

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-01-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-01-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Ayush
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Institute Of Post Graduate Teaching And Research In Ayurveda
कार्यालय का नाम/Office Name	Jamnagar Gujarat
कुल मात्रा/Total Quantity	81
वस्तु श्रेणी /Item Category	Multifunction Printer (Print, Scan, Copy) (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	12 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	96 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,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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 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?	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	3
ऑटो एक्स्टेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	80 %
बिड से रिवर्स नीलामी सक्रिय किया जाया जाना है। / 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
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्ण पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य /Estimated Bid Value	2400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank of India
ईएमडी राशि/EMD Amount	72000

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 दस्तावेज़ प्रस्तुत करने हैं। 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).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

Director Office, Institute of Teaching and Research in Ayurveda, 1st Floor, Institute Building, Ayurveda Campus, opp. City B division Police Station., Gurudwara Road, Jamnagar.
(The Director, Itra)

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

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है। / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

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. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product 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 OEM 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.
8. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM 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 no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .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.
9. 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.

10. 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.

11. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

12. 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.

Multifunction Printer (Print, Scan, Copy) (81 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Bis Required	Yes
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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)
Generic	Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
	Print Technology	Laser
	Type of Printing	Monochrome (Black), Colour Or higher
	Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
Printing	Print Paper Size	A4 and Legal

विवरण/Specification	विविषित का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM)	31 to 35, 36 to 40, 41 to 45, 46 to 50, 51 to 55, 56 to 60, 61 to 65, 66 to 70, 71 to 80, 81 to 90, 91 to 100, 101 to 120, 121 to 140, 141 to 160, 161 to 180 Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM)	Not Applicable, 1 to 5, 6 to 10, 11 to 15, 16 to 20, 21 to 25, 26 to 30, 31 to 35, 36 to 40, 41 to 45, 46 to 50, 51 to 55, 56 to 60, 61 to 65, 66 to 70, 71 to 80, 81 to 90, 91 to 100, 101 to 120, 121 to 140, 141 to 160, 161 to 180 Or higher
	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono (in PPM)	Not Applicable Or higher
	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Color (in PPM)	Not Applicable Or higher
	Auto Duplexing Printing/Copying (2-sided Feature)	Yes Or higher
Scanning	Maximum Scan Area (Platen/Flatbed Size)	A4 and Legal
PAPER HANDLING	Original Document Feeder Type (For Scanning and Copying)	Reverse/Duplex Automatic Document Feeders (RADF/DADF), Single-Pass Document Feeders (SPDF) Or higher
	Number of Main Paper Tray	1, 2, 3, 4
Connectivity	Connectivity	USB Port, Ethernet Port, Wi-Fi
	Accessories Provided	USB Cable, NA

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	Nariya Mukeshkumar Babulal	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
2	Bhupesh Rajnikant Patel	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
3	Dudhamal Tukaram	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	6	15
4	Baghel Arjunsingh	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	4	15
5	Dr.Biswajyoti Patgiri	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	6	15
6	Cholera Meera Shashikant	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
7	Harisha C. Rudrappa	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	1	15
8	Dixit Prashant	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
9	Shalini Mishra	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
10	Bhavik Vavadiya	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	5	15
11	Mandip Ravikant Goyal	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	3	15
12	Pandya Darshna	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	3	15
13	Shubhangi B Kamble	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
14	Kori Virendra Kumar	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	4	15

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
15	Bhatt Nilesh Navinchandra	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	1	15
16	Dr.Vimalkumar Joshi	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	3	15
17	Udaykumar Kantilal Donga	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	2	15
18	Chaudhari Naynesh	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	23	15
19	Dr.Varsha Solanki	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	1	15
20	Bhadouria Kalpana Raje	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	1	15
21	Rahul Suresh Gandhi	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	3	15
22	Tank Neha	361008,Opp. B-Division Police Station, Gurudwara Road, Gujarat Ayurved University Campus	3	15

**Special terms and conditions-Version:4 effective from 31-01-2025 for category Multifunction Printer
(Print, Scan, Copy)**

1.

For Buyers		
1	Product Verification	The buyer/consignee shall verify the complete product details, including configuration, through the OEM website. The buyer/consignee should be able to perform these verifications without needing to create an account on the OEM website.

