

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-08-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-08-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.vnsgu.gj@gembuyer.in Buyer Email id: buycon5.vnsgu.surat@gembuyer.in
कुल मात्रा/Total Quantity	11000
वस्तु श्रेणी /Item Category	File/Folder (V3) (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	12 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	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	30 %
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	File/Folder (V3)
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 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	300000
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.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

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 eligibility criteria of "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 eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above 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" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. 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.

7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated 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 OEM 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.

8. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, 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 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

9. 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.

10. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 30% 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.

11. 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:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. 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
- v. 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

File/Folder (V3) (4000 pieces)

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)
GENERAL	File/Folder type with binding mechanism	Lever Arch Box File/Index File
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Size Compatibility	21 cm x 29.7 cm (A4)
	Cover Design	Printed
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	Blue

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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परिषेती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषेती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Mithaiwala Rajesh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	4000	15

File/Folder (V3) (3000 pieces)

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)
GENERAL	File/Folder type with binding mechanism	Cobra Spring File
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Size Compatibility	14.8 cm x 21 cm (A5)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Color of File/Folder	Green

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing 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	डिलीवरी के दिन/Delivery Days
1	Mithaiwala Rajesh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	3000	15

File/Folder (V3) (4000 pieces)

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)
GENERAL	File/Folder type with binding mechanism	File Cover
	Material of File/Folder	Cardboard / Duplex Board
	File/Folder Size Compatibility	14.8 cm x 21 cm (A5)
	Cover Design	Plain
	Number of pockets in a File/Folder	NA (In case of No pockets)
	Color of File/Folder	Blue

Additional Specification Parameters - File/Folder (V3) (4000 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Requirement	Lace file as per given image in ATC

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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परिषीती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परिषीती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Mithaiwala Rajesh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	4000	15

Special terms and conditions-Version:2 effective from 22-01-2025 for category File/Folder (V3)

1. Note to Buyers :-

For printing on the File/Folder as per Buyer's requirement - The buyer shall create the BID and mention the contents to be printed such as Logo, text etc. in the ATC.

Note to Sellers :-

- 1) Sellers must declare their catalog price for 1 standard Piece of File/Folder
- 2) The seller shall quote their price during bidding in accordance to the buyer's requirements as per the printing requirements of the buyer

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

1. Generic

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

2. 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

All the bidder first check the sample then after quote the price

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4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई 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---

PART – A SCOPE OF WORK (BOX FILE , SPRING FILE AND LACE FILE)

1. Objective

Veer Narmad South Gujarat University intends to engage a competent and experienced BOX FILE, SPRING FILE AND LACE FILE provider through Government e-Marketplace (GeM) for academic, administrative, and outreach purposes of the University.

2. Scope of Services

The successful bidder shall be responsible for **end-to-end execution** of the work, including but not limited to:

- Printing of materials strictly as per specifications given in **Appendix–A**
 - Binding, lamination, folding, punching, metal strip fixing, or any other finishing process as specified
 - Safe packing to avoid damage
 - Delivery of finished materials at locations specified by the University
-

3. Quality Assurance

- The University reserves the right to **inspect the materials used, and finished goods** at any stage.
 - Any item found not conforming to the approved specification or sample shall be liable for **rejection and replacement at the bidder's own cost.**
-

4. Quantity & Flexibility

- Quantities mentioned are **indicative** and may be increased or decreased by the University at the time of issuing the work order.
 - The bidder shall execute the work at the **same quoted rates**, irrespective of variation in quantities, as per GeM rules.
-

5. Packing & Delivery

- All items shall be packed in **moisture-proof, damage-resistant packaging**, suitable for handling and storage.
 - Delivery shall be made at the **University campus / designated locations**, within the stipulated time mentioned in the work order.
 - Short supply or damaged supply will not be accepted.
-

6. Compliance

- The work shall be governed by **GeM General Terms & Conditions**, applicable Service Level Agreement (SLA), and University-specific conditions.
 - In case of any discrepancy, the specifications provided in **Appendix–A** shall prevail.
-

