

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-08-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-08-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Economic Affairs
संगठन का नाम/Organisation Name	Security Printing And Minting Corporation Of India Limited
कार्यालय का नाम/Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ram.sahai@gov.in Buyer Email id: subodh.kale@spmcl.com
कुल मात्रा/Total Quantity	1186
वस्तु श्रेणी /Item Category	File/Folder (V3) (Q4) , Plain Copier Paper (V3) ISI Marl Writing Pens (Q4) , Binder Clips (V3) Conforming to IS 13262 (Q4) , Correction Fluid Pen(V3) (Q4) , Double sided tape (Q4) , Highlighters (Q4) , Sticky Notes (V2) (Q4) , Paper Punchers (V3) (Q4) , Staplers(V3) (Q4) , Desktop Trays or Organizers (V2) (Q4) , Pins/Staples(V3) (Q4) , Pressure Sensitive Adhesive Tapes (V3) (Q4) , Base (V4) Conforming to IS 13262 (Q4) , Tags For Filing (V3) (Q4) , IS 8499 (Q4) , Desk Pads - Writing (V2) (Q4) , Glue Stick (V3) (Q4) , Clips (V2) Conforming to IS 5650 (Q4) , Correspondence (V3) (Q4) , Conforming to IS 13892 (Q4) , Binding Covers (V2) (Q4) , Scissors (V2) Conforming to IS 989 (Q4) , Plastic Pouches (V3) (Q4)
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience Criteria, the supporting documents to prove his eligibility must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2

बिड विवरण/Bid Details

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	Single Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	File/Folder (V3)
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 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	57902.2
Payment Timelines	Payments shall be made to the Seller within 30 days receipt-cum-acceptance certificate (CRAC) and on-lin (This is in supersession of 10 days time as provided i GTC)
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
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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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

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एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be at least one TReDS exchange in which the buyer is registered.

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 criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from 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.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service Provider offering the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. Products manufactured by some other OEM are not eligible for any purchase preference. Relevant documents 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 in case of product bids, whereas in case of services the eligibility will be decided by Buyer. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1 + 15\%$ (Selected by Buyer) of maximum price /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [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 available only if validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or impact on bid participation. Also this is not going to be a determining factor for reasonableness of quoted prices which would be determined by the buyer based on its own assessment and based on competitive prices received in Bid / RA process.

File/Folder (V3) (100 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 Required Values)
GENERAL	File/Folder type with binding mechanism	L File Folder

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requi Values)
	Material of File/Folder	Plastic
	File/Folder Size Compatibility	21.5 cm x 33.5 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, Orang

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

Plain Copier Paper (V3) ISI Marked To IS 14490 (80 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 Requi Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	80 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	80	30

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 Requi Values)
Generic	Type of Pen	Ballpoint Pen (Conforming to IS 3705)
	Tip Size	0.7 mm
	Ink Color	Black

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	50	30

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 Requi Values)
Generic	Type of Pen	Ballpoint Pen (Conforming to IS 3705)
	Tip Size	0.3 mm, 0.7 mm, 1.0 mm, 1.2 mm
	Ink Color	Blue

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

Writing Pens (25 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 Requi Values)
Generic	Type of Pen	Ballpoint Pen (Conforming to IS 3705)
	Tip Size	0.3 mm, 0.7 mm, 1.0 mm, 1.2 mm
	Ink Color	Red

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	25	30

Binder Clips (V3) Conforming To IS 8231 (10 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 Requi Values)
STANDARD	Binder Clips Type	Type 1 - Two hinged wire handles and a Sprin
	Width of the Jaw (In mm)	19 mm
	Overall Height of the Binder Clip	25 mm
PACKING	No of Binder Clips in a Box	12

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Binder Clips (V3) Conforming To IS 8231 (10 box)**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 Required Values)
STANDARD	Binder Clips Type	Type 1 - Two hinged wire handles and a Spring
	Width of the Jaw (In mm)	41 mm
	Overall Height of the Binder Clip	63 mm
PACKING	No of Binder Clips in a Box	12

