

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-09-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-09-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Andhra Pradesh
विभाग का नाम/Department Name	General Administration Department Andhra Pradesh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Ga Elections Dept
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ceo_andhrapradesh@eci.gov.in Buyer Email id: venkat.pstw@ap.gov.in
कुल मात्रा/Total Quantity	10166660
वस्तु श्रेणी /Item Category	Canvas Bag (V2) (Q4) , Correspondence Envelopes (V1) (Q4) , File/Folder (V3) (Q4) , Correspondence Envelopes (V2) (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	700 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	700 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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover (Requested in ATC),OEM Annual Turnover,Additional ATC),Compliance of BoQ specification and supporting documents *In case any bidder is seeking exemption from Experience Criteria, the supporting documents to prove his eligibility must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification o during the tender/bid process will also be displayed t bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	20 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Correspondence Envelopes (V3) Conforming to IS 13
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Payment Timelines	Payments shall be made to the Seller within 45 days receipt-cum-acceptance certificate (CRAC) and on-lin (This is in supersession of 10 days time as provided i GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	2500000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	2.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

2

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी 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, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. 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 place 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 bidder along with the surety bond.

लाभार्थी /Beneficiary :

Additional Chief Electoral Officer
GA Elections Dept, General Administration Department Andhra Pradesh, N/A,
(Aduri Venkateswara Rao)

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

एमएसई खरीद वरीयता/MSE Purchase Preference

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

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the 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 of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Product to State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied the required quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value shall be considered for this criterion.

3. 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.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or impact on bid participation. Also this is not going to be a determining factor for reasonableness of quoted prices which would be determined by the buyer based on its own assessment and based on competitive prices received in Bid / RA process.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar product to the Government of India for 20% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Government.

Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category relating having highest bid value should meet this criterion.

Canvas Bag (V2) (50330 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
Material And Colour	Material of Canvas Bag	Jute Canvas
	GSM of Canvas Bag	401-425
	Zipper mechanisms for bag closure	Yes
Dimensions	Type of bag	Gusseted at bottom
	Size of Gusseted bag (Length X Width X Height)	24cm x 10 cm x 36cm
	Size of Non Gusseted bag (Length X Height)	NA

Additional Specification Parameters - Canvas Bag (V2) (50330 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
As per RFP	As per RFP

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

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

क्र.सं./S.No.	परिषी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule प्रारम्भ होने की तारीख से दिन number of days from commencement	
1	as per RFP	0,as per RFP	मात्रा /Quantity	डिली
			50330	15

Correspondence Envelopes (V3) Conforming To IS 13892 (5033000 pieces)

Bis Required	Yes
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तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	229 x 324 (C4)
	Colour of the Envelope	White
	Window on Envelope	Without Window

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (503300

Specification Parameter Name	Bid Requirement (Allowed Values)
As per RFP	As per RFP

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

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule प्रारंभ होने की तारीख से दिनांक number of days from commencement	
1	Gamini Srinivasa Rao	522201, Room No 192, 5th Block, AP Secretariat, Velagapudi, Guntur Dist.	मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after
			5033000	1

File/Folder (V3) (50330 pieces)

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 Required Values)
GENERAL	File/Folder type with binding mechanism	Lever Arch Box File/Index File
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Size Compatibility	29.7 cm x 42 cm(A3)
	Cover Design	Plain
	Number of pockets in a File/Folder	1
	Color of File/Folder	Black

Additional Specification Parameters - File/Folder (V3) (50330 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
As per RFP	As per RFP

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule प्रारम्भ होने की तारीख से दिनों number of days from commencement	
1	Gamini Srinivasa Rao	522201, Room No 192, 5th Block, AP Secretariat, Velagapudi, Guntur Dist.	मात्रा /Quantity	डिलीवरी /Delivery
			50330	15

Correspondence Envelopes (V3) (5033000 pieces)**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 Values)
STANDARDS	Type of Envelope	Pocket shape envelope, Banker shape envelope
	Dimensions of the Envelope (In mm)	220 x 310
	Grammage of the Envelope	80 gsm
	Colour of the Envelope	Light Yellow
	Window in Envelope	Without Envelope

Additional Specification Parameters - Correspondence Envelopes (V3) (5033000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
As per RFP	As per RFP

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

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery S prarambh होने की तारीख से दि number of days from cont				
1	Gamini Srinivasa Rao	522201,Room No 192, 5th Block, AP Secretariat, Velagapudi, Guntur Dist.					
			<table><tr><th>मात्रा /Quantity</th><th>डिली</th></tr><tr><td>5033000</td><td>15</td></tr></table>	मात्रा /Quantity	डिली	5033000	15
मात्रा /Quantity	डिली						
5033000	15						

Special terms and conditions-Version:2 effective from 17-07-2026 for category Correspondence Envelope to IS 13892

1.

Note to Buyers

For printing on the envelope as per Buyer's requirement the buyer s
and mentioned the contents to be printed in the ATC such as Logo o

1) Sellers must declare their catalog price for 1 Unprinted Piece of C
envelope

Note to Sellers

2) The seller shall quote their price during bidding in accordance to t
requirements for printing contents.

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

1. Note to Buyers :-

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

Note to Sellers :-

1) Sellers must declare their catalog price for 1 standard Piece of File/Folder

2) The seller shall quote their price during bidding in accordance to the buyer's requirements as per the print
the buyer

Special terms and conditions-Version:1 effective from 04-06-2025 for category Correspondence Envelope

1. **Note to Buyers :**

For printing on the envelope as per Buyer's requirement the buyer shall create the BID and mentioned the co
the ATC such as Logo or any texts etc.,

Note to Sellers :

1) Sellers must declare their catalog price for 1 Piece of Unprinted Correspondence envelope.

2) The seller shall quote their price during bidding in accordance to the buyer's requirements for printing cor

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% quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity to the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity ordered from the last date of original delivery order and in cases where option clause is exercised during the extended period, the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be calculated as $(\text{Additional quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, 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 calculation duration up to the original delivery period while exercising the option clause. Bidders must comply with these

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

All Terms and Conditions as per RFP

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ is with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted with the 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, is permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample policy to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then the same shall 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 specific eBPG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable policy.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm.

system.

14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional to any other document. If buyer needs more items along with the main item, the same must be added through category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same shall 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, the seller shall raise their representation against the same by using the Representation window provided in the bid details field in Seller Center after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids without replying to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Disputes Act, 1947; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 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 Minimum 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 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 laws.

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 बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने 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 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 declare that he/she is not a bidder of a country which shares a land border with India. 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---