

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-07-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-07-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम / Department Name	Department Of Earth Sciences
संगठन का नाम / Organisation Name	National Centre For Antarctic And Ocean Research (ncaor)
कार्यालय का नाम / Office Name	Goa
कुल मात्रा / Total Quantity	29000
वस्तु श्रेणी / Item Category	Envelope -Size 10 X 12 inches , Envelope with cloth Lining - Size 10 X12 inches , Envelope-Size 12 X 16 inches , Envelope -Size 10.5 X 13.5 inches , Envelope -Size 6 X 9 inches , Envelope-Size 6 X 9 inches , Window Envelope -Size 5X11 inches , Without Window Envelope -Size 5X11 inches , Envelope-Size 4 X 8 inches , Envelope -Size 4 X8 inches
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Envelope, envelope, Envelope
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	<p><b>Searched String:</b> Envelope</p> <p>Correspondence Envelopes (V3)</p> <p><b>Searched String:</b> envelope</p> <p>Envelopes-Handicraft</p> <p><b>Searched String:</b> Envelope</p> <p>Upcycled Envelopes</p>
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> <li>• Envelopes-Handicraft</li> <li>• Upcycled Envelopes</li> <li>• Correspondence Envelopes (V3) Conforming to IS 13892</li> </ul>
बीओक्यू शीर्षक / BOQ Title	Envelops of Various Size for Dak Despatch
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Envelope -Size 10 X 12 inches
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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#### विभाजन/Splitting

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
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1. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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.

#### Envelope -Size 10 X 12 Inches

#### तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

#### 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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	4000	40

### Envelope With Cloth Lining -Size 10 X12 Inches

#### तकनीकी विशिष्टियाँ /Technical Specifications

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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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	6000	40

### Envelope-Size 12 X 16 Inches

#### तकनीकी विशिष्टियाँ /Technical Specifications

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**परिषीती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परिषीती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	5000	40

**Envelope -Size 10.5 X 13.5 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**परिषीती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परिषीती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	2000	40

**Envelope -Size 6 X 9 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	4000	40

**Envelope-Size 6 X 9 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

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**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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	40

**Window Envelope -Size 5X11 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**परेशिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेशिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	3000	40

**Without Window Envelope -Size 5X11 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**परेशिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेशिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	40

**Envelope-Size 4 X 8 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	2000	40

**Envelope -Size 4 X8 Inches**

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**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	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	1000	40

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**

**1. Scope of Supply**

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

**2. 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.



### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1) BIDDER DETAILS FORMAT to be filled and submitted by all the bidders as per the format attached in the ATC document.
- 2) The bidders to provide basic details sought in the buyer added specific ATC.
- 3) Bidders to provide compliance on Technical Specifications along with Photos/datasheet of the offered product are to be uploaded along with the technical bid.
- 4) The envelope should be of good quality. (Sample envelopes are attached in the buyer's specific ATC for reference of the bidder only.)
- 5) Samples: On award of the contract, samples of the offered product need to be provided for quality checks.

**To**

**Head Procurement & Stores**

**National Centre for Polar and Ocean Research (NCPOR)**

**Ministry of Earth Sciences, Headland Sada,**

**Vasco Da Gama, Goa 403804.**

If the material is found not complying with the given specifications, it will be rejected & strict action will be initiated as deemed fit in GeM & out of GeM.

- 6) A sample envelope of each type before bulk printing shall be sent by the L1 bidder to the above address for approval by the buyer. Consignment will not be accepted if printed without providing approval of the sample by the buyer
- 7) The NCPOR logo and matter to be printed on the envelopes would be communicated to the L1 bidder through email

### 4. Buyer Added Bid Specific ATC

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

### 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

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

## 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

[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---

**GeM BoQ Bidding**  
**Specification for Printing and Supply of Envelopes**  
**(Bidder must submit the Technical Compliance Statement with the bid.)**

<b>Item Number</b>	<b>Item Title</b>	<b>Item Description</b>	<b>Item Quantity</b>	<b>Compliance (Yes/No with documentary evidence)</b>	<b>Remarks</b>
1	<b>Envelope -Size 10 X 12 inches</b>	<p><b>Envelope (Size 10 X12 inches),</b>  Colour of the Envelope: Light blue  Without Windows,  Non-Cloth Lining,  Without Windows,  Banker-type envelopes open  Sealing Flap-Non-Gummed,  Paper 60 GSM or better,</p> <p>Envelope with the institute's name,  address and logo printed in Hindi &amp;  English. (Printing matter will be  provided during the placement of the  order for printing on the envelope.)  Printing colour: Black</p>	4000 No		
2	<b>Envelope with cloth Lining Size 10 X12 inches</b>	<p><b>Envelope (Size 10 X12 inches),</b>  Colour of the Envelope: Light blue  Without Windows,  With cloth Lining  Sealing Flap-Non-Gummed  Banker-type envelopes open  Paper 60 GSM or better,</p> <p>Envelope with the institute's name,  address and logo printed in Hindi &amp;  English. (Printing matter will be  provided during the placement of the  order for printing on the envelope.)  Printing colour: Black</p>	6000 No		

