



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6163901
Dated/दिनांक : 06-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-05-2025 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-05-2025 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Lic - Life Insurance Corporation Of India
Office Name/कार्यालय का नाम	Jammu
क्रेता ईमेल/Buyer Email	buycon4.lic.jammu@gembuyer.in
Total Quantity/कुल मात्रा	2705
Item Category/मद केटेगरी	Computer Paper (V3) Conforming to IS 12766 (Q4)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	1 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Past Performance/विगत प्रदर्शन	80 %
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी	Yes
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Estimated Bid Value/अनुमानित बिड मूल्य	270500
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	IDBI Bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	6

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

Beneficiary/लाभार्थी :

DO CELL JAMMU
LIC OF INDIA JEEVAN JYOTI BUILDING 18-A RAIL HEAD COMPLEX JAMMU-180012
(Lic Of India)

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

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

3. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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

6. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

Computer Paper (V3) Conforming To IS 12766 (2705 kilogram)

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

Technical Specifications/तकनीकी विशिष्टियाँ

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

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
STANDARDS	GSM of the Computer Paper	70 gsm
	Dimension (W X L) of the Paper (In mm) - Tolerance as per IS: 1064	255 X 305
	Computer Paper Parts	1 Part
	Multipart in Computer Paper	Without Carbon (Applicable for 1 Part only)
	Colour of the Computer Paper	Natural White Colour
	Printing on Computer Paper	As per Buyer Requirement

Additional Specification Parameters - Computer Paper (V3) Conforming To IS 12766 (2705 kilogram)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper should be A Grade Mill	Paper should be A Grade Mill

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

Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	100%

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

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Hira Lal Raina	180012,LIC OF INDIA JEEVAN JYOTI BUILDING 18-A Rail Head Complex JAMMU	2705	30

**Special terms and conditions-Version:3 effective from 25-04-2025 for category Computer Paper (V3)
Conforming to IS 12766**

1. **Note to Sellers** : Sellers must declare their catalog price for 1 Kg of Computer Paper.
2. **Paper Parts in Computer - For reference to Buyers and Sellers**

1 Part	1 Sheet
2 Part	(1 + 1) = 1 Original + 1 Copy
3 Part	(1 + 2) = 1 Original + 2 Copies
4 Part	(1 + 3) = 1 Original + 3 Copies

Note to Buyer and Seller:

The unit of measurement in this category is “Kilogram”. Accordingly, buyer is required to mention its quantity in "Kilogram" only while placing the order under this category. The quantity so ordered will be supplied by the seller in pack size as mentioned in clause 5.1 of governing IS 12766 which is reproduced in table below for ready reference.

- 1 Part Unit folds of 1000 sheets
- 2 Parts Unit folds of 500 (1000 Sheets with 500 carbons)
- 3 Parts Unit folds of 250, (750 sheets with 500 carbons)
- 4 Parts Unit folds of 250, (1000 sheets with 750 carbons)

Further to the above, if any buyer desires to buy in roll forms as per the clause 3.1 of the governing IS 12766, the buyer has to create the Bid and at the time of creating the bid the requirement of the rolls to be specified along with the dimensions.

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:12766 such as Number of parts, GSM, Size etc
3. Sould carry the ISI Mark, ECO mark on the package wherever applicable.

1. **ISI Mark:**The product may also carry an ISI Mark/Standard Mark as per the BIS standard governing this category. As such Buyers may also opt for ISI marked product while creating BID. In such cases buyer shall verify valid BIS License for the same at the time of evaluation of BID and check ISI marking at the time of receipt of material before issuing CRAC.

2. **ECO-Mark:** Eco Mark is applicable as per G.S.R. 85(E) dated 21st February 1991 (Annexure - I) for this category. As such Buyers may also opt for eco mark labelled product while creating Bid. In such cases buyer shall verify Eco mark label at the time of evaluation of BID/receipt of material before issuing CRAC.

