

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-03-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-03-2026 16:30:00
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	4550
वस्तु श्रेणी /Item Category	Correction Pen , AA Battery , AAA Battery , Binder Clip , Plain Copier , Writing Pens , Duster Cloth , Scissor , Brown Tape , Gum Tube , Paper Cutter , Plastic L Folder , Register , Stapler pin , Scribbling Pad , File board with 2 flaps , Paper Self Adhesive Flags , Stick Note pad
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Correction Pen, AA Battery , AAA Battery, Binder Clip, Plain Copier, Writing Pens, Duster Cloth(White), Scissor , Brown Tape , Gum Tube, Paper Cutter, Plastic L Folder, Register, Register, Stapler pin , Scribbling Pad , File board (with 2 flaps) , Paper Self Adhesive Flags, Stick Note pad
	<p>Searched String: Correction Pen</p> <p>Correction Fluid Pen(V3), Fluid Correction Pen (V2), Correction Tape, Correction Tape (V2), Highlighter Pen, PEN Sanitizer Sprayer, Rollerball Pen (V3), Pen Stands- Handicraft, Gel Pen (V3), Permanent Marker Pen</p> <p>Searched String: AA Battery</p> <p>Multipurpose Dry Batteries (Non-Rechargeable) (V3) ISI Marked To IS 8144, Online UPS (V2), Battery Cover, Touchless Soap Dispenser (V3), Battery Tester, Online UPS (≤10 KVA) With Battery Conforming To IS 16242 (Part 1), Battery Terminal Coating, Stationary Valve Regulated Lead Acid Batteries (V2) as per IS 15549, Battery Link Terminal, Inverter Battery Trolley</p> <p>Searched String: AAA Battery</p> <p>Multipurpose Dry Batteries (Non-Rechargeable) (V3) ISI Marked To IS 8144, Online UPS (V2), Authentication, Authorization and Accounting (AAA) Server, Touchless Soap</p>

बिड विवरण / Bid Details

Dispenser (V3), Battery Cover, Online UPS (≤ 10 KVA) With Battery Conforming To IS 16242 (Part 1), Battery Tester, Stationary Valve Regulated Lead Acid Batteries (V2) as per IS 15549, Battery Terminal Coating, Battery Link Terminal

Searched String: Binder Clip

Binder Clips (V2), Binder Clips (V3) Conforming to IS 8231, Abdominal Binders, File/Folder (V3), Cable Nail Clip (V2), Cable Nail Clip, Elastic Rail Clip, Crop Reaper and Binder, Circlips - IS 3075, Ligation Clips

Searched String: Plain Copier

Plain Copier Paper (V3) ISI Marked to IS 14490, URF Plain-Defence, Plain Gauze Swab, Plain Savory Biscuits (V2), PVC Insulated Unsheathed Cable with Flexible Conductor ISI Marked To IS 694, Vest Cotton Plain Knitted (IAF), Emery Cloth Plain Weave Roll, Plain Washer as per IS 2016, XLPE Cable for Working Voltages up to and Including 1.1 KV as per IS 7098 (Part 1), Plain Plug Gauges as per IS 6137

Searched String: Writing Pens

Writing Pens, Dry Erase Writing Boards (V3), Pens-Handicraft, Upcycled Pens, Writing Pad Chair, Pens-Handicraft (Bamboo), Upcycled Pens (V1), Desk Pads - Writing (V2), Fountain Pens (V2), Sketch Pens (V3)

Searched String: Duster Cloth(White)

Whiteboard Duster (V2), Cleaning Duster (V3), Duster, Cotton Khadi, Bleached (V2) Conforming to IS 3777, White, Polyester Viscose, Gaberdine Cloth (Indian Navy), Dry Erase Writing Boards (V3), White Uniform Cloth Material (NLC India), Petti Coat, White - Military Hospital Clothing, Steel Cloth Lockers (V3), White Yam Seeds, Calcofluor white stain