3	<b>Envelope-Size 12 X 16 inches</b>	<b>Envelope (Size 12 X 16 inches)</b> Colour of the Envelope: Light blue Without Windows, With cloth Lining Banker-type envelopes open Sealing Flap-Non-Gummed Paper 60 GSM or better,  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	5000 No		
4	<b>Envelope (Size 10.5 X 13.5 inches)</b>	<b>Envelope ( Size 10.5 X 13.5 inches)</b> Colour of the Envelope: Light blue Without Windows, With cloth Lining Banker-type envelopes open Sealing Flap-Non-Gummed, Paper 60 GSM or better  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	2000 No		
5	<b>Envelope (Size 6 X 9 inches)</b>	<b>Envelope ( Size 6 X 9 inches)</b> Colour of the Envelope: Light blue With a transparent Window Window Material: Cellophane Paper Without cloth Lining Banker-type envelopes open Sealing Flap-Non-Gummed Paper 60 GSM or better,  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	4000 No		

6	<b>Envelope (Size 6 X 9 inches)</b>	<b>Envelope ( Size 6 X 9 inches)</b> Colour of the Envelope: Light blue Without Window Without cloth Lining Banker-type envelopes open Sealing Flap-Non-Gummed Paper 60 GSM or better.  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	1000 No		
7	<b>Window Envelope (Size 5X11 inches)</b>	<b>Window Envelope ( Size 5X11 inches)</b> Colour of the Envelope: Light blue With a transparent Window Window Material: Cellophane Paper Sealing Flap-Non-Gummed Banker-type envelopes open Thickness 0.15mm Paper 60 GSM or better, Non-Cloth Lining  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	3000 No		
8	<b>Without Window Envelope (Size 5X11 inches)</b>	<b>Without Window Envelope ( Size 5X11 inches)</b> Colour of the Envelope: Light blue Without Window Sealing Flap-Non-Gummed Banker-type envelopes open Paper 60 GSM or better, Non-Cloth Lining  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	1000 No		

9	<b>Envelope (Size 4 X 8 inches)</b>	<b>Envelope ( Size 4 X 8 inches)</b> Colour of the Envelope: Light blue Without Window Sealing Flap-Non-Gummed Banker-type envelopes open Paper 60 GSM or better, Non-Cloth Lining  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	2000 No		
10	<b>Envelope (Size 4 X8 inches)</b>	<b>Envelope ( Size 4 X8 inches)</b> Colour of the Envelope: Light blue Without Window Sealing Flap-Non-Gummed Banker-type envelopes open Paper 60 GSM or better, Non-Cloth Lining  Envelope with the institute's name, address and logo printed in Hindi & English. (Printing matter will be provided during the placement of the order for printing on the envelope.) Printing colour: Black	1000 No		

## **BIDDER DETAILS FORMAT**

(Mandatory details to be submitted along with the Bid Documents)

<b>A</b>	<b>Company Information of the Bidder/Service Provider:</b>	
<b>1</b>	<b>Company Name in full as per GeM:</b>	
<b>2</b>	<b>Address in full as per GeM:</b>	
<b>3</b>	<b>Contact Name &amp; No.:</b> 1) Primary 2) Secondary	
<b>4</b>	<b>Email id:</b> 1) Primary 2) Secondary	
<b>5</b>	<b>GST No.</b>	
<b>B</b>	<b>Bank Information of the Bidder/Service Provider:</b>	
<b>1</b>	<b>Bank Account Number:</b>	
<b>2</b>	<b>Bank Account Type:</b> Savings/Current Account.	
<b>3</b>	<b>Name of the Beneficiary Bank Account as registered in GeM:</b>	
<b>4</b>	<b>Bank name in full:</b>	
<b>5</b>	<b>Bank Branch &amp; Address:</b>	
<b>6</b>	<b>IFSC Code:</b>	

Company STAMP & SIGNED.



(Sample of the envelopes is attached herewith for reference only)

