

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	28-09-2026 09:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-09-2026 09:00:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Punjab
विभाग का नाम / Department Name	Personnel Department Punjab
संगठन का नाम / Organisation Name	Mahatma Gandhi State Institute Of Public Administration, Punjab (mgsipa)
कार्यालय का नाम / Office Name	Sector 26 Chandigarh
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : pbhatia@punjab.gov.in Buyer Email id: kulbir.singh1529@punjab.gov.in
कुल मात्रा / Total Quantity	1470
वस्तु श्रेणी / Item Category	Plain Copier Paper (V3) ISI Marked to IS 14490 (Q4)
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	Additional Doc 1 (Requested in ATC), Additional Doc 2 (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 दस्तावेज़ों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	2

बिड विवरण/Bid Details	
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	2
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	Plain Copier Paper (V3) ISI Marked to IS 14490
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 20 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- 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

Plain Copier Paper (V3) ISI Marked To IS 14490 (100 ream)

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 (Allowed Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	80 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (100 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper Brand & Model	Brands: Preferred Trident (Mychoice/ Spectra) or K-One (K-One) or Tarang (Ruchira) or Bilt (Bilt) or JK (Ecocanvas) or any other reputed brand/make which is easily available in the market (including in Chandigarh for checking sample (s) by the buyer, if it is other than preferred brands).
Mentioning of Make/ model in bidding document by bidder	The bidder must clearly mention Brand (s) (Models) [one or more] of paper to be supplied on award of contract in Additional Doc-2. Based upon this information, Institute will check paper quality (other than preferred brands) from market, and based upon findings will qualify/disqualify the bidder. Institute may ask or not ask for this information at later stage, if not provided.
i). GSM, ii). Size. iii). No. of Sheets in a Ream and iv). Colour of paper	i). GSM = 75 gsm to 80 gsm, ii). Size = A 4 Size, iii). No. of sheets = 500 sheets and iv). Colour : 4 different colours viz. yellow, blue, green and pink

Specification Parameter Name	Bid Requirement (Allowed Values)
Action against the bidder in case of failing to supply the item after the award of contract	Bidder carefully read the bid before participating. In case, fails to fulfill its commitment after the award of contract than MGSIPA will take up the matter with GeM for its suspension/debarment on GeM along with blacklisting it for such time period as deemed appropriate by its authorities from MGSIPA's future procurements.
Contact person for clarification	Mr. Kulbir Singh, 9876296250

* 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	डिलीवरी के दिन/Delivery Days
1	Kulbir Singh	160019, Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26 Chandigarh	100	40

Plain Copier Paper (V3) ISI Marked To IS 14490 (50 ream)

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 (Allowed Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	100 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (50 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper Brand & Model	Brands: Preferred Trident (Mychoice/ Spectra) or K-One (K-One) or Bilt (Bilt) or JK (Cedar) or any other reputed brand/make which is easily available in the market (including in Chandigarh for checking sample (s) by the buyer, if it is other than preferred brands).

Specification Parameter Name	Bid Requirement (Allowed Values)
Mentioning of Make/ model in bidding document by bidder	The bidder must clearly mention Brand (s) (Models) [one or more] of paper to be supplied on award of contract in Additional Doc-2. Based upon this information, Institute will check paper quality (other than preferred brands) from market, and based upon findings will qualify/disqualify the bidder. Institute may ask or not ask for this information at later stage, if not provided.
i). GSM, ii). Size. iii). No. of Sheets in a Ream	i). GSM = 100 gsm, ii). Size = A 4 Size, iii). No. of sheets = 500 sheets
Action against the bidder in case of failing to supply the item after the award of contract	Bidder carefully read the bid before participating. In case, fails to fulfill its commitment after the award of contract than MGSIPA will take up the matter with GeM for its suspension/debarment on GeM along with blacklisting it for such time period as deemed appropriate by its authorities from MGSIPA's future procurements.
Contact person for clarification	Mr. Kulbir Singh, 9876296250

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

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

क्र.सं./S.N o.	परिषदी/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Kulbir Singh	160019, Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26 Chandigarh	50	40

Plain Copier Paper (V3) ISI Marked To IS 14490 (400 ream)

