

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	569970	Plain Copier Paper (v3) Isi Marked To Is 14490	3000
Schedule 2	1800000	Plain Copier Paper (v3) Isi Marked To Is 14490	9000
Schedule 3	11400	Bond Paper (v3) Conforming To Is 1848 (part 1)	40
Schedule 4	200000	File/folder (v3)	10000
Schedule 5	350000	File/folder (v3)	10000
Schedule 6	4800	File/folder (v3)	300
Schedule 7	350000	Register (v2)	5000
Schedule 8	85500	Register (v2)	1500
Schedule 9	375000	File/folder (v3)	15000

Plain Copier Paper (V3) ISI Marked To IS 14490 (3000 ream)**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	Paper Size	FS
	Grammage (GSM) of the Paper	70 gsm, 75 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (3000 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Size of paper	21.5cm x 34.5cm
Weight	2.6 to 2.8 kgs
GSM	75 GSM

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

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	Umer Farooq	190011,Skims Soura	3000	30

Plain Copier Paper (V3) ISI Marked To IS 14490 (9000 ream)

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	Paper Size	A4
	Grammage (GSM) of the Paper	70 gsm, 75 gsm

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (9000 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Size	21 cm x 29.7cm
Weight	2.2 to 2.4 kgs
GSM	75GSM

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

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	Umer Farooq	190011,Skims Soura	9000	30

Bond Paper (V3) Conforming To IS 1848 (Part 1) (40 ream)

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	Size of Paper (In mm)	A4 (210 X 297)
	GSM of the Paper	100 gsm
PACKING AND MARKING	Packing	Ream of 500 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	Umer Farooq	190011,Skims Soura	40	30

File/Folder (V3) (10000 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
	Material of File/Folder	Cardboard / Duplex 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	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	Brown

Additional Specification Parameters - File/Folder (V3) (10000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Size	36.7 x 27.2 cms, with +/-1 deviation in size

Specification Parameter Name	Bid Requirement (Allowed Values)
GSM	500 to 550
Printing	SKIMS printing as shown in ATC document
File Cover	File Cover (Superior) with lace (lace size 67 cm approx)

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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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	Umer Farooq	190011,Skims Soura	10000	30

File/Folder (V3) (10000 pieces)

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)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex 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	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	White

Additional Specification Parameters - File/Folder (V3) (10000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Size	35 x 26 cms

Specification Parameter Name	Bid Requirement (Allowed Values)
GSM	500 to 550
Printing	SKIMS printing as shown in ATC document
Colour of File cover	White
File Cover	File Cover Superior with plastic clip inside

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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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	Umer Farooq	190011,Skims Soura	10000	30

File/Folder (V3) (300 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	Office File Board
	Material of File/Folder	Cardboard / Duplex 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
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	Green, Black, White, Yellow, Blue, Pink, Orange, Red, Brown, Khaki

Additional Specification Parameters - File/Folder (V3) (300 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
File	File flap with tag
Size	10 inch x 13.5 inch
Material	Cardboard
Sample proof	As shown in the attachment in ATC

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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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	Umer Farooq	190011,Skims Soura	300	30

Register (V2) (5000 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	Plain Register
	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)	201-250
	Binding of Register	Hardcover 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

Additional Specification Parameters - Register (V2) (5000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Register type	Plain Register
Page	250 pages
Printing	SKIMS Printing as shown in ATC Document
Size	8 inch x 12 inch

* 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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Umer Farooq	190011,Skims Soura	5000	30

Register (V2) (1500 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)
GENERAL REQUIREMENT	Product Type	Register
	Register type	Attendance register
	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)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Grammage (substance) of cover board (in GSM)	110, 130, 150, 175, 200, 225, 275, 325
PRINTING	Printing language	English

Additional Specification Parameters - Register (V2) (1500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Register	Attendance Register
Size	28.5 cm x 22.5 cms
Inside Paper Material	Art Paper (120 GSM)
Printing	As shown in the Attachment in ATC
Cover Paper	300 GSM with SKIMS Printing

* 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	Umer Farooq	190011,Skims Soura	1500	30

File/Folder (V3) (15000 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
	Material of File/Folder	Cardboard / Duplex 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	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Color of File/Folder	White

Additional Specification Parameters - File/Folder (V3) (15000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Filer Cover	Ordinary File Covers with SKIMS Printing
Size	34.4 x 25 cms (plus minus 1 cm deviation)
GSM	300-350
Printing	As shown in the attachment in ATC

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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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	Umer Farooq	190011,Skims Soura	15000	30

Special terms and conditions-Version:2 effective from 23-12-2024 for category Plain Copier Paper (V3) ISI Marked to IS 14490

1. Catalogue Image Upload Guidelines

Product catalogue Images uploaded should carry the following informations:

- Should have original product image.
- Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L), Net weight of the Ream, GSM etc.
- Should have the ISI Mark label on the wrapping cover

ECO-Mark - Eco Mark is applicable as per G.S.R. 85(E) dated 21st February 1991 (Annexure - I) for this category. As such Buyers may also opt for eco mark labelled product while creating Bid. In such cases buyer shall verify Eco mark label at the time of evaluation of BID/receipt of material before issuing CRAC.

