

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details                                                                                          |                                                                                          |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय /Bid End Date/Time                                                                   | 22-09-2026 16:00:00                                                                      |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time                                                                  | 23-09-2026 16:00:00                                                                      |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)                                      | 60 (Days)                                                                                |
| मंत्रालय/राज्य का नाम/Ministry/State Name                                                                      | Ministry Of Communications                                                               |
| विभाग का नाम/Department Name                                                                                   | Department Of Posts                                                                      |
| संगठन का नाम/Organisation Name                                                                                 | Department Of Posts                                                                      |
| कार्यालय का नाम/Office Name                                                                                    | Bihar Circle Patna                                                                       |
| शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal                                          | HOD Email id :dpspatna@indiapost.gov.in<br>Buyer Email id: rahul.ranjan@indiapost.gov.in |
| कुल मात्रा/Total Quantity                                                                                      | 2000                                                                                     |
| वस्तु श्रेणी /Item Category                                                                                    | Plastic Chairs For General Purposes conforming to IS 13713 (V3) (Q2)                     |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years) | 24.5 Lakh (s)                                                                            |
| मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)                         | 200 Lakh (s)                                                                             |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 3 Year (s)                                                                               |
| टर्नओवर पात्रता मानदंड/Turnover eligibility criteria                                                           | To be verified by the buyer at the time of technical evaluation                          |
| वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience                        | Yes   Complete                                                                           |
| वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience                | Yes   Complete                                                                           |

| बिड विवरण/Bid Details                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| विक्रेता से मांगे गए दस्तावेज़/ <b>Document required from seller</b>                                                                                                                                                              | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Compliance of BoQ specification and supporting document<br>*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/ <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?</b> | 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। / <b>Minimum number of bids required to disable automatic bid extension</b>                                                                                  | 1                                                                                                                                                                                                                                                                                                                                                                                           |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>                                                                                                        | 6                                                                                                                                                                                                                                                                                                                                                                                           |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>                                                                                                                                              | 1                                                                                                                                                                                                                                                                                                                                                                                           |
| विगत प्रदर्शन / <b>Past Performance</b>                                                                                                                                                                                           | 50 %                                                                                                                                                                                                                                                                                                                                                                                        |
| बिड से रिवर्स नीलामी सक्रिय किया/ <b>Bid to RA enabled</b>                                                                                                                                                                        | Yes                                                                                                                                                                                                                                                                                                                                                                                         |
| रिवर्स नीलामी योग्यता नियम/ <b>RA Qualification Rule</b>                                                                                                                                                                          | 50% Lowest Priced Technically Qualified Bidders                                                                                                                                                                                                                                                                                                                                             |
| बिड का प्रकार/ <b>Type of Bid</b>                                                                                                                                                                                                 | Two Packet Bid                                                                                                                                                                                                                                                                                                                                                                              |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / <b>Time allowed for Technical Clarifications during technical evaluation</b>                                                                                         | 2 Days                                                                                                                                                                                                                                                                                                                                                                                      |
| निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/ <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>                                      | Yes                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Inspection to be carried out by Buyers own empanelled agency</b>                                                                                                                                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Type Of Inspection</b>                                                                                                                                                                                                         | Pre Dispatch                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Name of the Empanelled Inspection Agency/ Authority</b>                                                                                                                                                                        | Board of Directors                                                                                                                                                                                                                                                                                                                                                                          |
| मूल्यांकन पद्धति/ <b>Evaluation Method</b>                                                                                                                                                                                        | Total value wise evaluation                                                                                                                                                                                                                                                                                                                                                                 |
| मध्यस्थता खंड/ <b>Arbitration Clause</b>                                                                                                                                                                                          | No                                                                                                                                                                                                                                                                                                                                                                                          |
| सुलह खंड/ <b>Mediation Clause</b>                                                                                                                                                                                                 | No                                                                                                                                                                                                                                                                                                                                                                                          |

**ईएमडी विवरण/EMD Detail**

|                             |                     |
|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount       | 100000              |

#### 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). | 12                  |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

#### लाभार्थी /Beneficiary :

Assistant Director  
Bihar Circle Patna, Department of Posts, Department of Posts, Ministry of Communications  
(Rahul Ranjan)

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

#### एमआईआई के लिए आरक्षित / Reserved for Make In India products

|                                                             |     |
|-------------------------------------------------------------|-----|
| एमआईआई के लिए आरक्षित / Reserved for Make In India products | Yes |
|-------------------------------------------------------------|-----|

#### एमएसई खरीद वरीयता/MSE Purchase Preference

|                                                                                                                                                                                                           |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference                                                                                                                                                                 | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$           | 15  |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference | 25  |

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
5. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
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 to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate 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. In respect of bid for Services, the bidder must be the Service provider of the offered Service. 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. 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 in case of product bids, whereas in case of services the eligibility is automatically validated. 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.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. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having

highest bid value should meet this criterion.

