

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	21-09-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	21-09-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Statistics And Programme Implementation
विभाग का नाम / Department Name	Department Of Statistics And Programme Implementation
संगठन का नाम / Organisation Name	Indian Statistical Institute
कार्यालय का नाम / Office Name	Indian Statistical Institute Kolkata
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : pao1.aries.nainital@gembuyer.in Buyer Email id: subhajyoti@isical.ac.in
कुल मात्रा / Total Quantity	63750
वस्तु श्रेणी / Item Category	Peak Cap - MHA (Q3)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	40 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	GeM verified turnover
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन / Past Performance	50 %
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/ RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/ Type of Bid	Two Packet Bid
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
अनुमानित बिड मूल्य / Estimated Bid Value	8000000
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	80000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

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

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

(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 :

CE (A & F)

Indian Statistical Institute, 203, B T Road, Kolkata
(Chief Executive)

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

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

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
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, 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 "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover 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 financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

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. 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 .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. 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.

7. 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.

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. 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.

Peak Cap - MHA (63750 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

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)
Material	Material	Barathea Cloth
Test Report	Availability of Test Report from NABL/ ILAC accredited or Central Government Lab to prove conformity of products to the specification	Yes
ADVANCE SAMPLE	Agree to provide Advance Sample(s) for buyer's approval before commencement of supply	Yes

Additional Specification Parameters - Peak Cap - MHA (63750 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Customization required	Yes

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

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारम्भ होने की तारीख से दिनों की संख्या में / (In number of days from contract start days)		
1	Bikram Mahapatra	700108, Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
			18750	10	15
			17250	90	100
			14500	180	190
			13250	270	280

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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

INDIAN STATISTICAL INSTITUTE, KOLKATA
Sampling & Official Statistics Unit (SOSU)

SCOPE OF WORK (SoW) AND ADDITIONAL TERMS & CONDITIONS (ATC)

Procurement of Customized Branded Peak Caps as Mementos for Respondents under the International Passenger Survey (IPS)

GeM Category: Peak Cap - MHA

Indicative Quantity: 63,750 Nos.

SCOPE OF WORK (SoW)

1. Background and Purpose

The Indian Statistical Institute (ISI), Kolkata is undertaking the International Passenger Survey (IPS). As part of the survey protocol, mementos are proposed to be provided to respondents participating in the survey.

Accordingly, ISI intends to procure 63,750 customized branded peak caps for distribution to IPS respondents. The caps shall carry the logo/artwork provided and approved by ISI and shall be supplied in staggered monthly batches according to the survey schedule.

2. GeM Category

The procurement is proposed under the GeM category "Peak Cap - MHA". Applicable GeM category specifications and conditions shall apply in addition to the requirements prescribed in this SoW and ATC.

3. Quantity

Total indicative quantity: 63,750 Nos.

The total quantity shall be supplied on a staggered/month-wise basis during the IPS survey period. The month-wise quantities are indicative and may be reasonably reallocated by ISI depending upon actual survey progress and operational requirements, while keeping the overall contracted quantity unchanged, except for variation permissible under applicable GeM provisions.

4. Indicative Quarter-wise Delivery Schedule

Sl. No.	Quarter	Survey Period	Approx. Quantity
1	1st Quarter	October-December 2026	18,750
2	2nd Quarter	January-March 2027	17,250
3	3rd Quarter	April-June 2027	14,500
4	4th Quarter	July-September 2027	13,250
		Total	63,750

Note: The above quarter-wise delivery schedule is indicative. The final quantity for each quarter shall be communicated by ISI sufficiently in advance. ISI reserves the right to make reasonable adjustments/reallocation of quantities across quarters depending upon the actual progress and operational requirements of the International Passenger Survey (IPS), while keeping the total contracted quantity unchanged, subject to applicable GeM terms and conditions.