Searched String: Scissor

Electrician Scissor, scissors, Scissor Lift (V3), Pallet Truck (V3), Scissor Lift (V2), Surgical Scissors (V2), Stationery Scissors (V2) Conforming to IS 989, Mayo Scissors, Tailor's Scissors (V2) Conforming to IS 989, Tailor Scissor as per IS 989

Searched String: Brown Tape

BROWN SARSON Seeds, Shoe Shine Machine, Tape Cartridge / Tape Media, Measuring Tape, Curtains (V2), Aluminum Tape, Pressure Sensitive Adhesive Tapes with Plastic Base (V4) Conforming to IS 13262, Foam Tape, Empire Tape, Elastic Surgical Adhesive Tapes (V2)

Searched String: Gum Tube

Guar Gum - Oil, Blood Collection Tube, Gum Arabic as per IS: 356, Polyurethane Tube, Endotracheal Tube - Sterile (Single Use), Fusion Tube, Suction Tube, Endotracheal Tubes (V2), Fitness Tube, Resistance Tube

Searched String: Paper Cutter

Nail Cutter, Vegetable Cutter, Virechan Peeth For Panchakarma, Chaff Cutter, GSM Cutter, Hand Held Brush Cutter (V2), Fruit Cutter, Disposable Paper Cup, Photo Cutter, Pipe Cutter

GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS

बिड विवरण/Bid Details **Searched String:** Plastic L Folder

File/Folder (V3), Ultra low temperature laboratory deep freezer, Khadi Folder, File Folders-Handicraft, Plastic Chain, Flower Pots or Planters (V2), Plastic Refractory, Plastic Jerrycans, T - Shirt (V2), Plastic Pouches

Searched String: Register

Register (V2), Electronic Cash Register (V2), Pre - Printed Bar - Coded Registered Tag Labels 'RBD' Series, Registered Barcode Stickers (Single) of 'RD' Series, Point of Sale Terminal (V4), L 1 Fingerprint Registered Device Scanners for Bio - Metric Authentication (UIDAI) (V2), Receipt Printer (V3), Electronic PD Flow Metering System, RP-54 Acknowledgement Card (V2)

Searched String: Register

Register (V2), Electronic Cash Register (V2), Pre - Printed Bar - Coded Registered Tag Labels 'RBD' Series, Registered Barcode Stickers (Single) of 'RD' Series, Point of Sale Terminal (V4), L 1 Fingerprint Registered Device Scanners for Bio - Metric Authentication (UIDAI) (V2), Receipt Printer (V3), Electronic PD Flow Metering System, RP-54 Acknowledgement Card (V2)

Searched String: Stapler pin

Stapler Pin / Staples (V2), Hemorrhoid Stapler, Staple Pins/Staples(V3), Pin Up Notice Board (V2), Circular Stapler (V2), Hemorrhoid Stapler (V2), Skin Stapler (V2), Powered Endoscopic Stapler (V2), pin cushions, Lat Pull Down (Version 2)

Searched String: Scribbling Pad

Scrub Pad, Chair for General Purpose, Mouse Pad, Eye Pad, Writing Pad Chair, Kellys Pad (V2), Fingerprint or Palmprint Ink Pad or Inkless Pad, Kneeling Pad Cushion, Dak Pad (V2), Mouse Pad (V2)

Searched String: File board (with 2 flaps)

Chess Board, Modular Table / Meeting Table / Centre Table (V2), File/Folder (V3), Corrugated Fibreboard Boxes - Heavy Duty, Board Games Or Magic Board With Bands (V2)-Toys, Sofa (V3), Glow Sign Board (V2), Computer Table (V3), Rucksack 90 Ltrs with HDPE Board (Defence), Interactive Panels with CPU

Searched String: Paper Self Adhesive Flags

Self Adhesive Flags (V2), Labels Stickers (V2), Self Adhesive Flags (V3), Zinc Oxide Elastic Self - Adhesive Bandage (V2), Paper Adhesives, Liquid Gum and Office Paste Type (V2) Conforming to IS 2257

