

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-08-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-08-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Power
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Nhpc Limited
कार्यालय का नाम/Office Name	Contracts Enm Corporate Office Nhpc Ltd Sec33 Fbd
कुल मात्रा/Total Quantity	34200
वस्तु श्रेणी /Item Category	File/Folder (V3) (Q4) , Air Freshener Liquid (V2) (Q3) , Desk Pads - Writing (V2) (Q4) , Metric Scales (Plastic) for General Purposes as per IS 1480 (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	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 विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं 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
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	File/Folder (V3)
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य /Estimated Bid Value	1028900
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	State Bank of India
ईएमडी राशि/EMD Amount	21000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी 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 :

NHPC Limited
FARIDABAD
(Nhpc Office Complex)

विभाजन/Splitting

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

Reserved for Make In India products

Reserved for Make In India products	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
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. Bid reserved for Make In India products: : Procurement under this bid is reserved for purchase from 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. However, eligible micro and small enterprises will be allowed to participate. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document. All bidders 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 the bid is liable to be rejected. 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 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

7. 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 100% (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.

8. 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.

9. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BREAK-UP - [1754455668.xlsx](#)

File/Folder (V3) (1500 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	300, 380
	Color of File/Folder	Green

Additional Specification Parameters - File/Folder (V3) (1500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
NHPC FILE COVER - COLOUR GREEN WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE	NHPC FILE COVER - COLOUR GREEN WITH MULTI COLORED NHPC LOGO - SIZE 34 X 26.5 CM -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	1500	90

File/Folder (V3) (1500 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	File Cover

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	300
	Color of File/Folder	Blue

Additional Specification Parameters - File/Folder (V3) (1500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
NHPC FILE COVER - COLOUR NAVY BLUE WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE	NHPC FILE COVER - COLOUR NAVY BLUE WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003, CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	1500	90

File/Folder (V3) (2000 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	300
	Color of File/Folder	Yellow

Additional Specification Parameters - File/Folder (V3) (2000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
NHPC FILE COVER - COLOUR YELLOW WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM-AS PER SAMPLE	NHPC FILE COVER - COLOUR YELLOW WITH MULTI COLORED NHPC LOGO - SIZE 34 X 26.5 CM-AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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परिषेती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषेती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	2000	90

File/Folder (V3) (2000 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

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)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain, Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	300
	Color of File/Folder	Pink

Additional Specification Parameters - File/Folder (V3) (2000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
NHPC FILE COVER - COLOUR PINK WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE	NHPC FILE COVER - COLOUR PINK WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	2000	90

File/Folder (V3) (700 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	300, 380
	Color of File/Folder	Brown

Additional Specification Parameters - File/Folder (V3) (700 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
NHPC FILE COVER - COLOUR MAHROON WITH MULTI COLORED NHPC LOGO -SIZE 34 X 26.5 CM -AS PER SAMPLE	NHPC FILE COVER - COLOUR MAHROON WITH MULTI COLORED NHPC LOGO - SIZE 34 X 26.5 CM -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	700	90

Air Freshener Liquid (V2) (600 packet)**(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)****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	Type of Air freshener Liquid	Spray Air Freshener
Packaging Size	Quantity per Bottle	200 ml
	No. of Bottle in a pack	1
Packaging	Type of Bottle for air freshener liquid	Glass Bottle

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	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	600	90

Desk Pads - Writing (V2) (100 pieces)**(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)****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	Type of Pads	Executive Pad / Slip Pad
	Type of Binding	Cloth-Bound
	Type of Paper in the Pad	Offset Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Cardboard
	Back Cover material of the Pad	Grey Pulp Board
PAPER LAYOUT DESIGN	Colour of Papers in the Pad	White

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Paper Format	Ruled
DIMENSIONS	Length of Pad (In mm)	221 to 260
	Width of Pad (In mm)	141 to 180
	Number of Pages in the Pad	160
	GSM of the Paper in the Pad	70

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

क्र.सं./S.No.	परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	100	90

File/Folder (V3) (1000 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	Lever Arch Box File/Index File
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	460
	Color of File/Folder	Blue

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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परिषीती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिषीती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	1000	90

File/Folder (V3) (2500 pieces)**(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)****तकनीकी विशिष्टियाँ /Technical Specifications**[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	Cobra Spring File
	Material of File/Folder	Plastic
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	NA (In case of material other than Cardboard / Duplex Board,Mill Board or Paper board)
	Color of File/Folder	Blue

Additional Specification Parameters - File/Folder (V3) (2500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
REPORT FILE A4 SIZE (RF001 A4)/RING TYPE/CLIP TYPE(AS PER SAMPLE)	REPORT FILE A4 SIZE (RF001 A4)/RING TYPE/CLIP TYPE(AS PER SAMPLE)

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N O.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	2500	90

File/Folder (V3) (1500 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

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)
GENERAL	File/Folder type with binding mechanism	Stick File/Slide Blinder File
	Material of File/Folder	Plastic
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	NA (In case of material other than Cardboard / Duplex Board,Mill Board or Paper board)
	Color of File/Folder	Yellow

Additional Specification Parameters - File/Folder (V3) (1500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
REPORT COVER STRIP FILE SIZE A4 (1-30 PAGES) WITH NHPC LOGO -AS PER SAMPLE	REPORT COVER STRIP FILE SIZE A4 (1-30 PAGES) WITH NHPC LOGO -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	1500	90