#### **9. Inspection of Stores by Nominated Inspection Authority / Agency of buyer or their authorized representatives**

An independent third party Professional Inspection Body can help buyer in mitigating buyer's risk with pre-dispatch/post-dispatch inspection in order to ensure that equipment, components, solutions and documentation conform to contractual requirements. The buyer has a right to inspect goods in reasonable manner and within reasonable time at any reasonable place as indicated in contract. Inspection Fee/ Charges (as pre-greed between buyer and Inspection Agency) would be borne by the buyer as per their internal arrangement but may be recovered from the seller if the consignment failed to conform to contractual specification and got rejected by the Inspection Officer. If so requested and accepted by the seller, initially seller may pay for inspection charges as applicable and get the same reimbursed from buyer if consignment accepted by the Inspecting Officer. For reimbursement seller has to submit proof of payment to Inspection Agency.

Seller/OEM shall send a notice in writing / e-mail to the Inspecting officer / inspection agency specifying the place of inspection as per contract and the Inspecting officer shall on receipt of such notice notify to the seller the date and time when the stores would be inspected. The seller shall, at his own expenses, afford to the Inspecting officer, all reasonable facilities as may be necessary for satisfying himself that the stores are being and or have been manufactured in accordance with the technical particulars governing the supply. The decision of the purchaser representative / inspection authority regarding acceptance / rejection of consignment shall be final and binding on the seller.

The Seller shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspecting officer may demand of him for any test, and examination, other than special or independent test, which he shall require to be made on the seller's premises and the seller shall bear and pay all costs attendant thereon.

The seller shall also provide and deliver store / sample from consignment under inspection free of charge at any such place other than his premises as the Inspecting officer may specify for acceptance tests for which seller/OEM does not have the facilities or for special/ independent tests.

In the event of rejection of stores or any part thereof by the Inspecting officer basis testing outside owing to lack of test facility at seller's premises, the seller shall, on demand, pay to the buyer the costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector shall have the right to put all the stores or materials forming part of the same or any part thereof to such tests as he may like fit and proper as per QAP/governing specification. The seller shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspecting officer.

Unless otherwise provided for in the contract, the quantity of the stores or materials expended in test will be borne by seller.

Inspecting officer is the Final Authority to Certify Performance / accept the consignment. The Inspecting officer's decision as regards the rejection shall be final and binding on the seller.

The seller shall if so required at his own expense shall mark or permit the Inspecting officer to mark all the approved stores with a recognised Government or purchaser's mark.

10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

#### **Plastic Chairs For General Purposes Conforming To IS 13713 (V3) ( 2000 pieces )**

**(Minimum 100% 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) |
|------------------------------|-------------------------------------|-----------------------------------------------------------------|
| Standards and Certifications | <b>Conformity to specification</b>  | IS 13713                                                        |
| Generic                      | <b>Arm rest available in Chair</b>  | With                                                            |
| Dimension                    | <b>Seat height</b>                  | 420 - 440                                                       |
|                              | <b>Effective seat depth</b>         | 380 - 430                                                       |
|                              | <b>Seat width</b>                   | 380 - 450                                                       |
| Colour                       | <b>Color Family of Painted</b>      | Black                                                           |
| Test Report Details          | Type of test report                 | NA                                                              |

**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              | Mantoo Kumar                                             | 846004,Office of the Superintendent of Post offices, Darbhanga Division, Darbhanga      | 142              | 30                           |
| 2              | Sanjeva Sharan Suman                                     | 843301,Office of the Superintendent of Post Offices, Sitamarhi                          | 110              | 30                           |
| 3              | Santosh Kumar                                            | 847211,Office of the Superintendent of Post Offices, Station Road, Madhubani            | 114              | 30                           |
| 4              | Robin Chandra                                            | 848101,Office of Superintendent of Post Offices, Samastipur Division, Samastipur        | 404              | 30                           |
| 5              | Abhishek Kumar Singh                                     | 841226,Office of the Superintendent of Post Offices, Near Lal Palace, Station Rd, Siwan | 538              | 30                           |
| 6              | Rahul Ranjan                                             | 842002,O/o the Postmaster General, Goushala Road, Muzaffarpur                           | 342              | 30                           |