2	Warranty	<ol style="list-style-type: none"> 1. The buyer may ensure that as soon as supplies are received, a request for a warranty certificate is made, along with logging into the OEM website/call centre to verify the certificate. 2. The product in GeM marketplace (Direct Purchase & L1 purchase) comes with a minimum standard on site warranty of one year. In case the seller has standard warranty more than one year, the same may be mentioned in the catalogue (including in the model name) and in such case higher warranty offered shall prevail/supersede the minimum one year warranty. 3. Buyer shall verify the actual number of prints completed by the Multifunction Machine Printer at the time of delivery (to ensure that the product has not been in use prior to delivery to the buyer) and may be verified using the Multifunction printer's built-in print counter or an equivalent tracking system as available with OEMs. 4. Buyer may please note that warranty does not cover any consumables i.e. Cartridges/Toner/Ink/Developer and such consumables.
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For Sellers

3	OEM Website Link/Part No for product verification	The OEM shall provide the OEM website link to the buyer at the time of delivery. The offered model details/configuration should be available on the OEM's website. A device serial number must also be provided at the time of supply, which must also be mentioned on the product supplied. The buyer/consignee must be able to verify the complete product details, including configuration, through the provided OEM website link.
4	Warranty	<ol style="list-style-type: none"> 1. The seller shall furnish a valid warranty Certificate/Tag in physical or digital format from the OEM to the purchaser, guaranteeing the product's coverage under the specified warranty terms. The warranty certificate should be verifiable through the OEM website/customer care centre. 2. The warranty period will be valid for the specified number of years or until the printer reaches the OEM-defined Minimum Number of Prints within the Warranty Period , whichever is earlier, i.e. once the printer meets either the Minimum Number of Prints within the Warranty Period or the time duration specified, the warranty coverage will end. 3. The actual number of prints completed by the printer during the warranty period may be verified using the printer's built-in print counter or an equivalent tracking system.
5	Compliance of extended producer's responsibility	With effect from 1st April 2023, as per the E-waste rules 2022, EPR registration is mandatory for manufacturing entities. Therefore, all OEMs shall hold valid EPR registration, and the registration number should be reflected in the catalogue parameter. OEMs shall ensure compliance with all responsibilities as per EPR registration applicable from time to time.

केता 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 $(\text{Increased quantity} - \text{Original quantity}) \times \text{Original delivery period}$ (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. Buyer Added Bid Specific ATC

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

3. Generic

Malicious Code Certificate:

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

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 नियिदा 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---

Compliance regarding submission of various certificates

(To be submitted on the letter head of the bidder signed by Authorized Signatory)

No	Bid Condition	Bid Term	Clarification	Required Certificate	Complied YES/No (if 'No', submit reasons)
1	Eligibility Criteria		<ul style="list-style-type: none"> a) The Bidder should be a Public Limited/Private Limited company/any firm and should be in existence in India for the last 3 years as on last date of Bid. In the event of mergers/acquisitions/restructuring or name change, the date of establishment of earlier/original limited company can be taken into account. In case, bidder is a startup, necessary documents to be submitted by the bidder. b) The Bidder should be a profit-making company and should have earned Net profit in at least one out of three preceding Financial Years (2022-23, 2023-24, 2024-25) and Operating profit during the remaining financial years as per the audited Financial Statements. c) The Bidder should be an OEM/ authorized reseller for the items quoted (proof to be submitted). Either OEM or its authorized reseller on behalf of OEM can bid in a tender but not both. In case where the (OEM) has submitted the bid, the bids of its authorized dealers/resellers will not be considered. d) Bidder can bid single OEM product only. e) Any bidder under the GeM watch list/Notified list in the past 3 years will not technically qualify. f) There should not be any open incident on the GeM portal against the bidder and OEM. g) The Net Worth of the Bidder and OEM should be positive as per the last audited financial statement. 	Attach proof	
2	Certificates		<ul style="list-style-type: none"> a. ROHS Compliance or BIS Certificate (OEM) b. ISO-9001, ISO-14401, ISO-20690, ISO/IEC-24734, ISO/IEC-19752, and ISO/IEC-24790 certificates of the bidder are to be uploaded at the time of bidding. c. ISO-9001, ISO-14401, ISO-20690, ISO/IEC-24734, ISO/IEC-19752, and ISO/IEC-24790 certificates of the OEM are to be uploaded at the time of bidding. 	Attach a valid certificate (should not be expired)	
3	MAF (Manufacturer Authorisation)		BID Specific MAF from the OEM to be submitted. Department will cross check and confirm the MAF details provided by bidder with their respective OEMs and if found otherwise bidder would be blacklisted. (Also provide OEM official ID of office issuing the MAF). Email ID of OEM is Attach as per format (Annexure- I)	Attach certificate	
4	MII (Make In India)		<ul style="list-style-type: none"> a. If the bidder wants to avail the Purchase preference under MII category, the bidder must upload a certificate from the OEM 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 no purchase preference shall be granted. b. MII certificate should be certified by the cost auditor of the company. c. Component-wise percentage details as per Meity guidelines to be provided in the certificate. Attach as per format (Refer Annexure-II)	Attach certificate from OEM	