7. Exclusions

- No deviation from the specifications given in Appendix–A shall be permitted without **prior written approval** of the University.
 - No additional charges beyond the quoted rates shall be entertained.
-

PART B – SERVICE LEVEL AGREEMENT

SECTION A: APPLICABILITY & ACCEPTANCE OF GeM CONDITIONS

1. Applicability of GeM Standard SLA

This contract shall be governed by the **Standard Service Level Agreement (SLA), General Terms & Conditions (GTC)**, and all other applicable provisions prescribed by the **Government e-Marketplace (GeM)**.

2. Unconditional Acceptance by Bidder

By submitting the bid on the GeM portal, the bidder **unconditionally accepts** and agrees to comply with:

- GeM General Terms & Conditions (GTC)
- GeM Standard SLA for printing services
- Delivery, quality, penalty, inspection, and payment mechanisms defined on GeM
- All applicable Government of India procurement rules, notifications, and instructions

3. Hierarchy of Documents

In case of any inconsistency or conflict between:

- GeM GTC / GeM SLA, and
- This Bid Document (including Scope of Work, SLA, or Appendices),

the provisions of GeM GTC and GeM SLA shall prevail, unless a specific deviation is expressly permitted by GeM and approved by the competent authority of the University.

4. Scope Reference to Appendix-A

The detailed technical specifications, quantities, formats, printing parameters, finishing requirements, and item-wise descriptions for the works covered under this bid are provided in **Appendix-A**.

This SLA Section shall apply **uniformly to all items** listed in Appendix-A.

5. Compliance with Statutory & Regulatory Requirements

The Service Provider shall comply with all applicable laws and regulations including but not limited to:

- General Financial Rules (GFR)
- GST laws and invoicing norms
- Labour, safety, and environmental regulations (where applicable)
- Any other statutory requirement relevant to printing, packaging, and delivery

6. GeM Acceptance & Payment Mechanism

- Payment shall be processed **only after successful delivery, inspection, and acceptance** by the Consignee through the GeM system.
- Generation of **Service Delivery / Acceptance Certificate (SDAC)** on GeM by the University is mandatory for payment release.

7. No Deviation Without Approval

Any deviation from GeM conditions or University-approved specifications shall be treated as **non-compliance** and may result in penalties, rejection of supply, or termination, as per GeM SLA.

SECTION B: VNSGU-SPECIFIC SLA CONDITIONS

In addition to the provisions of GeM General Terms & Conditions and Standard SLA, the following **University-specific Service Level conditions** shall apply to this contract and shall be binding on the successful bidder.

1. Mandatory Infrastructure & Human Resource Requirement

1.1 The bidder shall possess **adequate in-house printing infrastructure**, including but not limited to:

- Offset / approved printing machinery suitable for the items covered under this bid, and
- Necessary finishing facilities (binding, folding, lamination, trimming, etc.), either owned or through authorised arrangement as permitted under GeM.

2. Mandatory Design Support & Interaction

2.1 During execution of the work, the bidder shall ensure **active design support** to the University.

2.2 The designated designer shall be required to:

- Attend **on-campus meetings** at Veer Narmad South Gujarat University, Surat, **OR**
- Participate in **online meetings (video/virtual)**, as and when instructed by the University authorities.

2.3 Such meetings shall be conducted for:

- Understanding design requirements,
- Incorporating corrections / changes,

- Finalizing layouts prior to printing.

2.4 **Refusal, avoidance, or non-availability of the designer** during such interactions shall be treated as **breach of SLA**.

3. Design Revisions & Alterations

3.1 Being a **public University**, the content, layout, or design of publications may require changes due to:

- Academic decisions,
- Administrative approvals,
- Statutory or regulatory requirements.

3.2 Accordingly, the bidder **must accept and implement design changes without objection**, complaint, or additional financial demand.

3.3 The following number of revisions shall be allowed **without any extra cost**:

- **Up to Three (3)-times Major Design Changes**, and
- **Up to Two (2)-times Minor Design Changes**,

for **each printing item**, during the entire execution period.