File/Folder (V3) (9500 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	L File Folder
	Material of File/Folder	Plastic
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	NA (In case of material other than Cardboard / Duplex Board,Mill Board or Paper board)
	Color of File/Folder	White

Additional Specification Parameters - File/Folder (V3) (9500 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
L-TYPE PLASTIC FOLDER A4 SIZE WITH MULTI-COLOUR NHPC LOGO -AS PER SAMPLE	L-TYPE PLASTIC FOLDER A4 SIZE WITH MULTI-COLOUR NHPC LOGO -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003, CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	9500	90

File/Folder (V3) (900 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERAL	File/Folder type with binding mechanism	Cobra Spring File
	Material of File/Folder	Plastic
	File/Folder Closure Type	Open
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	GSM of Cardboard / Duplex Board, Mill Board or Paper board (GSM)	NA (In case of material other than Cardboard / Duplex Board, Mill Board or Paper board)
	Color of File/Folder	White

Additional Specification Parameters - File/Folder (V3) (900 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
PLASTIC FILE COVER (BACK BLUE WITH NHPC LOGO) (INSIDE POCKET) -AS PER SAMPLE	PLASTIC FILE COVER (BACK BLUE WITH NHPC LOGO) (INSIDE POCKET) -AS PER SAMPLE

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003,CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	900	90

Desk Pads - Writing (V2) (4600 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERIC	Type of Pads	Spiral Note book
	Type of Binding	Spiral Binding
	Type of Paper in the Pad	Offset Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Cardboard
	Back Cover material of the Pad	Grey Pulp Board
PAPER LAYOUT DESIGN	Paper Format	Plain
	Space between Ruled Lines (In mm)	NA (In case of Plain Page)
DIMENSIONS	Length of Pad (In mm)	181 to 220

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Width of Pad (In mm)	141 to 180
	Number of Pages in the Pad	40
	GSM of the Paper in the Pad	70

Additional Specification Parameters - Desk Pads - Writing (V2) (4600 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
SPIRAL SLIP PAD PLAIN (SMALL 30 PAGES) WITH MULTICOLORED NHPC LOGO AS PER SAMPLE -SIZE 5.5" X 8.5"	SPIRAL SLIP PAD PLAIN (SMALL 30 PAGES) WITH MULTICOLORED NHPC LOGO AS PER SAMPLE -SIZE 5.5" X 8.5"

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

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	Putta Sreenivasa Rao	121003, CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	4600	90

Desk Pads - Writing (V2) (5600 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERIC	Type of Pads	Spiral Pad
	Type of Binding	Spiral Binding
	Type of Paper in the Pad	Offset Paper Conforming to IS 1848 : Part 1
MATERIAL	Front Cover material of the Pad	Plastic
	Back Cover material of the Pad	Grey Pulp Board

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
PAPER LAYOUT DESIGN	Colour of Papers in the Pad	White
	Paper Format	Ruled
	Space between Ruled Lines (In mm)	7 mm to 9 mm
DIMENSIONS	Length of Pad (In mm)	181 to 220
	Width of Pad (In mm)	100 to 140
	Number of Pages in the Pad	50
	GSM of the Paper in the Pad	70

Additional Specification Parameters - Desk Pads - Writing (V2) (5600 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
SPIRAL SLIP PAD PLAIN (SMALL 30 PAGES) WITH MULTICOLORED NHPC LOGO AS PER SAMPLE -SIZE 5.5" X 8.5"	SPIRAL SLIP PAD RULED (SMALL 30 PAGES) WITH MULTICOLORED NHPC LOGO AS PER SAMPLE -SIZE 5.5" X 8.5"

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

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

क्र.सं./S.No.	परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Putta Sreenivasa Rao	121003, CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	5600	90

Metric Scales (Plastic) For General Purposes As Per IS 1480 (200 pieces)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

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)
GOVERNING SPECIFICATION	Governing Specification	Conforming to IS 1480
	ISI Marking	No

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
TYPE, MATERIAL & DIMENSIONS	Plastic Scale Denominations (In cm)	30 cm
	Material	Rigid Polystyrene
	Graduations Marking	Unidirectional Marking - Rigid Scales Graduated on One face on both the edges

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	Putta Sreenivasa Rao	121003, CONTRACT E&M CORPORATE OFFICE NHPC LTD., SECTOR-33	200	90

Special terms and conditions-Version:2 effective from 22-01-2025 for category File/Folder (V3)

1. Note to Buyers :-

For printing on the File/Folder as per Buyer's requirement - The buyer shall create the BID and mention the contents to be printed such as Logo, text etc. in the ATC.

Note to Sellers :-

- 1) Sellers must declare their catalog price for 1 standard Piece of File/Folder
- 2) The seller shall quote their price during bidding in accordance to the buyer's requirements as per the printing requirements of the buyer

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

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 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 $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, 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. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar

proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Generic**

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The bidder should have experience of 1(one) Year for having successfully supplied "Similar nature of supply"

Similar nature of supply means supplies of stationery items like Pen, Files, Slip Pad and Envelopes etc. Documentary evidence for similar nature of supply of materials should be given by the bidder.

The bidder has submit supply order in support of above.

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5. **Buyer Added Bid Specific ATC**

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

6. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.

7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, 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---