

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-09-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-09-2026 13:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Kerala
विभाग का नाम/Department Name	Official Portal Of State Government
संगठन का नाम/Organisation Name	Official Portal Of Kerala Government
कार्यालय का नाम/Office Name	Kottarakkara Municipality
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :kottarakkara-mp@kerala.gov.in Buyer Email id: cmogahkottarakkara@gmail.com
कुल मात्रा/Total Quantity	2
वस्तु श्रेणी /Item Category	Entry and Mid Level Laptop - Notebook (Q2) , A4 Printer (MFP) (Q2)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover (in ATC),OEM Authorization Certificate,OEM Annual License (Requested in ATC),Compliance of BoQ specifications *In case any bidder is seeking exemption from submitting the supporting documents to prove his eligibility, the same should 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 request during the tender/bid process will also be displayed to all bidders logged 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

बिड विवरण/Bid Details

विगत प्रदर्शन /Past Performance	80 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Entry and Mid Level Laptop - Notebook
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
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. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar 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. In case of bunch bids, the category related to primary product having highest order quantity should be submitted.

Entry And Mid Level Laptop - Notebook (1 pieces)

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	Entry Level
	Processor Number	AMD Ryzen 3 5425U, Intel Core i3 - 1215U
Operating System	Operating System (Factory Pre-Loaded)	Window 11 Professional
Memory	RAM Size (GB)	16.0 Or higher
Display	Display Size (in cm) - Diagonal	35.56 to 38.09 (14 In to 14.99 In)
Storage	Capacity of Storage Drive (in GB)	512, 1024, 2048 Or higher

Additional Specification Parameters - Entry And Mid Level Laptop - Notebook (1 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Processor	Intel Core i3
RAM Size	8GB
Warranty	3 years onsite warranty

* 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	Kumari Rajani D V	691505, Govt Ayurveda Hospital, Kottarakkara Thamarassery Junction, Neeleswaram P O	1	30

A4 And Legal Size Multifunction Printer (MFP) (1 pieces)

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 F Print, Scan and Copy with Power Cord/Adapter cable

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement
	Printing Technology	Inkjet
	Type of Printing	Monochrome (Black), 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	Not Applicable, 1 to 4, 5 to 9, 10 to 14, 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)	Platen, Automatic Document Feeders (AD 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) (1 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Connectivity	USB Port, Ethernet Port, Wi-Fi

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

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि
1	Kumari Rajani D V	691505,Govt Ayurveda Hospital,Kottarakkara Thamarassery Junction, Neeleswaram P O	1	15

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डि

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

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 Buyer Added ATCs, any technical parameter, allowed value, particular processor manufacturer or other requirement which restricts or overrides the Model Technical Specifications. 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 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 Operating System is offered, no specific partner status or authorisation of the Operating System publisher/provider shall be mandated.
5	Operating System - Licensing	Where Microsoft Windows is supplied, it shall be a genuine, legally licensed edition/version declared in the catalogue, and the license shall be obtained through a licensing or distribution mechanism authorised by Microsoft. Where a third-party Operating System is supplied, it shall comply with the applicable licensing terms of the concerned Operating System publisher/provider, wherever licensing is applicable.
6	Operating System - Verification	Where Microsoft Windows is supplied pre-installed, the Buyer/Consignee shall ensure that the supplied Windows Operating System is genuine and duly activated by Microsoft. A valid digital licence or any other licensing mechanism provided by the concerned Operating System publisher/provider shall be acceptable. Where any other Operating System is supplied, verification of licence authenticity and/or activation status shall be required from the concerned Operating System publisher/provider provides a device-level verification mechanism. Where no such verification mechanism is provided, this requirement shall not apply.
7	Operating System - Applicability	The requirements relating specifically to Microsoft Windows licensing shall apply where Microsoft Windows forms part of the contracted contract. Where an Operating System other than Microsoft Windows is supplied, the applicability of the concerned Operating System publisher/provider shall be compliance with the applicable licensing terms of the concerned Operating System publisher/provider. Verification of licence authenticity and/or activation shall be required only where such requirement is specified by the concerned Operating System publisher/provider.
8	Operating System-specific Certification / Compatibility	Hardware compatibility certificate prescribed by a particular Operating System may be requested by buyers.
9	USB Port Declaration	Each physical USB port shall be declared only once under the highest USB version supported by that port. The same physical port shall not be counted under multiple generations/types merely because of backward compatibility. A technology higher-generation version of a prescribed USB/interface standard may be used if it exceeds the functionality and performance of the prescribed standard. This requirement shall not apply to Category requirements.
10	Warranty	The warranty applicable to the supplied device shall be as specified/specified in the resultant contract. The applicable warranty shall be verified through the website, OEM customer support facility or warranty certificate/tag provided by the supplier.