| क्र.सं./S.No. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address                                                                           | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|----------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|------------------------------|
| 7             | Rajesh Kumar                                             | 845438,Office of the Superintendent of Post Offices, West Champaran Division, Bettiah | 38               | 30                           |
| 8             | Rash Bihari Ram                                          | 841301,Office of the Senior Superintendent of Post Offices, Saran Division, Chapra    | 164              | 30                           |
| 9             | Manoj Kumar Singh                                        | 842002,O/o the SSPOs, Muzaffarpur Gaushala Road, Mithan Pura, P.O. Ramna Muzaffarpur  | 148              | 30                           |

## 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. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Senior Post Master  
payable at  
Muzaffarpur

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.

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Only one OEM or its authorized representatives can BID. Multiple vendors of same OEM will not be allowed. BID oriented authorized bidder can take part in the BID.

LD clause- LD Clause 0.5% per week. Any extension of time be applicable with LD clause.

#### ADDITIONAL TERMS AND CONDITIONS (ATC)

#### Procurement of Plastic Armchairs with Cushioned Seat and Backrest

#### SECTION 1: ELIGIBILITY & DOCUMENTARY REQUIREMENTS

##### 1. Bidder Qualification & Local Presence

- **Local Office & Service Center in Bihar:** The bidder must have an established registered office/fu

nctional service center in the state of Bihar to ensure immediate after-sales support and prompt response when required.

- **Self-Declaration Undertaking:** The bidder must submit a self-declaration on a ₹100 Non-Judicial Stamp Paper (Notarized) confirming local presence and undertaking that the bidder or its Original Equipment Manufacturer (OEM) will provide immediate support/services in Bihar whenever requested by the buyer.

## 2. Legal Declarations

- **Non-Blacklisting Undertaking:** The bidder must submit an affidavit on a ₹100 Non-Judicial Stamp Paper (Notarized) confirming that the firm/company has not been blacklisted, debarred, or suspended by any Central/State Government Department, Public Sector Undertaking (PSU), or Autonomous Institution.
- **Manufacturer Authorization Form (MAF):** The bidder must submit a bid-specific MAF issued by the OEM strictly referencing this bid number.

## 3. Experience & Technical Qualifications

- **Furniture Experience:** The bidder must have relevant experience in supplying commercial, institutional, or office furniture. Ongoing supply orders/work orders will also be considered as valid proof of experience.

## SECTION 2: OEM QUALITY CERTIFICATIONS

The Original Equipment Manufacturer (OEM) must possess and submit valid copies of the following certifications at the time of bid submission:

- BIFMA Membership Certificate
- BIS IS 17631 Compliance / Certification
- ISO 9001:2015 (Quality Management System)
- ISO 14001:2015 (Environmental Management System)
- ISO 45001:2018 (Occupational Health & Safety Management System)
- ISO 50001:2018 (Energy Management System)
- TÜV Certification
- GREENGUARD Compliance Certificate
- General Certificate of Compliance for product standards

## SECTION 3: COMMERCIAL & PRICING TERMS

- **All-Inclusive Pricing:** Quoted prices must be strictly inclusive of all applicable taxes (GST), freight, packing, forwarding, transit insurance, unloading, and delivery charges to the consignee site.
- **No Additional Charges:** No extra payment, hidden cost, or additional claims beyond the total quoted landed price will be entertained under any circumstances.

## SECTION 4: TECHNICAL SPECIFICATIONS & PRODUCT HIGHLIGHTS

| Parameter               | Technical Requirement / Specification                                         |
|-------------------------|-------------------------------------------------------------------------------|
| Product Type            | Plastic Armchair with Cushioned Seat and Backrest                             |
| Construction            | High-quality, heavy-duty molded plastic construction for lasting durability   |
| Finish                  | Glossy lacquered finish (UV-resistant and rust-proof)                         |
| Upholstery & Ergonomics | Ergonomic design with soft-feel fabric cushioned seat and backrest            |
| Maintenance & Use       | Easy to clean and maintain; suitable for both indoor and outdoor applications |

|                           |                                                                           |
|---------------------------|---------------------------------------------------------------------------|
| <b>Overall Dimensions</b> | Width: 56 cm (22.0 in)   Depth: 58 cm (22.8 in)   Height: 80 cm (31.5 in) |
| <b>Product Weight</b>     | 5.2 kg                                                                    |
| <b>Warranty</b>           | 3 Years comprehensive warranty from the date of delivery                  |

