

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	09-05-2022 16:00:00
<b>Bid Opening Date/Time</b>	09-05-2022 16:30:00
<b>Bid Offer Validity (From End Date)</b>	45 (Days)
<b>Ministry/State Name</b>	Ministry Of Earth Sciences
<b>Department Name</b>	Na
<b>Organisation Name</b>	National Centre For Antarctic And Ocean Research (ncaor)
<b>Office Name</b>	Goa
<b>Total Quantity</b>	1000
<b>Item Category</b>	Roller Ball Pen (Q4) , Plastic Folder with Printing (Q4)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Additional Doc 1 (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
<b>Bid to RA enabled</b>	No
<b>Primary product category</b>	Roller Ball Pen
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Item wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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(a). The EMD % will be applicable for each schedule/group selected during Bid creation.

## Splitting

Bid splitting not applied.

## MII Purchase Preference

MII Purchase Preference	No
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## MSE Purchase Preference

MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

2. 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.

## 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:

Evaluation Schedules	Item/Category	Quantity
Schedule 1	Roller Ball Pen	500
Schedule 2	Plastic Folder With Printing	500

## Roller Ball Pen ( 500 pieces )

Brand Type	Registered Brand
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## Technical Specifications

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

Specification	Specification Name	Bid Requirement (Allowed Values)
Ink Type	Type of Ink	Liquid Baesd
Color of Ink	Ink Color	Blue

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Line Width (mm)	0.5
	TC Ball Tip (mm)	0.5
	Writing Length (Meter)	Any applicable text(s)

#### Additional Specification Parameters - Roller Ball Pen ( 500 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Pen Type	Pen Type: Single Refill Pen with Grip, Standard Size.

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

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	15

#### Plastic Folder With Printing ( 500 packet )

Brand Type	Unbranded
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#### Technical Specifications

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

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of folder	chocolate brown Colour PVC Folder
Dimensions	Size of sheet(cm x cm)	24 x 35.5(FS size)
	Thickness of plastic sheet(mm)	0.35
	Thickness of clear sheet(mm)	0.35
Construction	Construction	The clear sheet is to be die punched from two sides and welded also on two sides with the PVC sheet

Specification	Specification Name	Bid Requirement (Allowed Values)
Construction of Pocket	Pocket	A pocket of size 10cm x 6.6 cm with an inner layer of size 9cm x 6.6 cm both of 0.15 mm PVC clear material both welded to each other on three sides and thereafter the pocket will be welded on one side to the PVC sheet
Packing	<b>Number of PVC folders in a packet</b>	50(PVC)
	<b>Number of packets in 5ply board</b>	20(PVC)

#### Additional Specification Parameters - Plastic Folder With Printing ( 500 packet )

Specification Parameter Name	Bid Requirement (Allowed Values)
Pocket	Pockets on Both side as mentioned in Construction of Pocket Category.
Cover material	Cover front & Back with chocolate brown Color PVC Folder

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

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Kota Venkateswarlu	403804, Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	15

### Buyer Added Bid Specific Terms and Conditions

#### 1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The supplier to provide leaflets/brochures/Images of the offered products

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#### 2. Buyer Added Bid Specific ATC

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

#### 3. Scope of Supply

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

#### 4. **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.

#### 5. **Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

#### 6. **Generic**

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

## **Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**