

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-09-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-09-2026 16:00:00
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 Communications
विभाग का नाम/Department Name	Department Of Posts
संगठन का नाम/Organisation Name	Haryana Postal Circle
कार्यालय का नाम/Office Name	O/o Cpmg Haryana Circle Ambala
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dpshqambala@indiapost.gov.in Buyer Email id: dogurgaon.hr@indiapost.gov.in
कुल मात्रा/Total Quantity	25
वस्तु श्रेणी /Item Category	A4 and Legal Size Multifunction Printer (MFP) (Q2 Scanner) as per UIDAI Specification (Q2) , Dual Iri Specification (Q2) , GNSS Device As Per UIDAI Sp Mid Level Laptop - Notebook (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3.46 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	4 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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turr in ATC),OEM Authorization Certificate,OEM Annua (Requested in ATC),Additional Doc 2 (Requested (Requested in ATC),Additional Doc 4 (Requested *In case any bidder is seeking exemption from Ex the supporting documents to prove his eligibility 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 the tender/bid process will also be displayed to all bidders who 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	50 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Fingerprint Scanner (Slap Scanner) as per UIDAI
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	693250
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
Schedule 1 ईएमडी राशि/EMD Amount (In INR)	6250
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	6785
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	3500
Schedule 4 ईएमडी राशि/EMD Amount (In INR)	750
Schedule 5 ईएमडी राशि/EMD Amount (In INR)	17375

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).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी 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 exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded Policy.

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

(c). 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.

(d). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the bond.

लाभार्थी /Beneficiary :

Sr. Postmaster Gurgaon Head Post Office
O/o Sr. Postmaster Gurgaon HO, Gurgaon-122001
(Sr. Postmaster Gurgaon)

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 applicable time to time)

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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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 "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 Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder is offering products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. If the bidder is seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" 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.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered product, shall upload the supporting documents to prove his eligibility for Relaxation.

5. 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 GeM portal. The average turnover shall be calculated based on the last three financial years where 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 incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years from the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

6. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central Government / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during the specified period. In case of bunch bids, the category of primary product having highest value should meet this criterion.

7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover for the period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

8. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as per the (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by the 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 local value addition details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be given. If the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the bidder's auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than the bidder. (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 04.06.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, Micro and Small Enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2021 [OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro Enterprises, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by the Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as by the Buyer after evaluation of documents submitted.

9. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid credentials and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro 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.

Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resell manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in the form of a bill of sale along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference. Relevant evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined by Buyer, Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) per cent discount. Buyers are advised to refer the [OM No.1 4 2021_PPD dated 18.05.2023](#) for compliance of Concurrent application of Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of purchase preference is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted. 10. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for selection of bidders. Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the selection of 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 the selection of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on the bids received in Bid / RA process.

11. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar goods of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Government of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with the bid. If supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest weightage will be the criterion.

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

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

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedule wise and the determination of L1 will be done separately for each schedule. The combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category
Schedule 1	125000	A4 And Legal Size Multifunction Printer (m
Schedule 2	135750	Fingerprint Scanner (slap Scanner) As Per Specification
Schedule 3	70000	Dual Iris Scanner As Per Uidai Specification
Schedule 4	15000	Gnss Device As Per Uidai Specification
Schedule 5	347500	Entry And Mid Level Laptop - Notebook

A4 And Legal Size Multifunction Printer (MFP) (5 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 as Class 1 and Class 2 Local Supplier respectively)

Bis Required	Yes
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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
General Product Information	Description of Stores	A4 and Legal size Multifunction Machine Print, Scan and Copy with Power Cord/Adapter cable
	Printing Technology	Inkjet
	Type of Printing	Colour Or higher
	Availability of Fax	No
Printing Performance	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM) for Laser/LED MFPs	Not Applicable Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in IPM) for Inkjet MFPs	20 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 59, 60 to 64, 65 to 69, 70 to 74, 75 to 79, 80 to 84, 85 to 89, 90 to 94, 95 to 99 Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM) for Laser/LED MFPs	Not Applicable Or higher
	Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in IPM) for Inkjet MFPs	15 to 19, 20 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54 Or higher
Duplexing & Copying Features	Auto Duplexing Printing/Coping (2-sided Feature)	Yes Or higher
Document and Paper Handling	Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF), Reverse Document Feeders (RADF/DADF), Single-F (SPDF) Or higher
	Number of Main Paper Tray	1, 2, 3, 4 Or higher
Connectivity and Reliability	Connectivity	USB Port, Ethernet Port, Wi-Fi
Certification and Warranty	On Site Warranty (in Year)	1 Or higher
	Extended Warranty (in Years) over and above standard warranty	2, 3, 4 Or higher

Additional Specification Parameters - A4 And Legal Size Multifunction Printer (MFP) (5 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment	Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment

* 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.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि
1	Sumeet Kumar Gatt	122001,4th floor, Head Post Office, Sadar Bazar, Near Bus Stand, Gurgaon - 122001	5	15

Fingerprint Scanner (Slap Scanner) As Per UIDAI Specification (5 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 as Class 1 and Class 2 Local Supplier respectively)

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 Requirement
Warranty	On site Warranty (in Years)	3 Or higher

Additional Specification Parameters - Fingerprint Scanner (Slap Scanner) As Per UIDAI Specification (5

Specification Parameter Name	Bid Requirement (Allowed Values)
Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment	Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per Brochure as per ATC Documents Warranty Must be verified online at the time of Payment

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Verified and Signed Tp document	View
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परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि
1	Sumeet Kumar Gatt	122001,4th floor, Head Post Office, Sadar Bazar, Near Bus Stand, Gurgaon - 122001	5	15

Dual Iris Scanner As Per UIDAI Specification (5 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 as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement
Specification	Capture Distance (in mm)	> 20
	Capture Volume (Width/Height/Depth)	> 20 x 15 x 12 mm
	Exposure Time (ms)	< 33
Warranty	On site Warranty (in Years)	3 Or higher

Additional Specification Parameters - Dual Iris Scanner As Per UIDAI Specification (5 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment	Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Verified and Signed Tp document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	दिनांक
1	Sumeet Kumar Gatt	122001,4th floor, Head Post Office, Sadar Bazar, Near Bus Stand, Gurgaon - 122001	5	15

GNSS Device As Per UIDAI Specification (5 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 as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement
Warranty	Comprehensive On site Warranty (Years)	3

Additional Specification Parameters - GNSS Device As Per UIDAI Specification (5 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment	Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per Brochure as per ATC Documents Warranty Must be verified online at the time of Payment

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

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि
1	Sumeet Kumar Gatt	122001,4th floor, Head Post Office, Sadar Bazar, Near Bus Stand, Gurgaon - 122001	5	15

Entry And Mid Level Laptop - Notebook (5 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 as Class 1 and Class 2 Local Supplier respectively)

Bis Required	Yes
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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
Processor	Laptop Type	Mid Level
	Processor Number	AMD Ryzen 5 5625U, Intel Core i5 - 1245L
Operating System	Operating System (Factory Pre-Loaded)	Window 11 Professional
Memory	RAM Size (GB)	16.0, 32.0 Or higher
Display	Display Size (in cm) - Diagonal	35.56 to 38.09 (14 In to 14.99 In), 38.1 to
Storage	Capacity of Storage Drive (in GB)	512, 1024, 2048 Or higher

Additional Specification Parameters - Entry And Mid Level Laptop - Notebook (5 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per invoice, and Product Brochure as per ATC Documents Warranty Must be verified online at the time of Payment	Bid Specific MAF, 3 years Warranty Certificate on OEM letter head as per Brochure as per ATC Documents Warranty Must be verified online at the time of Payment

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

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि
1	Sumeet Kumar Gatt	122001,4th floor, Head Post Office, Sadar Bazar, Near Bus Stand, Gurgaon - 122001	5	30

Special terms and conditions-Version:1 effective from 10-02-2026 for category A4 and Legal Size Multif

1.

Product Verification	At the time of delivery, the Seller shall provide the Original Equipment Manufacturer website serial number corresponding to the supplied product. The serial number shall be clearly indicated on the product. The Buyer or Consignee shall be able to verify complete product details, including configuration, through the Original Equipment Manufacturer website without the need to create a user account.
Warranty	- The Seller shall provide a valid Warranty Certificate or Warranty Tag, in physical or digital form, from the Original Equipment Manufacturer, at the time of supply. The warranty shall be verifiable through the Original Equipment Manufacturer official website and or authorised customer care centre. - The warranty shall remain valid for the specified number of years or until the printer completes a specified number of prints. Upon reaching either of these limits, the warranty coverage shall automatically cease. - The Buyer may verify the actual number of prints completed by the printer at the time of delivery. Such verification may be carried out using a counter or any other Original Equipment Manufacturer approved mechanism.. - The warranty shall not cover consumables, including but not limited to cartridges, toner, and other consumable items.
Operating System Supportability	- Products offered under this category shall support at least the Latest-2 versions of the operating system listed in the catalogue. - If compatibility with an operating system version earlier than Latest-2 is required, the requirement shall be stated under the "Additional Specification Parameter" section at the time of bid creation.

Special terms and conditions-Version:6 effective from 09-09-2026 for category Entry and Mid Level Laptop

1.

