

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	10-02-2023 18:00:00
<b>Bid Opening Date/Time</b>	10-02-2023 18:30:00
<b>Bid Offer Validity (From End Date)</b>	120 (Days)
<b>Ministry/State Name</b>	Ministry Of Finance
<b>Department Name</b>	Department Of Economic Affairs
<b>Organisation Name</b>	Security Printing And Minting Corporation Of India Limited (spmci)
<b>Office Name</b>	Janpath
<b>Total Quantity</b>	6210
<b>Item Category</b>	MDF box with transparent Acrylic sheet , Velvet Box With MDF Base , Pine Wood Box , Piller Tpye Medal Box , Acrylic Stand without velvet Box , Acrylic Stand with velvet Box , Golden MDF Box
<b>BOQ Title</b>	Procurement of Annual Packing Material
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Type of Bid</b>	Two Packet Bid
<b>Primary product category</b>	Golden MDF Box
<b>Time allowed for Technical Clarifications during technical evaluation</b>	7 Days
<b>Evaluation Method</b>	Item wise evaluation

#### EMD Detail

Advisory Bank	Indusind bank
Schedule 1 EMD Amount (In INR)	7500
Schedule 2 EMD Amount (In INR)	8000

Schedule 3 EMD Amount (In INR)	500
Schedule 4 EMD Amount (In INR)	4000
Schedule 5 EMD Amount (In INR)	1500
Schedule 6 EMD Amount (In INR)	4500
Schedule 7 EMD Amount (In INR)	2000

#### ePBG Detail

Advisory Bank	Indusind bank
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). 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). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### Beneficiary:

Materials Head  
India Government Mint, Kolkata, West Bengal, Pin 700053  
(Nayan Sarkar)

#### Splitting

Splitting Applied	Yes
Maximum No. Of Bidders Amongst Which Order May Be Split	3

#### MII Purchase Preference

MII Purchase Preference	Yes
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#### MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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 .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### **Evaluation Method ( Item Wise Evaluation Method )**

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

<b>Evaluation Schedules</b>	<b>Item/Category</b>	<b>Quantity</b>
Schedule 1	Mdf Box With Transparent Acrylic Sheet	650
Schedule 2	Velvet Box With Mdf Base	4800
Schedule 3	Pine Wood Box	10
Schedule 4	Pillar Tpye Medal Box	350
Schedule 5	Acrylic Stand Without Velvet Box	50
Schedule 6	Acrylic Stand With Velvet Box	50
Schedule 7	Golden Mdf Box	300

#### **MDF Box With Transparent Acrylic Sheet**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)**

Brand Type	Unbranded
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### Technical Specifications

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

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

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	650	365

### Velvet Box With MDF Base

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)**

Brand Type	Unbranded
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### Technical Specifications

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

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### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	4800	365

### Pine Wood Box

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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### Technical Specifications

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

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

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	10	365

### Pillar Type Medal Box

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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### Technical Specifications

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

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

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	350	365

**Acrylic Stand Without Velvet Box**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)**

Brand Type	Unbranded
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**Technical Specifications**

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

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

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	50	365

**Acrylic Stand With Velvet Box**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)**

Brand Type	Unbranded
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**Technical Specifications**

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

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

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	50	365

#### Golden MDF Box

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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#### Technical Specifications

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

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

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	300	365

#### 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 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.

## 2. **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 %.

## 3. **Generic**

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.

## 4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of India Government Mint, Kolkata (A unit of SPMCIL) payable at Kolkata.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

## 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of India Government Mint, Kolkata (A unit of SPMCIL) payable at Kolkata.

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of India Government Mint, Kolkata (A unit of SPMCIL) payable at Kolkata. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## 8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of India Government Mint, Kolkata (A unit of SPMCIL) A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of



Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### 1. Eligible Goods and Services (Origin of Goods):

(i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations. (ii) The word "origin" incorporated in this clause means the place from where the goods are mines, cultivated, grown, manufactured, produced or processed or from where the service are arranged.

**2. Special Condition:** Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to files Returns and provide TCS certificate in time, India Government Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.

### 3. GST Return:

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to files GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non - compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.

### 4. Consignee:

Chief General Manager, India Government Mint, Alipore, Kolkata

### On the consignment please mention the following details:

Order No :                      Packing No :                      Net Weight :                      Gross Weight :

### 5. Delivery Period:

a. Overall contract validity is 1 (One) year from the date of issue of India Government Mint, Kolkata Purchase Order or Notification of Award (NAC) whichever is earlier.

b. Materials are to be delivered on 'as and when required' basis throughout the contract period i.e. 1 (One) year from the date of issue of India Government Mint, Kolkata Purchase Order or Notification of Award.

c. As per the requirement of India Government Mint, Kolkata, demand for particular packing material(/s) will be intimated to the supplier, and the supplier needs to supply the packing material within 3 weeks of such intimation.