11	Acceptance of Supplies	Before acceptance and generation of CRAC, the Buyer/Consignee must ensure the supplied device conforms to the contracted specifications, configuration requirements and is free from apparent physical damage or defects. It must be new, unused and non-refurbished. The Buyer/Consignee may verify the device, accessories/documentation, installed operating system where applicable, serial 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, the Seller shall prescribe an appropriate contractual condition under ATCs (in case of ATCs) regarding retention of storage media such as HDDs/SSDs used in the device.
14	Configuration Alteration	The configuration supplied shall conform to the configuration offered in the contract and shall be supported/authorised by the OEM. The Seller shall not allow substitution of components which results in deviation from the contracted OEM warranty/support. The machine should be delivered to the Consignee in the approved configuration.

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

1.

Product Verification	At the time of delivery, the Seller shall provide the Original Equipment Manufacturer website link and serial number corresponding to the supplied product. The serial number shall be clearly indicated on the product. Buyer or Consignee shall be able to verify complete product details, including configuration, specifications, and warranty details on 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 on 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 the 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 in the catalogue. - If compatibility with an operating system version earlier than Latest-2 is required, the Seller shall specify the same under the "Additional Specification Parameter" section at the time of bid creation.

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% of the original quantity at the 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 the date of delivery order and in cases where option clause is exercised during the extended delivery period the addition shall be from the last date of extended delivery period. The additional delivery time shall be (Increased quantity ÷ Original 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 shall be 30 days. The Purchaser may extend this calculated delivery duration up to the original delivery period. Bidders must comply with these terms.

2. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceeding. Bidder to upload undertaking to this effect with bid.

3. **Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility. Reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Registered Office

OEM/Seller must have a registered office in Kerala. The bidder shall furnish a valid GST registration certificate registered office in Kerala.

2. Experience

The bidder must have relevant experience in the supply and installation of the items listed in this bid. Attach at least three work order copies showing similar supply and installation executed through the GeM portal, 24-25 & 25-26. The bidder/seller should have successfully supplied products of the same brand during the period. Submit supporting documents as proof of such supplies.

3. Service Centre

A functional service centre must be available in the consignee district.

- The bidder shall submit address proof of the service centre.
- The service centre should have qualified engineers for warranty support.

4. Product Validity

The bidder shall quote only products that are not obsolete and are current OEM models with active warranty services.

5. Documentation

Bidder's offer is liable to be rejected if they fail to upload any of the required certificates/documents mentioned in the ATC.

6. Certification

Both the Vendor and OEM must be ISO-certified. Attach relevant ISO certificates.

7. OEM Warranty & Support

The OEM warranty certificate must be submitted by the successful bidder at the time of delivery.

- The seller shall guarantee rectification/replacement during the warranty period.
- The seller must have a well-established installation, commissioning, training, and service network in India for the product.

8. Self-Certification

The seller must upload a self-certification confirming adherence to all clauses mentioned in this ATC.

9. Buyer's Rights

The buyer reserves the right to accept or reject any bid based on the market survey or technical evaluation of the bid.

10. Experience on GeM

The bidder must have a minimum of 7 years' experience on the GeM platform (attach documentary proof).

11. OEM Authorization

The bidder should be either an Original Equipment Manufacturer (OEM) or an authorized partner of the proposed OEM. The OEM Authorization Form (MAF), specific to this tender and issued by the respective OEM, should be submitted along with the bid.

12. Pricing

The quoted price must be all-inclusive of supply, installation, and basic configuration charges.

13. Compliance with Specifications

The specifications mentioned in the tender represent the minimum essential requirements. The bidder must ensure that the product meets all the specifications and attach product datasheets for verification.

14. Declaration

The bidder shall submit a self-declaration on company letterhead stating that the firm has not been blacklisted or debarred from doing business with the Government of India or any of its organizations during the past five years.

15. Star Rating

The bidder must have a minimum of 4-star (LBL) final GeM seller rating. Attach a screenshot as proof.

16. Business Volume

The bidder must have achieved a minimum business of ₹10 Crore or above on GeM. Attach supporting proof for the same in the form of a turnover summary.

17. Demonstration

After technical evaluation, the bidder shall provide an onsite demonstration of the offered product at the buyer's premises.

18. Turnover

The bidder shall submit CA-certified turnover details for the last three financial years (FY 2023-24, FY 2024-25) to demonstrate financial capability and business performance.

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 complaint against the Buyer organization shall be entertained. If any clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null and void. The Buyer reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation to the bidder.

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ bids are for a major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Source Procurement Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension is not in line with the GeM rules.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted with the bid) 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 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 GTC.
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 to the main item, 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.

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 respond.

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 notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948; The Industrial Disputes Act, 1947; The Payment of Bonus Act, 1965; The Equal Remuneration Act, 1976; The Payment of Gratuity Act, 1972; 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 other 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 for 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 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 which shares a land border with India, shall 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---