5. Product Specifications

Parameter	Requirement
Product	Peak Cap
Quantity	63,750 Nos.
Brand	Puma / Adidas / Decathlon/Nike/ Reebok
Condition	New
Material	Good-quality material conforming to applicable GeM category specifications
Size	Standard adult size with suitable adjustable fitting
Colour	As approved by ISI
Customization	Mandatory
Logo / Artwork	As supplied and approved by ISI
Customization position	Front panel or as specified by ISI
Customization quality	Durable, clear and professionally finished printing/embroidery as approved by ISI
Packaging	Suitable packaging to prevent damage, deformation, staining or deterioration
Supply pattern	Quarter-wise Delivery
Advance Sample	Mandatory before bulk production/supply

6. Brand Requirement and Authenticity

The caps offered shall be from a reputed established brand such as Puma / Adidas / Decathlon/Nike/ Reebok, meeting all specifications prescribed in the bid. The bidder shall clearly indicate the brand and model/product proposed to be supplied.

Where the bidder is not the manufacturer/brand owner, valid authorization from the OEM/brand owner/authorized distributor, or other acceptable documentary evidence establishing genuine and authorized sourcing, shall be submitted. Counterfeit, duplicate, imitation or unauthorized products shall not be accepted.

The same approved brand/model should ordinarily be maintained throughout the supply period. Any proposed change shall require prior written approval of ISI.

Sl. No.	Particulars	Details to be filled by Bidder
1	Brand Name	
2	Model / Product Name / Product Code	
3	Name of Manufacturer / OEM	
4	Material	
5	Colour	
6	Manufacturer / Authorized Dealer / Distributor / Reseller	
7	OEM / Brand Authorization or Genuine Sourcing Proof will be enclosed at the time of delivery	Yes / No

7. Customization

Each cap shall be customized with the logo/design supplied and approved by ISI. Final artwork, dimensions, placement, colour and method of customization shall be approved before bulk production.

- The logo/design shall be clearly visible and properly aligned.
- Colours and proportions of the approved artwork shall be maintained.
- Printing/embroidery shall be durable and suitable for regular use.
- Customization shall not materially compromise the quality or usability of the cap.
- No alteration to the approved artwork shall be made without prior approval of ISI.
- The logo/artwork supplied by ISI shall be used exclusively for execution of this contract and shall not be used for any other purpose

8. Advance Sample and Approval

Before commencement of bulk production/supply, the successful bidder shall provide customized sample(s) incorporating the proposed brand/model, material, colour, fitting, logo/design, customization method and overall finish for approval by ISI.

Bulk production/supply shall commence only after approval of the sample by ISI. All subsequent batches shall conform to the approved sample. Sample approval shall not relieve the supplier of responsibility for maintaining the prescribed quality throughout the contract period.

For the relevant GeM parameter, the bidder shall agree to provide Advance Sample(s) for buyer's approval before commencement of supply: YES.

9. Delivery Address

Sampling & Official Statistics Unit (SOSU)

2nd Floor, C. D. Deshmukh Bhavan
Indian Statistical Institute
203 B. T. Road
Kolkata - 700 108, West Bengal, India
Email: sosu@isical.ac.in
Tel: +91-33-2575 2017

The quoted price shall include all expenses relating to customization, packaging, forwarding, transportation, freight, insurance, loading/unloading, handling and delivery at the above address. No additional delivery/transportation charge shall be payable unless specifically provided in the contract.

10. Inspection and Quality Control

Each batch shall be subject to inspection/verification by ISI or its authorized representative. Inspection may include verification of:

- Quantity and brand/model.
- Authenticity of the product.
- Material and workmanship.
- Colour and size/fitting.
- Logo/design and customization quality.
- Conformity with the approved sample.
- Packaging and physical condition.

ISI reserves the right to seek documentary verification of authenticity from the OEM/brand owner or through other appropriate means.