5	Malicious Code Certificate	Malicious Code Certificate from OEM must be provided	Attach certificate		
6	Blacklisting& Financial Standing	Attach as per format (Annexure- III)	Attach certificate		
7	Specification compliance	Compliance as per the attached format (Annexure IV)	Attach certificate		
8	Data Sheet	Data Sheet of the product(s) offered along with the relevant Certifications of all hardware components are to be uploaded along with the bid documents. Institute can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical Parameters, the bid is liable for rejection.	Attach certificate		
9	Bidder Turnover	3 Years	The minimum average annual financial turnover of the bidder during the last three years, ending on 31 st March of the previous financial year, should be a minimum 50% of estimated Bid value, subject to GeM provision . 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 these criteria. Attach certificate as per Annexure-V duly supported by audited documents.	Turnover for the financial years 24-25, 23-24 and 22-23	
10	Bidder Experience	3 years	For 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 / Public Listed Company for last three financial years as indicated in the bid document 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 financial year. Please submit the following documents: <ol style="list-style-type: none"> 1. Contract Order. 2. Invoice copies for the contract order. 3. Installation report from the buyer. 4. GeM PO and GeM CRAC in case of GeM orders. 	Experience for the financial years 24-25, 23-24 and 22-23	
11	OEM Turnover	3 Years	The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31 st March of the previous financial year, should be a minimum 400 % of estimated Bid value, subject to GeM provision . 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 OEM is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria.	Turnover for the financial years 24-25, 23-24 and 22-23	
12	Past Performance	80%	Past Performance: The Bidder or its OEM {themselves or through reseller(s)} should have supplied same or similar Category Products for 80% of bid quantity , in at least one of the last three financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion. Please submit the following documents: <ol style="list-style-type: none"> 1. Contract Order. 2. Invoice copies for the contract order. 3. Installation report from the buyer. 4. GeM PO and GeM CRAC in case of GeM orders. 	Copies of relevant contracts	

13	MSE Eligibility	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. Declaration as per format (Annexure-VI.)	Attach certificate	
14	Earnest Money Deposit (EMD) Exemption	Micro & Small Enterprises (MSE) units and Start-ups are exempted from payment of EMD provided the product they are offering, are manufactured by them. Traders are excluded from the purview of this policy. Exemption as stated above is not applicable for providing Product, manufactured by other entity.	Attach a valid MSE certificate	
15	Registration Documents	The firm's registration document for OEM as well as Bidder is to be provided at the time of bidding for sale and support service in India	Attach certificates	
16	Undertaking of Authenticity	Declaration as per format (Annexure-VII)	Attach certificate	
17	Land Border Clause	Attach as per format (Annexure- VIII)	Attach certificate	
18	Service Centre and Escalation Matrix of the Bidder & OEM	<p>a. The OEM should have dedicated service centers in the states of Gujarat, preferably in Jamnagar for the last 3 years. Bidder must submit the complete details of service center like Name, Address, contact name & no, email id and a valid agreement copy of the service center with the OEM. Bidder shall ensure that complaint regarding support/service/spares should be resolved in 48 hours TAT.</p> <p>b. Escalation Matrix of bidder and OEM (for sales and after sale service): Dedicated working contact numbers/toll-free numbers of Bidder & Escalation matrix of OEM & Bidder with working contact numbers must be uploaded. If the numbers are found dummy/bogus/invalid/fake during our verification, the bid is liable for rejection.</p> <p>Bidder should ensure that Support services are available at the locations where material is being delivered / installed. In case of non- availability within SLA Timeline, Performance Security can be confiscated, and brand/bidder may be barred from any future bid participation.</p>	<p>a. Attach list of service center with SLA/ certificate.</p> <p>b. Attach certificate of compliance</p> <p>c. Attach list</p>	
19	OEM WEBSITE	<p>a. Technical Features and Brochure: Technical features and brochure of the model quoted should be submitted along with the technical bid and additionally, must be available in the OEM website (URL should be provided with the technical bid) for verification.)</p> <p>b. OEM web site should have facility to check product technical specification and warranty details using unique product serial number of delivered machine as well as warranty support should be available through website using product serial number. (URL should be provided with the technical bid) for verification.)</p> <p>c. Quoted model's Digital Hardware Drivers must be available in the OEM website for downloading. (URL should be provided with the technical bid) for verification.)</p>	Attach proof	