## ATC 2

### GEM - ADDITIONAL TERMS & CONDITIONS (ATC) Supply of Cushioned Plastic Arm Chair / Visitor Chair

#### IMPORTANT GEM COMPLIANCE NOTE

This ATC is intended to be incorporated only through the applicable GeM Bid/RA ATC facility and shall be read together with the GeM General Terms and Conditions (GTC), applicable Product/Category Special Terms and Conditions (STC) and the bid document. In case of any conflict, the applicable GeM contractual hierarchy and mandatory GeM provisions shall prevail. No condition in this ATC is intended to override a mandatory GeM provision or statutory exemption.

#### 1. Product Specification

| Parameter             | Minimum Requirement                                        |
|-----------------------|------------------------------------------------------------|
| <b>Product Type</b>   | Cushioned Arm Chair / Visitor Chair                        |
| <b>Construction</b>   | High-quality durable plastic construction with metal frame |
| <b>Seat</b>           | Upholstery                                                 |
| <b>Backrest</b>       | Ergonomic cushioned backrest with fabric upholstery        |
| <b>Armrest</b>        | Integrated sturdy armrests                                 |
| <b>Finish</b>         | Glossy lacquered finish, resistant to UV rays and rust     |
| <b>Usage</b>          | Suitable for indoor and outdoor use                        |
| <b>Maintenance</b>    | Easy to clean and maintain                                 |
| <b>Width</b>          | Approx. 56 cm (22.0 inch)                                  |
| <b>Depth</b>          | Approx. 58 cm (22.8 inch)                                  |
| <b>Height</b>         | Approx. 80 cm (31.5 inch)                                  |
| <b>Product Weight</b> | Approx. 5.2 kg                                             |
| <b>Warranty</b>       | Minimum 3 years comprehensive warranty                     |

## **2. GeM Catalogue / Product Compliance**

The bidder shall quote only a product/catalogue offering that matches the required product category and the technical specifications stated in the GeM bid. The offered make/model, dimensions, construction, upholstery and warranty shall be clearly identifiable from the OEM literature uploaded with the bid. The supplied product shall be new, unused and genuine.

## **3. OEM-Specific Manufacturer Authorization (MAF)**

The bidder shall submit a product- and bid-specific Manufacturer Authorization Form (MAF)/OEM Authorization Certificate issued by the actual OEM/manufacturer of the offered product. It shall identify the bidder, OEM, offered product/model and the present GeM bid and shall authorize participation, supply, warranty and after-sales support. Generic authorization not identifying the offered product/bid may be treated as non-compliant.

## **5. Service Support in Bihar**

The bidder/OEM shall maintain an operational service/support arrangement in Bihar capable of providing prompt service when a complaint is reported. The bidder shall submit a self-declaration on ₹100/- non-judicial stamp paper, duly notarized, confirming:

- (a) service support within Bihar;
- (b) deployment of competent service personnel when required;
- (c) prompt attendance of warranty complaints;
- (d) availability of replacement/repair support; and
- (e) no separate labour, visit or service charges for defects covered under warranty.

## **6. Non-Blacklisting / Non-Debarment**

The bidder shall submit a self-declaration on ₹100/- non-judicial stamp paper, duly notarized, declaring that the bidder is not blacklisted, suspended or debarred from Government procurement by any Central Government/State Government Department, PSU, Government Institution, Autonomous Body, University or other Government organization, and is eligible to participate in the present procurement.

The declaration shall also disclose any material existing restriction, if applicable. False or misleading declaration may lead to action as per GeM terms and applicable law.

## **7. Furniture Experience**

The bidder should have prior experience in supply of furniture, chairs, office furniture or similar furniture products to Government Departments, PSUs, Universities, Educational Institutions or other organizations. Both completed and ongoing contracts/work orders may be considered.

The bidder shall upload relevant work orders/purchase orders and available completion, supply, installation or performance certificates. Experience criteria shall be evaluated in accordance with the bid's stated eligibility provisions and applicable GeM rules.