Searched String: Stick Note pad

Note Sheet Pad (Azure Laid) (V3), Chair for General Purpose, Upcycled Note Pads Message Pads, Self Adhesive Flags (V3), Upcycled Note Pads Message Pads (V1), Writing Pad Chair, Ice cream stick, Dak Pad (V2), Glue Stick (V2), Notesheet (Azure Laid) (V2)

बिड विवरण/Bid Details	
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> • File/Folder (V3) • Writing Pens • Register (V2)
बीओक्यू शीर्षक /BOQ Title	Office Stationery Items
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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 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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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	Register
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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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25

1. 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.

Correction Pen

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	50	30

AA Battery

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	200	30

AAA Battery

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क्र.सं./S.N o.	प्रेषिती/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,	200	30

Binder Clip

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क्र.सं./S.N o.	प्रेषिती/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,	100	30

Plain Copier

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	30

Writing Pens

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क्र.सं./S.N o.	प्रेषिती/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,	500	30

Duster Cloth

तकनीकी विशिष्टियाँ /Technical Specifications

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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,	250	30

Scissor

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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,	100	30

Brown Tape

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,	300	30

Gum Tube

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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,	200	30

Paper Cutter

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
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BOQ Detail Document[View File](#)

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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,	150	30

Plastic L Folder**तकनीकी विशिष्टियाँ /Technical Specifications****Specification Document**[View File](#)**BOQ Detail Document**[View File](#)

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

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1	Pradeep Kumar Singh	403804,Director National Centre for Antarctic Ocean Research Headland Sada, Vasco-da-gama,	500	30

Register**तकनीकी विशिष्टियाँ /Technical Specifications****Specification Document**[View File](#)**BOQ Detail Document**[View File](#)

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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,	100	30

Register

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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,	100	30

Stapler Pin

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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,	200	30

Scribbling Pad

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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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,	400	30

File Board With 2 Flaps

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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

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

क्र.सं./S.N o.	परिषिती/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,	100	30

Paper Self Adhesive Flags

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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

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

क्र.सं./S.N o.	परिषिती/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,	300	30

Stick Note Pad

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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,	300	30

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

- a) Bidders to provide compliance on All Technical Specifications in the format attached in Buyer Added Bid Specific ATC along with the Product Catalogue/Photo of the product(s) offered in the bid. Buyers can match and verify the Product Catalogue/photo with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection
- b) Bidders are required to submit completed BIDDER DETAILS FORM (attached in Buyer Added Bid Specific ATC) along with the necessary documents, which include company information and bank account details for the vendor registration process.
- c) The items should be quoted with a single, established market brands and the brand of the items to be supplied should be clearly mentioned and possess IS standard wherever applicable. Quoting items with multiple brand options or vague descriptors such as "good brand," "quality," "normal," "reputed," "branded," "local," or "unknown brands" may render the bid non-compliant and subject to rejection.
- d) The photos of items given in the bid document are intended solely for reference purposes related to design and pattern.
- e) Payment is as per the GeM timeline as per the receipt and acceptance of the material in full.
- f) Samples: On award of the contract, samples of the offered product, if needed, are to be provided by the supplier for quality checks. Such reference samples will be treated as part of the supplied quantity from the lot once approved to initiate bulk supply as per the contract. Consignee location for Material/Sample delivery shall be addressed to " **Head (Procurement & Stores), National Centre for Polar and Ocean Research (NCPOR), Vasco Da Gama, South-Goa,Goa 403804**"
- g) On award of the contract, if the material is found not complying with given specifications or low standards will be rejected & incident will be raised in GeM.