11. Rejection and Replacement

Any item found damaged, defective, counterfeit, incorrectly customized, materially different from the approved sample, or otherwise non-conforming shall be liable to rejection. The supplier shall replace such items at no additional cost to ISI, including all transportation and related expenses, within the period communicated by ISI.

12. Consistency Across Batches

The supplier shall maintain reasonable consistency across all monthly batches in respect of brand/model, material, colour/shade, size/fitting, logo dimensions and positioning, customization quality and overall finish.

ADDITIONAL TERMS & CONDITIONS (ATC)

1. Method of Evaluation

The procurement shall follow a three-stage evaluation process:

- Stage I - Pre-Qualification: Pass/Fail.
- Stage II - Technical Compliance: Pass/Fail.
- Stage III - Financial Evaluation: L1 among technically qualified and responsive bidders.

No QCBS scoring or technical presentation shall ordinarily be used for ranking bidders.

2. Pre-Qualification Criteria

Sl.	Criterion	Requirement	Documentary Evidence	Evaluation
1	Legal Status	Bidder shall be a legally registered entity in India.	Certificate of Incorporation / Registration	Pass/Fail
2	PAN	Valid PAN.	PAN Card	Pass/Fail
3	GST	Valid GST Registration.	GST Registration Certificate	Pass/Fail
4	Average Annual Turnover	Average annual turnover Rs. 40 lakh.	Audited Financial Statements and/or CA Certificate	Pass/Fail
5	Past Experience	Relevant successful supply experience during the last three years in branded/customized caps, garments/apparel, mementos, promotional merchandise or similar items.	Purchase/Work Orders/Contracts with completion/supply proof	Pass/Fail
6	Brand Authorization / Genuine Sourcing	Bidder shall establish authorized/genuine sourcing for the specific brand offered.	OEM/ Reseller/Authorized Distributor authorization	Pass/Fail

7	Advance Sample	A sample of Cap must reach to delivery address mentioned within 7 days from the last date of bid submission.	Undertaking	Pass/Fail
8	Non-Blacklisting	Bidder shall not be blacklisted/debarred as on bid submission date.	Self-declaration	Pass/Fail

3. Average Annual Turnover

The bidder shall have an average annual turnover of at least four (4) times the estimated bid value during the last three financial years. Accordingly, where the estimated bid value is ₹80 lakh, the minimum required average annual turnover shall be at least 40 lakh. The bidder shall submit audited financial statements and/or a certificate from a Chartered Accountant in support of the same.

4. Past Experience - Last Three Years

The bidder shall have successfully executed relevant contracts during the last three years preceding the bid submission date for supply of branded/customized caps, garments/apparel, mementos, promotional merchandise or similar items.

The bidder shall submit copies of relevant Purchase Orders/Work Orders/Contracts together with Completion Certificates, Satisfactory Performance Certificates, invoices, or other acceptable documentary evidence establishing successful supply.

Relevant experience may include supplies made to Central/State Government Departments, PSUs, Autonomous Bodies, Educational/Research Institutions, reputed corporate organizations or other established organizations. Any minimum number/value of similar works specifically prescribed in the GeM Bid shall also be satisfied.

5. Brand Authorization and Authenticity

Where the bidder is not the manufacturer/brand owner, the bidder shall submit valid authorization or acceptable documentary evidence establishing eligibility to supply genuine products of the offered brand. The authorization/evidence shall correspond to the specific brand offered in the bid.

ISI reserves the right to verify authenticity with the OEM/Reseller/authorized channel. Supply of counterfeit, duplicate, imitation or fraudulent products may lead to rejection and action under applicable contractual/GeM provisions.

6. Brand and Product Disclosure

The bidder shall clearly disclose the offered brand, model/product, material, size/fitting mechanism, proposed colour, customization method and relevant product literature/catalogue, wherever available. Change of the offered/approved brand after award shall not be permitted without prior written approval of ISI.