### 6. Terms and Mode of payments:

100% payment on receipt and acceptance of goods by the user section and on production of all required documents by the supplier after delivery.

#### **7. Transportation of Domestic Goods:**

To be borne by the supplier.

#### **8. Insurance:**

The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per bear by firm.

#### **9. Packing:**

Items should be suitably packed. The packing should be weather proof and should be made water proof to prevent damage during transit. The supplier will also be responsible for unloading and stacking at Mint Store as per instruction of competent authority.

#### **10. Quantum of LD:**

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s).

#### **11. Resolution of Disputes:**

If dispute or difference of any kind shall arise between India Government Mint, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either India Government Mint, Kolkata or the supplier may seek recourse to settlement of disputes through arbitration act 33.2. Disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata only.

#### **12. Risk Purchase Clause :**

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

(i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

**13.** The total cost inclusive of all as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be

indicated clearly both in words and figures in the price bid.

#### **14. Quality Control Requirements:**

Quality of all service: Free from all technical defects, in compliance with our Technical Specification

- i) Goods/service supplied not in conformity with tender specification will be treated as goods/service not supplied at all and supplier shall take supplied material not confirming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.
- ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.

#### **15. Parallel Contracts:**

**(i)** Parallel contracts, with more than one bidder (for the same contract) may be concluded in the following cases:

(a) After due processing, if it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying (or has quoted for) and there was no prior stipulation in the bid document to split the quantities, then the quantity being finally ordered may be distributed among the other bidders by counter offering the L1 rate in a manner that is fair, transparent, and equitable. L-1 bidder must quote for minimum 60% of quantity.

(b) When it is decided in advance to have more than one source of supply due to the critical/ strategic/ specific nature of the supplies/ goods (and rate contracts are not appropriate for such goods) parallel contract clause should be added to the bid documents, clearly stating that SPMCIL reserves the right to split the contract quantity between suppliers. The manner of deciding relative share of lowest bidder (L1) contractor and the rest of the tenderers should be clearly defined, along with the minimum number of suppliers sought for the contract. In case of splitting in two and three, the ratio of 70:30; 50:30:20, respectively, may be used – a different ratio may also be justified. These ratios are approximate and SPMCIL reserves its right to marginally vary quantities to suit capacity of the firm/ unit loads of packing or transportation. However, the requirements may not be split into a number of tenders of smaller quantities for the reason that one supplier may not be able to supply the entire quantity. It should also be mentioned in such cases that the firms should not quote for less than 25% of the tendered quantity; otherwise, their offer would be considered as unresponsive.

**(ii)** Before splitting the quantity, it should be ensured that the L1 price is reasonable. If it is not reasonable, negotiation with the L1 party may be carried out with the approval of the CFA. The following guidelines are to be considered while opting for parallel contracts:

(a) L1 should be awarded at least the percentage mentioned above or his spare supply capacity, whichever is lower; and

(b) For the rest of the contract quantity, the lowest rate accepted will be counter offered to the L2 party. On acceptance of the counteroffer, the order will be placed on L2 for the respective percentage or the spare supply capacity of the L2 bidder, whichever is lower, and so on to other tenderers. In case of non-acceptance of the counteroffer by L2 party, a similar offer shall be made to L3 and L4 and so on.

**(iii)** For MSE firms, Parallel contract is applicable as per MSME guidelines issued time to time.

#### **16. MSME & Make in India Status:**

In case any bidder is submitting their bid as MSME and/or MII, the firm must be registered as a MSME & MII in GeM portal and Self-declaration along with documentary evidence in this regard must be submitted declaring that their MSME & MII status is updated in GeM portal also. In further evaluation stage if it is found that the firm is not registered as MSME and/or MII in GeM, but MSME certificate and/or MII declaration is submitted along with the bid, no exemption will be given and their offer may be rejected.

**17.** Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

**Note:**

All the copies of the tender shall be duly signed at the appropriate places as indicated in the bid documents and all other pages of the bid including printed literature, if any shall be initialled by the same person(s) signing the bid document. The bid document shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

**\*FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

**Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);**

**Email: [purchase.igmk@spmcil.com](mailto:purchase.igmk@spmcil.com)**

## **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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

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

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

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

# Procurement of Annual Packing Material

## Technical Specification:

### 1.MDF box with transparent Acrylic sheet

Quantity: 650 pieces

**1. Material:** Highly polished medium density fibreboard (MDF) with moulding of sides and edges.

**2. Outer dimension:**

Normally below cited dimensions are used on the basis of end user's requirement.