1	Category Specification / MeitY Model Technical Specification / ATC Restrictions	The category has been created in accordance with the Model Technical Specification of the Ministry of Electronics and Information Technology (MeitY) vide letter dated 19.08.2024 and is based on the parameters defined therein. Buyers shall not prescribe any technical parameter, allowed value, particular processor manufacturer or other requirement which restricts or overrides the specifications defined in the category. Clause 2(e) of the GeM General Terms and Conditions shall apply.
2	Product Verification	Each supplied Device shall bear a unique device serial number or other identifier traceable to the OEM. The Buyer/Consignee shall be able to verify the product including the configuration through the OEM website.
3	Requirement of OEM Logo	Buyers shall not prescribe a requirement for embossing, engraving, printing, or any other method of marking the name/logo on the motherboard or any internal component.

4	Operating System - OEM/Publisher Status	There shall be no mandatory requirement that the OEM of the offered Device Partner or hold any specific Microsoft authorisation. Where an Microsoft Windows is offered, no specific partner status or authorisation Operating System publisher/provider shall be mandated.
5	Operating System - Licensing	Where Microsoft Windows is supplied, it shall be a genuine, legally lic of the Windows edition/version declared in the catalogue, and the license through a licensing or distribution mechanism authorised by Microsoft System is supplied, it shall comply with the applicable licensing terms: concerned Operating System publisher/provider, wherever licensing is
6	Operating System - Verification	Where Microsoft Windows is supplied pre-installed, the Buyer/Consignee the supplied Windows Operating System is genuine and duly activate Microsoft. A valid digital licence or any other licensing mechanism provided supplied device shall be acceptable. Where any other Operating System verification of licence authenticity and/or activation status shall be required concerned Operating System publisher/provider provides a device-level mechanism. Where no such verification mechanism is provided, this is
7	Operating System - Applicability	The requirements relating specifically to Microsoft Windows licensing shall apply where Microsoft Windows forms part of the contracted configuration Operating System other than Microsoft Windows is supplied, the applic of the concerned Operating System publisher/provider shall be compliance licence authenticity and/or activation shall be required only where supplied the concerned Operating System publisher/provider.
8	Operating System-specific Certification / Compatibility	Hardware compatibility certificate prescribed by a particular Operating may be requested by buyers.
9	USB Port Declaration	Each physical USB port shall be declared only once under the highest supported by that port. The same physical port shall not be counted in generations/types merely because of backward compatibility. A technically higher-generation version of a prescribed USB/interface standard may exceeds the functionality and performance of the prescribed standard Category requirements.
10	Warranty	The warranty applicable to the supplied device shall be as specified/s reflected in the resultant contract. The applicable warranty shall be via website, OEM customer support facility or warranty certificate/tag provided Before acceptance and generation of CRAC, the Buyer/Consignee may the supplied device conforms to the contracted specifications, configuration requirements and is free from apparent physical damage or defects.
11	Acceptance of Supplies	new, unused and non-refurbished. The Buyer/Consignee may verify the accessories/documentation, installed operating system where applicable number/identifier, contracted configuration and applicable warranty.
12	Service Escalation Matrix	The Seller shall provide appropriate contact details and an escalation support to the Buyer/Consignee at the time of delivery.
13	HDD/SSD Storage Retention	Where required on account of information-security or data-retention requirements prescribe an appropriate contractual condition under ATCs (in case of regarding retention of storage media such as HDDs/SSDs used in the
14	Configuration Alteration	The configuration supplied shall conform to the configuration offered contract and shall be supported/authorised by the OEM. The Seller shall substitution of components which results in deviation from the contracted OEM warranty/support. The machine should be delivered to the Consignee approved configuration

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% time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from delivery order and in cases where option clause is exercised during the extended delivery period the addition the last date of extended delivery period. The additional delivery time shall be (Increased quantity ÷ Original

period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period clause. Bidders must comply with these terms.

2. Service & Support

Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignment carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released on documentary evidence of having Functional Service Centre.

3. Turnover

Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than three years, turnover in respect of the completed financial years after the date of constitution shall be taken into account.

4. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

5. Past Project Experience

The Bidder / OEM {themselves or through reseller(s)}, should have executed project for supply and installation of similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) per following criteria:

- (i) Single order of at least 35% of estimated bid value; or
- (ii) Two orders of at least 20% each of estimated bid value; or
- (iii) Three orders of at least 15% each of estimated bid value.

Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be submitted. In case of bunch bids, the Category related to primary product having highest bid value should meet this criterion.

6. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No.

7. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

8. 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 responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions. Any representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and no claim or liability of the Bidder / OEM clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as final.

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 / major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Source Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension is applicable.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted with 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 same is not permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be deterred 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 Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM rules.
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.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional technical specification, in any other document. If buyer needs more items along with the main item, the same must be added through bunching by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done in a Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this representation against the same by using the Representation window provided in the bid details field in Seller dashboard. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to re

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or no corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, 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 requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of 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, and 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 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 Co

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 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 अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के 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 would 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 violation would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---