Special terms and conditions-Version:1 effective from 24-12-2024 for category Bond Paper (V3) Conforming to IS 1848 (Part 1)

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.

2. **ECO-Mark:** Eco Mark is applicable as per G.S.R. 85(E) dated 21st February 1991 (Annexure - I) for this category. As such Buyers may also opt for eco mark labelled product while creating Bid. In such cases buyer shall verify Eco mark label at the time of evaluation of BID/receipt of material before issuing CRAC.

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

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

SHER I KASHMIR INSTITUTE OF MEDICAL SCIENCES
SOURA
SRINAGAR
JAMMU AND KASHMIR
SKIMS 190011
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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**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid

in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

5. **Scope of Supply**

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

6. **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.

7. **Inspection**

Nominated Inspection Agency: On behalf of the Buyer organization, any one of the following Inspection Agency would be conducting inspection of stores before acceptance:
Pre-dispatch Inspection at Seller Premises (applicable only if pre-dispatch inspection clause has been selected in ATC):

NO

Post Receipt Inspection at consignee site before acceptance of stores:
YES AT SKIMS STORES

8. **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.

9. **Sample Clause**

After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit

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samples for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 7 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.

Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.

10. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

DIRECTOR FINANCE SKIMS SOURA SRINAGAR

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the

Buyer within 5 days of Bid End date/ Bid Opening date

11. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Additional Terms and Conditions

1. All the bidders have to furnish an undertaking with regard to acceptance of all terms and conditions.
2. All the bidders must clearly mention Brand/Make quoted against tendered items and ensure that the offered items are in conformity to the tendered specification of the instant bid wherever applicable.
3. The vendors who desire to check the existing samples of the tendered items can approach at Materials Management Officer, Central Stores, Sher I Kashmir Institute of Medical Sciences, Soura Srinagar in person, besides the items required SKIMS printing, the photograph of the said items have been uploaded.
4. All bidders must upload a certificate regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected.
5. All disputes are subject to Srinagar (J&K) courts only.
6. The bidder can club the various EMD's for quoted items and submit consolidated EMD accordingly.
7. Items quoted should be a good quality and as per relevant ISO certification, wherever applicable, if any.
8. Payment shall be released after successful delivery, its inspection and verification of bills thereof.
9. EMD Exemption: The bidder seeking EMD Exemption must submit the valid supporting document for the relevant category as per GEM GTC with the bid. Under MSE Category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this policy.

It is also impressed on all the intending bidders that SKIMS will entertain exemption in case of Earnest Money Deposit (EMD) from those manufacturers (MSME's) who will quote their own product and submit supporting documents authenticating their trade mark/ brand name, etc. However, with reference to the clause 4, Section xiii, Sub section 'm' of GeM GTC, it is to bring to your kind attention that at the following categories of Sellers are exempted from furnishing Bid Security:

- i. Micro and Small Enterprises who are manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated only through Udyam Registration/ Udyog Aadhar (as validated by Government from time to time) and through uploaded supporting documents.

- ii. Start ups as recognized by Department of Industrial Policy and Promotion (DIPP)
- iii. KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar.
- iv. Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid/ RA has been invited.
- v. Sellers/ Services Provider having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial years.
- vi. Micro and Small Enterprises registered with NSIC for the Primary Product Category whose credentials are validated through NSIC database and through uploaded supporting documents.
- vii. Micro and Small Enterprises registered with DIC for the Primary Product Category whose credentials are validated through DIC database and through uploaded supporting documents.
- viii. Sellers/ Service Providers holding BIS license for the Primary Product Category whose credentials are validated through BIS Databases and through uploaded supporting documents.
- ix. Central/ State PSU's.
- x. Seller/ Service Provider registered with designated Agency/ Authority as specified in the bid document by the Buyer- such bidder shall have to upload scanned copy of relevant registration document in place of Bid Security document while bidding.

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12. **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---