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Correction Fluid Pen(V3) (10 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 Required Values)
GENERIC	Capacity of Correction Fluid	7 ml
	Pen Tip Size	0.5 mm, 0.6 mm, 0.7 mm, 0.8 mm, 1 mm

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Double Sided Tape (20 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 Required Values)
Adhesion	Adhesion	double side
	Adhesion strength (N per 100 square mm Width),Min	1.5
Dimension	Length of tape on a roll (meter)	25
	Width(mm)	10
	Thickness(mm)	1.5
	Inner Diameter (ID) of Core (mm)	75

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	20	30

Markers And Highlighters (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 Requi Values)
Generic	Type of Product	Highlighters
	Tip Point Type	Chisel Tip, Bullet or Fine Tip, Broad Tip
	Tip Width Size	3.0 mm
	Ink Color	Blue, Black, Red, Green, Pink, Yellow

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	20	30

Markers And Highlighters (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 Requi Values)
Generic	Type of Product	Permanent Markers
	Tip Point Type	Chisel Tip, Bullet or Fine Tip, Broad Tip
	Tip Width Size	2.0 mm
	Ink Color	Black

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

Markers And Highlighters (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 Requir Values)
Generic	Type of Product	Whiteboard Markers
	Tip Point Type	Bullet or Fine Tip
	Tip Width Size	2.0 mm
	Ink Color	Blue

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

Markers And Highlighters (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 Requir Values)
Generic	Type of Product	Whiteboard Markers
	Tip Point Type	Bullet or Fine Tip
	Tip Width Size	2.0 mm
	Ink Color	Red

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

Sticky Notes (V2) (10 packet)

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 Requir Values)
GENERIC	Types of Sticky Note	Standard Sticky Note
	Overall Size of the Sticky Note pad (In inch)	2 x 3 inch
	GSM of the Sticky Note	70 gsm
	No of sticky note pads in a single packet	5
	Total Number of sheets per pad	50 sheets

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Paper Punch Machine(V2) (5 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 Requir Values)
MATERIAL, DESIGN & DIMENSION	Product Type	Double Hole Paper Punch Machine
	Punch hole Diameter	4.5 mm, 5.5 mm

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
	Punching Capacity	Up to 20 Sheets
	Availability of Paper Chip Tray	Yes, No

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

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 Required Values)
MATERIAL, DESIGN & DIMENSION	Product Type	Single Hole Paper Punch Machine
	Punch hole Diameter	4.5 mm, 5.5 mm
	Punching Capacity	Up to 10 Sheets, Up to 20 Sheets
	Availability of Paper Chip Tray	Yes

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

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 Required Values)
GENERAL	File/Folder type with binding mechanism	Clear bag folder
	Material of File/Folder	Plastic
	File/Folder Size Compatibility	21.5 cm x 33.5 cm (Legal)
	Cover Design	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	White

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

File/Folder (V3) (25 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 Required Values)
GENERAL	File/Folder type with binding mechanism	2D Ring Binder File
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	Blue

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	25	30

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 Required Values)
MATERIAL, DESIGN & DIMENSION	Staple Pin Size Compatibility	24/6
	Throat Depth	17mm, 25mm
	Stapling Capacity(Sheets)	20 Sheets

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Desktop Trays Or Organizers (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 Required Values)
Generic	Type of Tray/Organizer	Single-Tier Tray

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requi Values)
	Material of Tray/Organizer	Plastic
	Sliding trays	NA
	Number of Tier/Section in a Tray/Organiser	NA
	Overall Compartment/Divisions in a Tray/Organizer	1
Dimension	Length of the Tray/organiser (in cm)	>40 to ?45 cm
	Width of the Tray/organiser (in cm)	>30 to ?35 cm
	Overall Height of the Tray/organiser(in cm)	>6 to ?9 cm
	Thickness of the Tray/organizer (in mm)	>2 to ?2.5 mm
	Weight of Tray/organiser (in gram)	>500 to ?600 gm
Finishing	Surface Finish	Glossy
Packaging	No of Tray/Organizer per pack	Pack of 1