Signature of Authorized Official

Name and Designation with Office Seal

Place & Date:

OTHER TERMS AND CONDITIONS

Institute in its own interest, may also random check the supplies made by the successful bidder and may take a suitable action in case supplies does not meet the Bid Criteria.

The bidder has to submit attested hard copy of all documents with index given as ANNEXURE 0 within three days from the bid end date.

1. EMD (Earnest Money Deposit)

EARNEST MONEY DEPOSIT (EMD) 3 % of Bid Value in the form of demand draft only in favor of: "Director, I.T.R.A., Jamnagar" (if applicable) may be deposited in the form of a Demand Draft from any of the scheduled commercial bank in India.

EARNEST MONEY DEPOSIT (EMD) shall be valid up to 90 days from bid submission date. Proof of EARNEST MONEY DEPOSIT (EMD) should be enclosed with the technical bid.

Micro & Small Enterprises (MSE) units and Start-ups are exempted from payment of EARNEST MONEY DEPOSIT (EMD) provided the product they are offering, are manufactured by them. Exemption as stated above is not applicable for providing product, manufactured by other entity.

Bidder has to upload scanned copy / proof of the demand draft along with bid.

2. Payment Terms:

- i. 100 % Payment will be released after the delivery and installation of the ordered Goods / Service against the submission of:
 - Invoices.
 - Proof of Delivery (POD) bearing the signature with date and stamp from office.
 - Manufacturer's warranty certificate.
 - Submission of 3 % Performance security deposit on Purchase Order value in the form of demand draft only in favor of: "Director, I.T.R.A., Jamnagar". Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations as per GFR 171 (2).
- ii. GST TDS, IT TDS, and Penalty will be deducted from the payment, if applicable.

3. Delivery and Installation Timelines/Locations

- i. The successful bidder must deliver the ordered Goods / Service as per GeM contract and Installation of the Goods / Service must be completed within **1 weeks from the date of delivery** of the Goods / Service.
- ii. In case of delay in delivery and/or installation, liquidated damages will be deducted as per the penalty clause mentioned in the ATC.
- iii. **Delivery and Installation location:** Door step delivery at various office/location on different floors in different building of the Institute campus without lift at bidder's cost.
- iv. The installation will be deemed to be completed, when the Product including all the hardware, accessories/components, firmware/system software, and other associated software have been supplied, installed, and operationalized as per the technical specifications and all the features as per the technical specifications are demonstrated and implemented as required, on the systems, to the satisfaction of the Institution. Service Provider must resolve any problem faced during installation and operationalization.
- v. During the warranty period, the selected bidder is bound to do all hardware/accessories replacement without extra cost to the Institute covering all parts and labour from the date of acceptance of the Goods / Service by ITRA i.e. On-Site Comprehensive Warranty.

4. Penalty Clause:

- i. **For Delivery:** In case of delay in delivery beyond the period mentioned, a penalty of 1% for each week of delay of the total cost of undelivered quantities for first two weeks of delay and 1.5% for each week for delay beyond two weeks subject to a maximum of 5% be levied.
- ii. **For Installation:** In case of delay in installation beyond the 2 weeks, a penalty of 1% for each week of delay of the total cost of uninstalled quantities for first two weeks of delay and 1.5% for each week for delay beyond two weeks subject to a maximum of 5% be levied.
- iii. **For warranty support:** Timely Servicing / rectification of defects during warranty period: After having been notified of the defects/ service requirement during warranty period, Seller has to complete the required Service / Rectification within 5 days' time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security. Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service/ Rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of Performance Security. Seller shall be liable to reimburse the cost of such service / rectification to the Buyer.