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Buyer Added Bid Specific ATC Buyer Added text based ATC clauses

1) Paper supplied shall be of A Grade Mill. Buyer shall declare that he will supply the paper of A Grade Mill.

2) Unloading charges at our godown shall be paid by the successful bidder at the time of delivery addressed at: **LIC of India Jeevan Jyoti Building 18 A Rail Head Complex Jammu-180012**

3) Supplied Computer paper shall have numbering over it along with Name of vendor, weight of the paper and month/year of printing.

4) For **Technical Evaluation**, Vendor is required to upload following documents:

a) Chartered Accountant Certified Proof of Annual Turnover for **FY 2021-22, 2022- 23 & 2023-24** in support of condition for minimum average annual turnover of 1 Lakhs in the mentioned financial Years.

b) Copies of Work order/contracts/experience certificates executed **FY 2022-23, 2023- 24 & 2024-25** in support of condition specified in Bid Document for Years of Past Experience which states as "The Bidder should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the financial year."

c) Copies of Work orders executed in **FY 2022-23, 2023- 24 & 2024-25** in support of condition specified in Bid Condition for Past Experience of Similar Services which states as "The bidder must have successfully executed/completed similar Services over the last three years i.e. Three similar completed services costing not less than the amount equal to **40** percent of the estimated cost(i.e. **1.08 Lakhs**); or Two similar completed services costing not less than the amount equal to **50** percent of the estimated cost(i.e. **1.35 Lakhs**); or One similar completed service costing not less than the amount equal to **80** percent of the estimated cost(i.e. **2.16 Lakhs**)." and supplied to any Central / State Govt Organization / PSU / Public Listed Company.

d)) A **self-declaration** on the letter head of bidder must be submitted by the bidder that Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) should not have been banned or suspended or black listed by a

ny Government /Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent.

The declaration to be submitted shall be dated during the bidding period i.e. the declaration should have been signed after the date of publishing of the bid. The declarations signed before the date of publishing the bid shall not be considered for technical evaluation.

5) After award of contract, successful bidder shall submit the soft copies of paper for Proof Reading within 7 Days after the art work provided to the bidder and delivery period of one month shall start once proof is approved by the office.

6) Successful bidder is required to make entire supply ordered by LIC of India Srinagar Division within stipulated time of one month or as mentioned in the order and in case the firm fails to supply the goods/items within the time limit/or not as per the required specifications penalty @ as given below will be calculated and deducted from the invoice without any intimation.

7) In terms of provisions of Section 33 (3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents / statements / information / as may be required by IRDAI within such time as may be specified by the IRDAI.

8) Successful Bidder shall ensure the weight of the supplied paper per packet should not be less than **5.41 Kg** (Excluding Wrapping/Packaging sheet). For any deviation in this regard, penalty as per **point no. 9** below will be imposed on the bidder.

9) Penalty Clause

Supply Received late and Penalty to be imposed		Supply received with less Dimensions/varied specifications and other variations and penalty to be imposed thereon	
Within 30 days	Nil	Up to 2 %	Nil-
Beyond 30 days up to 45 days	1% of Supply Order	Up to 3 %	Proportionate Cost Deduction +Penalty @1% of Supply order
Beyond 45 days up to 60 days	2% of Supply Order	Up to 4 %	Proportionate Cost Deduction +Penalty @2% of Supply order
Beyond 60 days up to 75 days	3% of Supply Order	Up to 5 %	Proportionate Cost Deduction +Penalty @3% of Supply order
Goods received beyond 75 days / with 5% variation		Cancellation of supply order / Goods to be Re-supplied by the Vendor	

9) Any dispute arising out of the Contract / Agreement shall come under the jurisdiction of the Honorable Courts of **Jammu** only.

3. Scope of Supply

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

4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC OF INDIA
payable at
JAMMU

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 within 4 days of bid publication on GeM. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

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./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।

---Thank You/धन्यवाद---