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Staple Pins/Staples(V3) (25 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 Requi 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.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	25	30

Pressure Sensitive Adhesive Tapes With Plastic Base (V4) Conforming To IS 13262 (30 p

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 Requir Values)
Specification	Governing Specification	Conforming to IS 13262
Generic	Types of Tapes of Typical Base material	Cellulose Tape
	Colour	Transparent
	Internal Core Diameter	50 ± 0.5 mm
	Tape Width (In mm) (Tolerance Up to 25 is ±1.0 Tolerance Over 25 is ±1.5)	24 mm
	Tape Length (In meters)	50 meter

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	30	30

Tags For Files (V3) Conforming To IS 8499 (10 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 Requir Values)
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विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
STANDARDS	Overall length of the lace portion	175 mm
PACKING	Type of Unit	Pouch
	No of Tags in a Unit	100

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

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 Required Values)
Generic	Type of Pen	Gel Pen
	Tip Size	0.5 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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	50	30

File/Folder (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 Required Values)
GENERAL	File/Folder type with binding mechanism	Expanding Folder
	Material of File/Folder	Plastic
	File/Folder Size Compatibility	21.5 cm x 33.5 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

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101, India Security Press, Nashik Road Nashik , Maharashtra	10	30

Desk Pads - Writing (V2) (20 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 Required Values)
GENERIC	Type of Pads	Spiral Note book
	Type of Binding	Spiral Binding
	Type of Paper in the Pad	Offset Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Plastic
	Back Cover material of the Pad	Plastic
PAPER LAYOUT DESIGN	Paper Format	Ruled
DIMENSIONS	Length of Pad (In mm)	141 to 180
	Width of Pad (In mm)	141 to 180
	Number of Pages in the Pad	160

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
	GSM of the Paper in the Pad	70

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	20	30

Glue Stick (V3) (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 Required Values)
Generic	No of Glue stick in a Packet	1
	Net Content of Each stick (In gm)	10 gm

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Staplers(V3) (1 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 Required Values)
MATERIAL, DESIGN & DIMENSION	Staple Pin Size Compatibility	23/24
	Throat Depth	64 mm
	Stapling Capacity(Sheets)	210 Sheets

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	1	30

Staple Pins/Staples(V3) (5 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 Required Values)
GENERIC	Size of Staple Pins	23/24
	Number of Staple Pins in a box	1000

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	5	30

Paper Clips (V2) Conforming To IS 5650 (10 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 Required Values)
STANDARD	Shapes of Clips	Standard Shape Paper clips, Streamline Shape Triangular Shape Paper clips
	Size of Clips	Large
PACKING	Type of Unit	Box, Pouch
	No of Clips in a Unit	100

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Correspondence Envelopes (V3) Conforming To IS 13892 (50 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 Required Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope, Type 2 - Ban
	Dimensions of the Envelope (Size Symbol) (In mm)	229 x 324 (C4)
	Colour of the Envelope	White, Light Green, Light Yellow, Light Brown
	Window on Envelope	Without Window
	Sealing Flap	Gummed

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

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	50	30

Desk Pads - Writing (V2) (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 Required Values)
GENERIC	Type of Pads	Executive Pad / Slip Pad
	Type of Binding	Cloth-Bound
	Type of Paper in the Pad	Cream Wove Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Cardboard
	Back Cover material of the Pad	Grey Pulp Board
PAPER LAYOUT DESIGN	Paper Format	Ruled
DIMENSIONS	Length of Pad (In mm)	261 to 300
	Width of Pad (In mm)	181 to 220
	Number of Pages in the Pad	80
	GSM of the Paper in the Pad	60

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

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

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 Required Values)
GENERAL	File/Folder type with binding mechanism	Stick File/Slide Blinder File
	Material of File/Folder	Plastic
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	1, 2, 13, 20, 24, 30, 40, NA (In case of No pocket)
	Color of File/Folder	Green, Black, White, Yellow, Blue, Pink, Orange