138 mm X 105 mm X 28.5 mm

96 mm X 56 mm X 28.5 mm

165 mm X 90 mm X 28.5 mm

116 mm X 63.5mm X 26.5 mm

However, boxes of other dimensions may also be ordered as per the requirement of the end user, and the same will be intimated to supplier in advance as and when order is placed.

**3. Details of Box/Case:**

i) The box/case shall have groove inside for medal fitting on EVA foam base, grooving dimension will be intimated to the supplier in advance as and when order is placed.

ii) EVA foam base shall be covered with cream coloured velvet.

iii) Box/Case must have stainless steel hinge at the backside and slotted locking system at front side for lifting the cover.

iv) Colour of MDF will be intimated in advance as and when order is placed.

v) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

### 2.Velvet Box With MDF Base

Quantity: 4800pieces

**1. Material:** Highly polished medium density fibreboard (MDF) with moulding of sides and edges.

**2. Outer dimension:**

Normally below cited dimensions are used on the basis of end user's requirement.

120mm X 80mm X 27mm

100mm X 80mm X 27mm

However, boxes of other dimensions may also be ordered as per the requirement of the end user, and the same will be intimated to supplier in advance as and when order is placed.

### **3. Details of Box/Case:**

i) The box/case shall have groove inside for medal, fitting, ribbon etc. on EVA foam base; grooving dimension will be intimated to the supplier in advance as and when order is placed.

ii) EVA foam base shall be covered with maroon/blue/black etc. velvet as per the requirement of the end user, and the same will be intimated to supplier in advance as and when order is placed.

iii) Box/Case must have concealed hinge locking system at the backside and will be covered with the outside velvet; and golden color hinge lock locking system at the front side of the box.

iv) Outside velvet color will be intimated in advance as and when order is placed.

v) Golden/Silver etc. color inscription (foiling/screen printing) to be made at the top of the box. Text matter for inscription will be provided in advance as and when order is placed.

vi) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

## **3.Pine Wood Box**

**Quantity: 10 pieces**

**1. Material:** Highly polished natural colour pine wood with moulded sides and edges.

**2. Outer Dimension:** 255 mm X 205 mm X 34 mm

### **3. Details of the Box/Case:**

There are two types of boxes/cases depending on the customer's requirement-

#### **Type-A (Acrylic)**

i) The box shall have D-shaped notch at front side for opening the box; and rust proof stainless steel hinge at backside. Concealed magnetic lock system is required to be provided at the front side.

ii) 1 no. of black acrylic sheet of 3-4 mm thickness (as per requirement) with golden/silver inscription and grooving of required size (for holding the medal/coin) is to be sandwiched between 2 nos. of white transparent acrylic sheets (each of 1-1.5 mm thickness). All the 3 (three) acrylic sheets are to be locked with golden colour ball screw nut. The whole acrylic set is required to be placed in lying condition inside the box suitably fitted with an inner rectangular step/frame inside the lower lid of the box. There shall be 2 (Two) notches at both sides of the rectangular step/frame for placing the acrylic

sets in standing position with the help of the upper lid of the box. Lower base inside the box will be covered with good quality velvet as per the requirement of IGMK.

iii) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

#### **Type-B (EVA foam base)**

i) The box shall have D-shaped notch at front side for opening the box; and rust proof stainless steel hinge at backside. Concealed magnetic lock system is required to be provided at the front side.

ii) There shall be a grooving for placing the medal alongwith fitting, ribbon etc. on EVA foam base. Dimension/size of the *groove* will be given by IGMK while placing the order. EVA foam base shall be covered with maroon/blue/black etc. velvet as per the IGMK's requirement.

iii) Top of the box shall have coloured inscription (foiling/screen printing) as per the requirement of IGMK.

iv) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

## **4.Pillar Type Medal Box**

**Quantity: 350 each**

**1. Material:** Polished Stainless Steel (SS) or Aluminium (as per requirement of IGMK) and acrylic material.

#### **2. Details of the Box/Case:**

i) 2 (Two) nos. of Stainless steel (SS) or Aluminium pillars (as per requirement of IGMK), each having thickness of 1.30 mm (approx.), length of 90 mm (approx.) & diameter of 20 mm (approx.); and to be covered with transparent acrylic dome of suitable length, width & height. The acrylic dome shall be fitted/fixd on the base with 2 nos. of side screws. Grooves are to be provided on both the pillars for holding the medal. Top of the dome will be curved as per sample of IGMK.