5. Insurance

- i. The goods supplied under the Contract shall be fully insured against loss or damage incidental to transportation, storage, and erection.
- ii. The transit insurance shall be for an amount equal to 110 percent of the invoice value of the Goods from "Warehouse to the Final destination" on an "All Risks" basis including War Risks and Strikes.
- iii. In case the successful bidder is covering the goods under a Master Policy, the bidder must submit a declaration along with a copy of master insurance stating that all the Items are covered under the said master policy.

6. Signing of Contract Form

Within ten (10) days of the issuance of Contract, the successful bidder shall sign the contract form (As per **Annexure-IX**)

7. Institute's Right to Accept Any Bid and To Reject Any Or All Bids:

- i. The Institute reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institute's action.
- ii. If the service provided by the bidder is found unsatisfactory or if at any time during the period of the contract, it is found that the information provided for the contract or any claim is false or if irregularities shown by the bidder for applying for the contract, the Institute shall reserve the right to cancel the contract and remove such vendors without giving any notice to the vendor.
8. Bidders shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 7 years residual market life i.e., the offered product shall not be declared end-of life by the OEM before this period.
9. 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.
10. Over and above the normal Warranty terms as per GeM GTC, the successful bidder / OEM shall have to provide Comprehensive Warranty during the entire Standard warranty period as per contract. : The comprehensive warranty shall be covering the following scope Goods / Service and related accessories required for functioning of system (Upload an undertaking with the bid confirming compliance by the bidder if Bidder is taking onus of this compliance. In case OEM is taking onus of this compliance, OEM undertaking is to be uploaded along with Bidder undertaking)

For seller:

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

11. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

- i) The Seller fails to comply with any material term of the Contract.
- ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Seller becomes bankrupt or goes into liquidation.
- v) The Seller makes a general assignment for the benefit of creditors.
- vi) A receiver is appointed for any substantial property owned by the Seller.
- vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

12. The Buyer 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 by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

All authorization, undertaking & compliance shall be signed by a person having power of attorney/board resolution/authority letter of OEM/Bidder which also should be submitted in the bid.

Please note: Only historical document can be submitted as a part of Technical Clarification during Bid. No new document post Bid opening date can be submitted, and Bid shall be liable for rejection.

Annexure- I

MANUFACTURERS' AUTHORIZATION FORM

Date:

To

The Director
ITRA, Jamnagar

Dear Madam/Sir,

Sub: Supply and Installation of _____ Goods / Service through GeM Portal.

Ref: GeM Bid Number _____

We, who are established and reputable manufacturers/producers of _____ having factories/development facilities at _____ (*address of factory/facility*) do hereby authorize M/s _____ (*Name and address of Authorized Business Partner (ABP)*) to submit a Bid, and sign the contract with you against the above RFP.

2. We hereby extend our full warranty for the Products and services offered by the above ABP against the above RFP.

3. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products supplied by ABP:

- (a) Such Products as the Buyer may opt to purchase from the ABP, provided, that this option shall not relieve the ABP of any warranty obligations under the RFP; and
- (b) In the event of termination of production of such Products:
 - i. advance notification to the Institute of the pending termination, in sufficient time to permit the Institute to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Institute, operations manuals, standards, and specifications of the Products, if requested.

4. We duly authorize the said ABP to act on our behalf in fulfilling all installations, technical support, and maintenance obligations required by the contract.

5. We hereby certify that we have read the clauses contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No. 2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we are not from such a country or if from a country, have been registered with the competent authority. We certify that we fulfill all the requirements in this regard and our ABP is eligible to participate in the above GeM Bid.

Yours faithfully,
(Designation)
(Name of Manufacturer / Producer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.

Annexure- II
Make In India (MII) CERTIFICATE

To Date:

The Director
ITRA, Jamnagar

Dear Madam/Sir,

Sub: Supply and installation of _____ Goods / Service through the GeM Portal.

Ref: GeM Bid Number

This is to certify that the proposed Goods / Service against the above GeM tender is having the local content of _____ % as per Make in India, Order 2017 & its revisions.