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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	50	30

Binding Covers (V2) (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 Required Values)
STANDARDS	Type of Binding Covers	PVC Binding Cover
	Material Type	Polyvinyl Chloride (PVC)
	Thickness of the Cover	250 micron
	Size of the Binding Cover	A4
	Thermal adhesive spine Width	NA (In case of PVC Binding Cover/PP Binding Cover)

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

Stationery Scissors (V2) Conforming To IS 989 (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 Requi Values)
TYPE AND CLASSES	Type of Scissor	Type 1
DIMENSIONS	Nominal Size of the Scissor (In 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 3 of IS : 292-1961, Malleable iron castings cor 1977 or IS : 2108-1977

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
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	30

Plastic Pouches (100 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 Requi Values)
Material	Pouch Material	HDPE
Generic	Pouch Types	Twin
	Number Of Sections	1
	Closure Type	Zip

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
	Weight Carrying Capacity (grams)	101-250
	Pattern/Finish	Plain
	Recyclable	Yes
	Protection From Germs & Bacteria, Dust	No
	Pack of	1
Size & Dimension	Length (Inches)	9.00-11.99
	Height (Inches)	12.00-17.99
	Thickness (Micron)	101-110
Certifications and Test Reports	Availability of type test report from Govt Lab/ NABL/ ILAC to prove conformity to the specification	No

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के
1	Vikas Kumar	422101,India Security Press, Nashik Road Nashik , Maharashtra	100	30

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 cc 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 print the buyer

Special terms and conditions-Version:3 effective from 10-03-2026 for category Plain Copier Paper (V3) | 14490

1. Catalogue Image Upload Guidelines

Product catalogue Images uploaded should carry the following informations:

1. Should have original product image.
2. Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L), No

- GSM etc.
3. Should have the ISI Mark label on the wrapping cover

Special terms and conditions-Version:1 effective from 25-09-2025 for category Binder Clips (V3) Confor

1. **ISI Mark:**The product may also carry an ISI Mark/Standard Mark as per the BIS standard governing this category. The product may also opt for ISI marked product while creating BID. In such cases buyer shall verify valid BIS License for the 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 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,
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 Tags For Files (V3) Confor

1. **ISI Mark:**The product may also carry an ISI Mark/Standard Mark as per the BIS standard governing this category. The product may also opt for ISI marked product while creating BID. In such cases buyer shall verify valid BIS License for the 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 25-09-2025 for category Paper Clips (V2) Confor

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

Special terms and conditions-Version:2 effective from 17-07-2026 for category Correspondence Envelopes to IS 13892

1.

Note to Buyers	For printing on the envelope as per Buyer's requirement the buyer shall specify the contents to be printed in the ATC such as Logo or Text.
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 specifications and requirements for printing contents.

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

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

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% of the contracted quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity during the currency of the contract at the contracted rates. The delivery period of quantity ordered 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 as per the terms and conditions of the contract.

quantity ÷ Original quantity) × Original delivery period (in days), subject to minimum of 30 days. If the original is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculation duration up to the original delivery period while exercising the option clause. Bidders must comply with these

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

I. Qualification and eligibility criteria of Bid

I) Delivery date: Within 30 days from the date of issue of contract.

II) Payment Terms: - The payment will be made within 30 days after acceptance of the material by ISP.

III) PAN: The Bidder should be registered with the Income tax. Relevant proof in support shall be submitted.

IV) Goods & Service Tax Registration (GST): The Bidder should be registered with Goods & Service Tax (GST) registration Certificate shall be submitted.

V) Undertaking:-

a) "We M/s _____ firm has not been blacklisted by Government of India/PSU/Any Reputed Organization in the

b) "We M/s _____ agree to withdraw all the deviations, if any, unconditionally and accept all the Terms and conditions including the technical specifications."

c) The bidder has to provide the undertaking that "We have read and accept all the terms & conditions of GIT and contract document".