ii) Base of the box should be Black/ Red acrylic as per IGMK's requirement. The base shall consist of 2 (Two) steps having 10 mm & 8 mm heights (respectively from the bottom), with length & width to suit the medal stand. The SS or Aluminium pillars shall have to be fixed on the on 8 mm thick base having 2 holes of suitable size for fixing the 20 mm diameter pillars. On top of the pillars, push-fit stainless steel (SS) caps shall have to be provided.

iii) Each medal stand is to be supplied with interlock pouch, screw for attaching transparent dome, black tape roll etc.



iv) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

## **5.Acrylic Stand without velvet Box**

**Quantity: 50 pieces**

**1. Material:** Medal Case with highly polished wooden base & transparent acrylic cover (175 mm X 60 mm X 210 mm (height)).

**2. Dimension:**

i) Wooden Base molded:

a) Lower Base (Height: 30.5 mm, Length: 180 mm, Width: 65 mm)

b) Upper Base: (Height: 25 mm, Length: 160 mm, Width: 40 mm)

ii) Transparent Acrylic Dome Upper side curve:

a) Length: 155 mm

b) Width: 40 mm

iii) Groove In Upper wooden Base:

a) Length: 115 mm

b) Width: 12.5 mm

iv) Grooving Acrylic:

a) Transparent acrylic: 3.5 mm thick 2 pcs

b) Black acrylic- 5.3 mm thick 1 pc

c) Both black & transparent acrylic will be radial nature as per medal diameter & thickness.

**3. Details of the Box/case:**

i). Size of the black acrylic base: 150 mm x 70 mm x 25 mm, with moulded sides & edges. Base should be highly polished. Inscription at both the sides with foil printing/ screen printing of matter, one side will be in Hindi and other side will be in English. Printing colour and matter will be provided by IGMK. 1 no. of black acrylic having 2-3 mm thickness with groove/ grooves and write-up at the bottom as per the requirement of IGMK - one side will be in Hindi and other side will be in English.

ii) 2 nos. of transparent acrylic sheet having 1-1.5mm thickness shall be placed both side of the black acrylic sheet, whole acrylic set shall be locked with golden ball shaped screw nut. Whole acrylic set will be placed at the middle of the black acrylic base with push fitting. Dome shaped transparent acrylic cover to be placed with the screw nut with the base to protect the whole acrylic set.

iii) Supplier will have to supply Polythene Interlock Pouch with each unit of packing material.

iv) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

## **6.Acrylic Stand with velvet Box**

**Quantity: 50 pieces**

### **1. Details of the Box/case:**

i) 3 (Three) step black acrylic base having following dimensions.

Bottom base: 18 mm × 220 mm × 75 mm

Middle base: 12 mm × 200 mm × 60 mm

Top base: 12 mm × 180 mm × 50 mm

ii) To be fitted with 2 nos. of transparent acrylic and 1 no. of black acrylic having medal groove dimension as per requirement of IGMK.

iii) Whole stand shall be covered with transparent acrylic dome. There shall be brass plate with the text matter etched on the lower base and middle base as per the requirement of IGMK. Whole Acrylic stand shall be placed in standing position in the groove of velvet box. Velvet box should open side-wise and will be locked with push button at the time of closure.

iv) The bidder may visit IGMK for seeing the sample and discussion in this regard for better understanding prior to submission of their bid.

## **7.Golden MDF Box**

**Quantity:300 pieces**

**1. Material:** Highly polished medium density fibreboard (MDF) made with golden colour gloss finish.

**2. Size:** 4 inch x 4 inch x 1.25 inch & 5 inch x 5 inch x 1.25 inch and/or as per the requirement of IGMK.

### **3. Details of the Box/case:**

i) The box shall have golden or silver colour printing at the outside top & bottom of the as required by IGMK.

ii) At the front side, there shall be a D-cut for opening & closing of box. At the backside there shall be 2 (Two) nos. of golden coloured rust proof hinges.

iii) There shall be institutional/organizational logo printed on outside back portion as per requirement of IGMK.

iv) Sides, edges & corner shall be moulded.

v) There shall be 2 (Two) nos. of hidden magnet at front side for opening & closing the box.

vi) With each box, supplier has to be supply 2 nos of pearl pin and 1 nos of polythene interlock packet.