This certificate is submitted in reference to the Government of India, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion order number P-45021/ 2/2017-B.E.-II dated 15th June 2017 for the Public Procurement (Preference to Make in India), Order 2017, revision order no. P-45021/ 2/2017-PP (B.E.-II) dated 28th May 2018, revision order no. P-45021/ 2/2017-PP (B.E.-II) dated 29th May 2019 and subsequent revision order no. DPIIT Order No. P-45021/2/2017-PP(BE-II) dated June 04, 2020 and subsequent revision order no. DPIIT Order No. P-45021/2/2017-PP(BE-II) dated September 16, 2020 & its amendments/clarifications issued (if any), referred to herein above.

Name and Designation:
Seal:

Date:

Annexure -III

**SELF DECLARATION – BLACKLISTING
&
GENERAL FINANCIAL STANDING**

(To be submitted on the letter head of the bidder signed by Authorised Signatory)

To,

The Director
ITRA, Jamnagar

Dear Madam/Sir,

Sub: Supply, installation of _____ Goods / Service through GeM Portal.

Ref: GeM Bid Number BID NO:

We hereby certify that,

1. We have not been blacklisted by any Government Dept. / PSU / Banks currently.
2. We are not under liquidation, court receivership or similar proceedings and are not bankrupt.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

Annexure - IV

COMPLIANCE OF SPECIFICATIONS

(To be submitted on the letter head of the bidder signed by Authorised Signatory)

Technical Specifications of Multi-Function Machine (MFM) Laser Printer 81 Nos.

No.	Parameter	Minimum Requirement
1	Device Type	A-4 and Legal Mono Laser MFP (Print/Copy/Scan) with Auto-Duplex printing.
2	Colour Capability	Printing/Copy: Monochrome (Black); Scanning: Colour
3	Print Technology	Laser
4	Total Paper Tray Combined Capacity	201-300
5	Duplex - Printing & Scanning	Automatic, built-in
6	Printing Resolution	300 x 300 DPI or better
7	Scanning Resolution	300 DPI or better
8	Copy Speed	31 – 35 ppm (mono) or better
9	Scanner	Flatbed + ADF
10	USB	Hi-Speed USB 2.0 or better
11	Network	Ethernet (10/100/1000) or better
12	Inbuilt Memory	512 MB or better
13	Memory	512 MB or better
14	USB or Wireless	USB
15	Network Protocols	IPv4/IPv6, TCP/IP, LPR/IPP, Bonjour; SNMP for mgmt. or advanced
16	Access/Security	Admin password, HTTPS/TLS, SNMPv3/IPsec; WPA2/WPA3 for Wi-Fi or better
17	OS Support	Windows 10/11, mac OS 12+; Linux (CUPS) preferred
18	Input	100 – 240 VAC, 50/60 Hz
19	Operating Temperature	0-40 degree or better.
20	Installation and Commissioning	Yes
21	Warranty	On-site OEM warranty Maximum Years permissible in GeM.
22	Delivery	Within 1 week.
23	The OEM must have a registered service Centre in Jamnagar (Gujarat)	Documentary evidence having service Centre in Jamnagar (Gujarat) with escalation matrix and 24x7 toll free number.
24	Issue Resolution Time	Response time: Within 2 business hours Resolution time: Within 48 hours or next business day.
25	Feeder Capacity (For Scanning & Copying)	41 – 50

Additional specifications/compliance:

1. If the product delivered with lower configuration, in addition to other remedial measures, 10% penalty of Cost payable for each ordered product be levied.	
2. Onsite support should be provided during warranty period.	
3. Provide serial number of the product at the time of delivery.	
4. All supporting accessories are to be provided.	

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

ANNEXURE - V

Average Turnover

(Please mention year-wise turnover against the financial year
and attach the supporting documents certified by Auditor(s))

#	Financial Year	Turnover in lakhs
1	2024 – 2025	Rs.
2	2023 - 2024	Rs.
3	2022 - 2023	Rs.

COMPANY SEAL

AUTHORISED SIGNATORY OF THE COMPANY

Date:

Annexure - VI

DECLARATION FOR MSE BENEFITS

(To be submitted on the letterhead of the bidder signed by the Director/Company Secretary)

Date:

To,

Director,
ITRA, Jamnagar

Sub: Supply and installation of _____ Goods / Service through the GeM Portal.

Ref: GeM Bid Number _____

Dear Sir,

This has reference to our bid submitted in response to GeM Bid Number _____ floated for the supply and installation of -- _____ Goods / Service through the GeM Portal. We have carefully gone through the contents of the above referred GeM Bid Number and hereby undertake and confirm that, as per the Govt. Of India guidelines, we are eligible to avail the following MSE benefits in response to your GeM Bid floated, as referred above.