## **8. OEM Certifications / Compliance**

The OEM/manufacturer shall submit valid and verifiable documents, wherever applicable to the offered product/OEM, including:

- BIFMA Membership/relevant BIFMA compliance
- BIS IS 17631 compliance/certificate
- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018
- TÜV certification/test report
- GREENGUARD/GREENGUARD Gold or applicable Green Product Certificate of Compliance (CoC)
- ISO 50001:2018

Documents shall be in the OEM/manufacturer's name and valid on the bid submission date. Where any certification is not applicable, the bidder shall clearly state the reason and provide clarification. No certificate requirement shall be interpreted contrary to the applicable GeM Category/STC.

## **9. Technical Compliance Statement**

The bidder shall submit a point-by-point technical compliance statement against every mandatory specific

ation. The compliance statement shall identify the offered make/model and supporting OEM datasheet/catalogue/test report wherever applicable. The compliance shall correspond to the actual product at delivery/inspection. The purchaser may verify the submitted information against the actual product.

#### **10. Price - Firm and All Inclusive**

The price quoted on GeM shall be firm and fixed for the contract period, subject to applicable GeM provisions. Where GeM specifies an all-inclusive delivered price, the quoted price shall include applicable GST/taxes, packing, forwarding, loading/unloading, transportation, delivery, insurance in transit and all incidental costs required for delivery to the specified destination.

No additional charge shall be payable beyond the accepted GeM contract price except where an additional charge is expressly permitted by the applicable GeM category/GTC/STC/bid.

#### **11. Delivery and Supply**

The successful bidder shall deliver the complete quantity within the delivery period specified in the GeM contract. Products shall be properly packed and protected against damage in transit. Damaged, defective, used or materially non-conforming products may be rejected and shall be replaced/rectified by the seller as per the GeM contract and warranty obligations.

#### **12. Warranty and After-Sales Service**

A minimum 3-year comprehensive warranty shall be provided for the offered chair/product unless the GeM Catalogue/category or bidder offers a longer warranty. Warranty support shall be provided in accordance with the GeM contract. Manufacturing defects and covered failures shall be attended to without additional cost to the purchaser.

#### **13. Inspection and Acceptance**

The consignee/purchaser may inspect the supplied goods for quantity, model, dimensions, construction, physical condition, documentation and conformity with the accepted GeM bid. Acceptance shall not be deemed to waive warranty or other contractual rights.

#### **14. Mandatory Bid Documents**

The bidder shall upload:

1. Bid-specific OEM MAF;
2. Bihar establishment proof;
3. Bihar service-support Self-declaration on ₹100/- non-judicial stamp paper duly notarized;
4. Non-blacklisting/non-debarment self-declaration on ₹100/- non-judicial stamp paper duly notarized;
5. Relevant furniture experience documents including ongoing work orders where relied upon;
6. OEM product datasheet/catalogue;
7. Point-by-point technical compliance;
8. Applicable OEM certifications/compliance documents; and
9. Warranty undertaking.

Documents already available/mandated through GeM need not be duplicated where the portal/category specifically provides otherwise.

#### **15. Verification of Documents**

The purchaser reserves the right, subject to GeM procedure, to verify the authenticity of MAFs, certificates, work orders, service arrangements, declarations and other submitted documents. Any false, fabricated or materially misleading document may result in action under the GeM contract, applicable procurement rules and law.

#### **16. Conflict with GeM Rules**

Nothing in this ATC shall be construed to waive, restrict or contradict the GeM GTC, applicable STC, Category conditions, Statutory requirements or exemptions. If any ATC clause is found inconsistent with a mandatory GeM provision, the mandatory GeM provision shall govern and the remaining ATC provisions shall continue to apply to the extent permissible.

#### **17. Acceptance of ATC**

By submitting a bid, the bidder shall be deemed to have accepted the applicable ATC along with the GeM

GTC/STC and other bid conditions. Where the bid requires a signed/stamped ATC, the bidder shall upload the signed and stamped copy through the GeM bid document facility.

#### 18. Product Highlights

- High-quality plastic construction for lasting durability.
- Ergonomic cushioned seat and backrest.
- Glossy lacquered finish resistant to UV rays and rust.
- Soft-feel fabric for comfort and appearance.
- Easy to clean and maintain; suitable for indoor and outdoor use.

#### Note to Buyer:

Before publishing the GeM bid, the buyer should ensure that each eligibility/certification requirement is available through the appropriate GeM bid/ATC functionality and is objectively justified by the procurement requirement. The buyer should also check the latest GeM GTC/STC applicable on the date of bid publication.

#### 4. Buyer Added Bid Specific ATC

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

### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.

13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

[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---**