7. Technical Compliance

The bidder shall submit a clause-by-clause compliance statement against the applicable GeM category specifications, SoW and ATC. Material deviation from mandatory requirements may render the bid technically non-responsive, subject to applicable GeM provisions.

8. Advance Sample

The successful bidder shall submit customized advance sample(s) for approval by ISI before commencement of bulk production/supply. The sample shall demonstrate the actual proposed brand/model, material, colour, fitting, logo/design, customization and finish. All subsequent supplies shall conform to the approved sample.

9. Financial Bid

The quoted price shall cover the complete scope of supply, including:

- Cost of the cap.
- Customization/printing/embroidery.
- Packaging and handling.
- Transportation/freight and insurance, wherever applicable.
- Loading/unloading and delivery to the specified ISI address.
- All other incidental charges necessary for satisfactory completion of supply.

GST/taxes shall be dealt with as per the applicable GeM bid format and prevailing rules. No separate customization, printing, freight or delivery charge shall subsequently be payable.

10. Financial Evaluation - L1

Financial bids of only pre-qualified and technically responsive bidders shall be considered. The lowest evaluated responsive bidder (L1) shall be considered for award, subject to reasonableness of price, approval of the Competent Authority and applicable GeM/procurement provisions.

11. Monthly Supply and Payment

Supply shall be made in monthly/staggered batches as communicated by ISI. Payment may be processed against quantities actually delivered, inspected and accepted in each approved batch, subject to submission of proper invoice and required documents and applicable GeM provisions. Applicable statutory deductions shall be made as per prevailing rules.

Payment shall be made **quarterly**, upon successful completion of the respective quarterly delivery target. Payment for each quarter shall be processed against the quantity actually delivered, inspected and accepted by ISI, subject to submission of the proper invoice and other required documents.

No payment shall be made for rejected, defective or non-conforming items until satisfactory replacement and acceptance by ISI. Applicable statutory deductions shall be made as per prevailing rules.

12. Test Report

Where the bidder claims availability of a test report under the applicable GeM category specifications, such report shall be furnished to the Buyer on demand. Any test report submitted shall comply with the laboratory/accreditation requirements prescribed under the applicable GeM category.

13. Delay in Supply

The selected supplier shall adhere to the approved/communicated monthly delivery schedule. Delay in supply shall be dealt with in accordance with the applicable GeM General Terms & Conditions and contractual

provisions.

14. Rejected / Non-Conforming Supplies

Rejected or non-conforming items shall be replaced by the supplier at its own cost within the period specified by ISI. Repeated quality deficiencies or failure to conform to the approved sample may be treated as unsatisfactory performance and dealt with under applicable contractual provisions.

15. Use of Logo / Artwork

The supplier shall use the logo/artwork supplied by ISI only for fulfilling this contract. The supplier shall not reproduce, publish, distribute, sell, advertise or otherwise use the customized IPS caps or supplied artwork for any other purpose without authorization.

16. Quantity Variation

Any increase/decrease in the total contracted quantity shall be governed strictly by applicable GeM terms, procurement rules, availability of funds and approval of the Competent Authority. The indicative month-wise distribution may be reallocated by ISI according to operational requirements without changing the overall contracted quantity.

17. Applicable GeM Conditions

All applicable GeM General Terms & Conditions (GTC), category-specific conditions, bid-specific conditions, SoW, ATC and corrigenda/clarifications issued in connection with the bid shall form an integral part of the contract.

18. Acceptance of Terms

Submission of the bid shall be deemed acceptance of the applicable GeM specifications, Scope of Work, Additional Terms & Conditions and all corrigenda/clarifications issued by ISI.

19. Pre Bid Meeting

Interested bidders are requested to kindly attend the Pre-Bid Meeting on the following date and venue:

Date: 09.09.2026 at 1500 HRS

Venue: Sampling & Official Statistics Unit, ISI, Kolkata- 700108

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

---धन्यवाद/Thank You---