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 (Allowed Values)
STANDARDS	Paper Size	Legal size
	Grammage (GSM) of the Paper	70 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (400 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper Brand and Model	Brands: Preferred Trident (Mychoice/ Spectra) or K-One (K-One) or Bilt (Bilt) or TNPL (TNPL) or JK (Red) or any other reputed brand/make which is easily available in the market (including in Chandigarh for checking sample (s) by the buyer, if it is other than preferred brands).
Mentioning of Make/ model in bidding document by bidder	The bidder must clearly mention Brand (s) (Models) [one or more] of paper to be supplied on award of contract in Additional Doc-2. Based upon this information, Institute will check paper quality (other than preferred brands) from market, and based upon findings will qualify/disqualify the bidder. Institute may ask or not ask for this information at later stage, if not provided.
i). GSM, ii). Size. iii). No. of Sheets in a Ream	i). GSM = 70 gsm, ii). Size = Legal (F/s) Size, iii). No. of sheets = 500 sheets
Action against the bidder in case of failing to supply the item after the award of contract	Bidder carefully read the bid before participating. In case, fails to fulfill its commitment after the award of contract than MGSIPA will take up the matter with GeM for its suspension/debarment on GeM along with blacklisting it for such time period as deemed appropriate by its authorities from MGSIPA's future procurements.
Contact person for clarification	Mr. Kulbir Singh, 9876296250

* 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	डिलीवरी के दिन/Delivery Days
1	Kulbir Singh	160019,Mahatma Gandhi State Institute of Public Administration, Punjab,Sector 26 Chandigarh	400	40

Plain Copier Paper (V3) ISI Marked To IS 14490 (920 ream)

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 (Allowed Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	70 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (920 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper Brand, Model and Size	Brands: Preferred Trident (Mychoice/ Spectra) or K-One (K-One) or Bilt (Bilt) or TNPL (TNPL) or JK (Red) or any other reputed brand/make which is easily available in the market (including in Chandigarh for checking sample (s) by the buyer, if it is other than preferred brands).
Mentioning of Make/ model in bidding document by bidder	The bidder must clearly mention Brand (s) (Models) [one or more] of paper to be supplied on award of contract in Additional Doc-2. Based upon this information, Institute will check paper quality (other than preferred brands) from market, and based upon findings will qualify/disqualify the bidder. Institute may ask or not ask for this information at later stage, if not provided.
i). GSM, ii). Size. iii). No. of Sheets in a Ream	i). GSM = 70 gsm, ii). Size = A 4 Size, iii). No. of sheets = 500 sheets
Action against the bidder in case of failing to supply the item after the award of contract	Bidder carefully read the bid before participating. In case, fails to fulfill its commitment after the award of contract than MGSIPA will take up the matter with GeM for its suspension/debarment on GeM along with blacklisting it for such time period as deemed appropriate by its authorities from MGSIPA's future procurements.
Contact person for clarification	Mr. Kulbir Singh, 9876296250

* 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	डिलीवरी के दिन/Delivery Days
1	Kulbir Singh	160019,Mahatma Gandhi State Institute of Public Administration, Punjab,Sector 26 Chandigarh	920	40

Special terms and conditions-Version:3 effective from 10-03-2026 for category Plain Copier Paper (V3) ISI Marked to IS 14490**1. Catalogue Image Upload Guidelines**

Product catalogue Images uploaded should carry the following informations:

1. Should have original product image.
2. Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L), Net weight of the Ream, GSM etc.
3. Should have the ISI Mark label on the wrapping cover

क्रता 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. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

BUYER ADDED BID SPECIFIC ATC

1. Additional Doc -1 (Requested in ATC)

The Bidder has to give '**Self-Undertaking**' on its letter head/ plain paper duly signed with firm stamp for :

- 1).** Acceptance of all the Terms and Conditions (including buyer added specifications/parameters etc.) of the bid, and
- 2).** on the date of submission of bid, Bidder is not blacklisted (or debarred/suspended on GeM) during the last 1 year by any organization (Government, Public, Private etc.) in India.

NOTE: In case, at any stage, it was found by the Institute that the bidder has provided wrong information/ false documents or fails to fulfil the allotted work, Institute reserves the right to confiscate the EMD and blacklist the bidder (along with suspension/debarment on GeM) for such time as Institute's competent authority decides.

2. Additional Doc -2 (Requested in ATC)

The bidder must clearly mention Brand (s) (Models) [one or more] of paper for all 4 categories of paper to be supplied on award of contract in Additional Doc-2.

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---