- a) Purchase preference as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs)
- b) Exemption from submission of EARNEST MONEY DEPOSIT (EMD)

In case, at any later stage, it is found or established that, the above undertaking is not true then Institute may take any suitable actions against us viz. Legal action, Cancelation of Notification of Award/Purchase Order/Contract (if issued any), Blacklisting & debarment from future tender/s etc.

Yours Sincerely
For M/s _____
Signature
Name:
Designation: Director/Company Secretary
Place:
Date:
Seal & Stamp

Date:
Seal & Stamp

Annexure VII

Undertaking of Authenticity {FROM OEM}

To:

Director,
ITRA, Jamnagar

Sub: Undertaking of Authenticity for supplied Product(s)

Ref: RFP No. dated dd/mm/yyyy

With reference to the Product being quoted to you vide our Bid No: _____ dated _____, we hereby undertake that all the components /parts /assembly / software etc. used in the Product to be supplied will be original new components / parts / assembly / software only, from respective Original Equipment Manufacturers (OEMs) of the Products only and that no refurbished / duplicate / second hand components /parts/ assembly / software shall be supplied or shall be used or no malicious code are built-in in the Product being supplied.

2. We also undertake that in respect of licensed operating systems and other software utilities to be supplied, the same will be sourced from authorized sources and supplied with Authorized License Certificate (i.e., Product keys on Certification of Authenticity in case of Microsoft Windows Operating System).
3. In case of default and/or the Institute finds that the above conditions are not complied with, we agree to take back the Product(s) supplied and return the money paid by you, in full within seven days of intimation of the same by the Institute, without demur or any reference to a third party and without prejudice to any remedies the Institute may deem fit.
4. We also take full responsibility of both Product(s) & Service(s) as per the content of the RFP even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Dated this day of202

(Signature)

(Name)

(In the capacity of)

Duly authorised to sign Bid for and on behalf of

ANNEXURE-VIII

DECLARATION ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA

(THE BIDDER SHOULD GIVE THE FOLLOWING UNDERTAKING/CERTIFICATE ON ITS LETTERHEAD)

Date:

To:

Director,
ITRA, Jamnagar

Dear Sir,

Sub: Supply and installation of _____ Goods / Service through the GeM Portal.

Ref: GeM Bid Number

We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India as per the O.M.No.F.No.6/18/2019-PPD dated 23.07.2020 and Government E-market criteria; We certify that << **name of the bidder**>> & << **name of the OEM**>> are not from such a country or, if from such a country, have been registered with the Competent Authority. We hereby certify that we and our OEM fulfills all requirements in this regard and are eligible to be considered. [Evidence of valid registration by the Competent Authority shall be attached, wherever applicable]

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

ANNEXURE – IX
CONTRACT FORM
(To be submitted on Non-Judicial Stamp Paper by Successful Bidder)

THIS AGREEMENT made theday of2025 Between Institute of Teaching and Research in Ayurveda, Jamnagar (hereinafter “Institute/the

Purchaser”) (which expression shall unless repugnant to the context herein shall mean and include its successors in business and assigns) of the one part and..... (Name of Supplier) having its Registered Office at (City and Country of Supplier) (hereinafter called “Supplier/Bidder/Service Provider/Vendor”) (which expression shall unless repugnant to the context herein shall mean and include its successors in business and assigns) of the other part:

WHEREAS the Purchaser invited bids vide GeM Bid Number for certain Goods and ancillary services viz.,(Brief Description of Goods and Services) and has accepted a bid by the Supplier for the provision of those goods and services in the sum for (Contract Price in Words and Figures) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) GeM Bid / RA Document No. dated ;
 - (b) GeM Sanction No. dated ;
 - (c) GeM Contract No. dated
3. Integrity Pact Condition: All the parties i.e. Seller, Contractor, Sub contractors, all partners in case of joint venture, as well as Buyer have not to indulge in any corrupt practices including without limitation any activity or action to influence the transaction on any aspect of contract and commit to take all measures necessary to prevent corruption maintaining complete transparency and fairness in all activities related to the whole procurement process and have to follow and adhere with the Integrity Pact guidelines provided by Central Vigilance Commission (<https://www.cvc.gov.in>) Government of India, time to time.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

S. No.	Item Description	Quantity	Unit Price Excl GST	GST Amount 18%	Total Price Incl GST
1	Cost of the Goods / Service				
TOTAL					

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed, and Delivered by the said (For I.T.R.A. Jamnagar) in the presence of:	Signed, Sealed, and Delivered by the said (For the supplier) in the presence of:
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Annexure X
Commercial Bid Format
(To be Submitted by Successful Bidder on its Letter Head)

To
Director
ITRA, Jamnagar

Dear Madam/Sir,

Sub: Supply and installation of _____ Goods / Service through the GeM Portal.