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**

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

7. **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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Technical Specification of " Office Stationery Items"

(Bidder must submit the Technical Compliance Statement with the bid)
 (Sample of items are required before the final supply against the Purchase Order)

Sl.No.	Description	UOM	Qty	Photo
1	Correction Pen Pen contains correction fluid: 12 ml Pen tip size:06mm	Nos.	50	
2	AA Battery Nominal Volt.1.5V Rechargeable: No Leak Proof: Yes	Nos.	200	
3	AAA Battery Nominal Volt.1.5V Rechargeable: No Leak Proof: Yes	Nos.	200	
4	Binder Clip Binder Clips Type 1 - Two hinged wire handles and a Spring Width of the Jaw (In mm)32 mm Overall Height of the Binder Clip44 mm No of Binder Clips in a Box 12	Boxes	100	

5	<p>Plain Copier Color: White Paper Size: A4 Grammage(GSM) of the paper: 75 gsm Packing: Ream of 500 sheets Mass of 500 sheets, including wrapping paper, is 2.33 kg/ream</p>	Ream	500	
6	<p>Writing Pens Type of Pen: Rollerball Pen Tip Size: 0.7 mm Ink colour: Blue Body Material: Plastic with soft grip</p>	Nos	500	
7	<p>Duster Cloth(White) Material: Cotton Flannelette Length x breadth: 14 x 20 inches</p>	Nos	250	
8	<p>Scissor Height of the scissors: 7 to 8 inch Handle Material: Plastic Material of Blade: Stainless Steel</p>	Nos.	100	
9	<p>Brown Tape Specification Conforming to IS 13262 Types of Tapes of Typical Base material: Polypropylene Tape Colour: Brown Internal Core Diameter: 75 ± 1.5 mm Tape Width (In mm) (Tolerance Up to 25 is ±1.0 Tolerance Over 25 is ±1.5)48 mm Tape Length (In meters):25 meter</p>	Nos.	300	

10	Gum Tube Packing size: 100ml Types: Office Paste	Nos.	200	
11	Paper Cutter Type of Cutter Knife: Paper cutter knife (Snap off blade) (Heavy Duty) Material of Body: Plastic Material of Blade: Carbon Steel Length of Blade (in mm): 100 millimeter Width of Blade (in mm): 18 millimeter Thickness of Blades (in mm) : 0.3 millimeter	Nos.	150	
12	Plastic L Folder Material of File/Folder: Plastic Folder Size: 21 cm x 29.7 cm (A4) Cover Design: Plain Number of pockets: No Pocket	Nos.	500	
13	Register 200 pages ruled Size:22cm width Size:35 cm height Cover Hard: front and back	Nos	100	
14	Register 100 pages ruled Size:22cm width Size:35 cm height Cover Hard: front and back	Nos	100	
15	Stapler pin Size of Staple Pins:10/4 Staple Pins in a box: 1000 No	PAC	200	
16	Scribbling Pad Size: 20.8 cm x 16.6 cm Paper Format: Ruled Number of Pages in the Pad:40 Type of Binding: Spiral Binding (Left Side)	Nos.	400	

17	File board (with 2 flaps) Material: Cardboard / Duplex Board Size: 21.5 cm × 35.5 cm (Legal)	Nos.	100	
18	Paper Self Adhesive Flags Material of the Self Adhesive Flags: Paper Flag colours in the pad: 3 Total Number of flags per each colour in the pad: 50 Dimensions of each Flag (In mm) in the pad: 25 mm × 75 mm	Nos.	300	
19	Stick Note pad Size: 75mm x 75mm (3"x3") Total Number of flags per each colour in the pad: 100 Sheets	Nos.	300	

Notes:

- a) The items should be quoted with a single, established market brands and the brand of the items to be supplied should be clearly mentioned and possess IS standard wherever applicable. Quoting items with multiple brand options or vague descriptors such as "good brand," "quality," "normal," "reputed," "branded," "local ," or "unknown brands" may render the bid non-compliant and subject to rejection.
- b) The above photos of items given in the bid document are intended solely for reference purposes related to design and pattern.