Link to GIT & GCC are as follows:-

(i) <https://spmcl.com/uploaddocument/GIT3.0.pdf>

(ii) <https://spmcl.com/uploaddocument/GCC3.0.pdf>

VI) Note:

a) The Indian agent on behalf of the Principal/ OEM or principal/OEM itself can bid but both cannot bid simultaneously/ product in the same Bid. If an agent submits bid on behalf of the Principal/ OEM, the same agent shall not bid on behalf of another Principal/ OEM in the same Bid for the same item.

b) Interested firms are requested to submit the above required documents sealed and signed on all pages along with the bid.

c) No further correspondence will be made with the bidders for shortfall of documents, if any; such offers without complete documents will be summarily rejected.

d) The Bid should be completed in all the respect including submission of all the required documents so that the bid is not called for.

VII) Quantum of LD:- If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the time period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages foreseen under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or per day for the delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without interest of any sort whatsoever.

VIII) Bidder must submit check list of below mentioned documents: -

Sr. No.	Description	Submitted / Not submitted
1	MSE Certificate / Start Up Certificate if claiming for exemption against Experience and Turnover Criteria only.	

2	Documentary evidence towards PAN & GST Registration as per clause III & IV	
3	Undertakings/Declarations as per clause V) a), b) and c)	
4	Duly sealed and signed copy of Scope of work/technical specification	
5	Power of attorney for the authorized signatory	
6	Compliance to all terms and conditions of bid document	

XI) Clarification of Bids/Shortfall Documents:

During the evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarification. Request for clarification shall be sought only once on GeM portal, asking the bidder to respond by a specified time (in days). If the bidder does not comply or respond by the date/period (i.e. within Seven days), his tender will be rejected.

Depending on the outcome, such bids are to be ignored or considered further. No post-bid clarification at the time of evaluation shall be entertained.

Note: While submitting the Clarification/Shortfall Document any technical difficulty occurs on GeM portal, the bidder may submit the Clarification / Shortfall Document through e-mail (e-mail id: purchase.isp@spmcil.com).

The Procuring Entity reserves its right to, but without any obligation to do so, seek any shortfall information/ documents of historical documents that pre-existed at the time of the Bid Opening, and which have not undergone changes. It shall not grant any undue advantage to any bidder. As far as the submission of documents is concerned regarding the bid, only related shortfall documents shall be asked for and considered.

For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate shall be asked for and considered. However, no new supply order shall be asked for to qualify the bidder.

NOTE 1- "Anti-Bribery Management system (ABMS)- By participating in this tender, the suppliers/Vendors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to the Procuring Entity.

NOTE 2- Request for extension of the bid opening date and / or any other query related to the tender should be made through GeM Portal only, no other means of communication will be entertained.

NOTE 3: Bidders may please note that GeM is capturing and showing the IP address of the bidder(s). The received bids having matching / common IP address with bidder(s), shall be rejected & shall not be considered for further evaluation.

NOTE 4: Representation against the Technically Rejected Bidders in GeM:

With respect to the representation window for rejected bidders, any clarification/ representation submitted in the representation window will not be accepted. Only a representation against the wrong evaluation done will be considered.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof. The Buyer shall not be held responsible for any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications.

conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the Buyer directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & its award shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without any notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ is with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Source Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the same is permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyer's Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample policy to approved policy of the Buyer's Ministry / Department / State / Public Sector Enterprises Headquarters, then the same shall be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specific eBPG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable ATC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional technical specifications in any other document. If buyer needs more items along with the main item, the same must be added through category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same shall 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, the seller shall raise their representation against the same by using the Representation window provided in the bid details field in Seller's eProcurement portal after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids in case of such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Disputes Act, 1947; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 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 Industrial Disputes Act, 1947; 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 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 laws.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

[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 बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने 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 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 declare that he/she is not a bidder of a country which shares a land border with India. 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---