Ref: 1. GeM Bid Number _____
2. GeM Reverse Auction Dated _____

Further to the online bid / reverse auction conducted on GeM Portal dated _____, we submit hereunder the price details for the supply and installation of _____ Goods / Service as per the technical specifications mentioned in the GeM bid document.

Price of Goods / Service :

S.No.	Item Description	Quantity	Unit Price Excl GST (Rs.)	GST Amount @ 18%	Total Price Incl GST (Rs.)
1	Cost of the Goods / Service s				
	TOTAL				

Price is inclusive of all duties, levies, freight, insurance, delivery, installation charges, Labour charges, Warranty, etc, and inclusive of GST. TDS if any will be deducted from the payment.

Grand Total Amount in words: Rupees _____

We submit that we shall abide by the details given above and the terms and conditions given in the Bid document.

For

(Authorized Signatory)

Name:

Designation:

Mobile No:

Business Address:

Telephone No:

E-mail ID:

Office Seal

Place:

Date:

ANNEXURE – 0

INDEX OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER

Name of the Bidder:

Annexure No	Document Name / Description	Reference (ATC Condition No.)	Yes / No	Remarks
1	Copy of PAN Card	-		
2	Copy of GST Number	-		
3	Certificate of Incorporation / Registration of Firm (OEM & Bidder) Eligibility Criteria Bidder / OEM	1 (a)		
4	Proof of existence for last 3 years Eligibility Criteria Bidder	1 (a)		
5	Profit & Loss Statement / Audited Financials (FY 2022–23, 2023–24, 2024–25) Eligibility Criteria Bidder	1 (b)		
6	Proof of OEM / Authorized Reseller Eligibility Criteria Bidder / OEM	1 (c)		
7	ROHS / BIS Certificate Clause 2 OEM	2 (a)		
8	ISO-9001, ISO-14401, ISO-20690, ISO/IEC-24734, ISO/IEC-19752, and ISO/IEC-24790 certificates of the bidder are to be uploaded at the time of bidding. Certificates Clause 2 Bidder / OEM	2 (b)(c)		
9	Manufacturer Authorization Form (MAF) Annexure – I OEM	3		
10	Make in India (MII) Certificate Annexure – II OEM	4		
12	Malicious Code Certificate Clause 5 OEM	5		
13	Blacklisting & Financial Standing Declaration Annexure – III Bidder	6		
14	Technical Specification Compliance Statement Annexure – IV Bidder	7		
15	Product Datasheet & Technical Brochure Clause 8 OEM	8		
16	Bidder Turnover Certificate (FY 2022–23, 2023–24, 2024–25) Annexure – V Bidder	9		
17	Experience Certificates (Orders, Invoices, Installation Reports, GeM CRAC) Clause 10 Bidder / OEM	10		
18	OEM Turnover Certificate (FY 2022–23, 2023–24, 2024–25) Clause 11 OEM	11		
19	Past Performance Documents (80% Supply Proof) Clause 12 Bidder / OEM	12		
20	MSE Certificate (if applicable) Annexure – VI Bidder	13		
21	EMD Exemption Certificate (if applicable) Clause 14 Bidder	14		
22	Firm Registration Documents (OEM & Bidder) Clause 15 Bidder / OEM	15		
23	Undertaking of Authenticity Annexure – VII OEM	16		
24	Declaration on Land Border Clause Annexure – VIII Bidder	17		
25	Service Centre Details & Escalation Matrix Clause 18 Bidder / OEM	18		
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Declaration

All documents listed above are enclosed and arranged in the same order as per this index. Any missing or incorrect document may lead to rejection of the bid.

Authorized Signatory: _____

Name: _____

Designation: _____

Signature & Seal: _____

Date: _____