3.4 Definition (for clarity):

- **Major Change:** Layout restructuring, section re-ordering, addition/deletion of blocks, major visual rework.
- **Minor Change:** Text corrections, alignment adjustments, logo placement, font size/style refinements.

3.5 No additional charges, claims, representations, or complaints shall be entertained for such permitted changes.

4. Prohibition on Misconduct & Unprofessional Behaviour

4.1 The bidder and its staff shall maintain **professional, courteous, and cooperative behaviour** with University officers, faculty members, and staff at all times.

4.2 Any instance of:

- Misbehaviour,
- Argumentative conduct,
- Refusal to follow instructions,

- Threatening or disrespectful communication,

shall be viewed seriously and may result in:

- Written warning,
 - Levy of penalties under SLA,
 - Rejection of work, or
 - Termination of contract, without prejudice to other remedies available to the University.
-

5. No Extra Charges for Design-Related Work

5.1 The quoted rates shall be deemed to be **inclusive of all design, layout, typesetting, and revision work** necessary to complete the printing job as per specifications.

5.2 The bidder shall **not raise any claim** for:

- Design effort,
 - Multiple revisions within permitted limits,
 - Meetings (physical or online),
 - File preparation or modification.
-

6. Editable Files & Ownership

6.1 The bidder shall hand over **editable source files** (InDesign / CorelDraw / Illustrator / equivalent) along with final print-ready PDFs after completion of work.

6.2 All designs, layouts, and creative material prepared under this contract shall be the **exclusive property of Veer Narmad South Gujarat University**.

7. Breach & Penalty

7.1 Failure to comply with any clause of this Section B shall constitute **SLA breach** and shall attract action as per:

- GeM SLA provisions, and
 - University's right to reject supply, impose penalties, or terminate the contract.
-

8. Applicability

8.1 These conditions shall apply to **all printing items** covered under this bid, as detailed in **Appendix-A**, and shall be read in conjunction with Part-A (Scope of Work) and Section-A of this SLA.

SECTION 3 – GENERAL TERMS & CONDITIONS

3.1 Governing Framework

This bid and the resulting contract shall be governed by:

- Government e-Marketplace (GeM) General Terms & Conditions (GTC),
- Applicable GeM Service Level Agreement (SLA),
- Relevant provisions of General Financial Rules (GFR), and
- The terms, conditions, specifications, and appendices of this Bid Document.

In case of any inconsistency, **GeM GTC/SLA shall prevail**, followed by this Bid Document.

3.2 Scope Reference & Non-Deviation

The scope of work shall be strictly limited to the items and specifications described in **Appendix–A** and the Scope of Work section.

- Any unauthorized deviation shall be treated as **non-compliance**, liable for rejection.
-

3.3 Rates, Taxes & Price Validity

- Rates quoted shall be **firm and inclusive** of all taxes and costs related to printing, revisions (within permitted limits), finishing, packing, handling, and delivery at university premises.
 - No escalation in rates shall be permitted during the validity of the contract, except as allowed under GeM provisions.
-

3.4 Quantity Variation

- Quantities mentioned in the bid are **indicative**.
 - The University reserves the right to increase or decrease quantities at the time of placing work orders.
 - The bidder shall supply the revised quantities at the **same quoted rates**, without condition.
-

3.5 Sample Approval & Proofing

- The bidder shall submit samples, print samples, and/or digital proofs whenever required by the University.
 - **Bulk printing shall commence only after written/sample approval.**
 - Printing without approval shall be at the bidder's own risk.
-

3.6 Inspection, Acceptance & Rejection

- The University reserves the right to inspect the work at any stage of production or after delivery.
 - Acceptance shall be subject to conformity with approved specifications and samples.
 - Items found defective, sub-standard, or non-compliant shall be **rejected and replaced at the bidder's cost** within the stipulated time.
-

3.7 Delivery & Risk

- Delivery shall be made strictly within the timelines specified in the work order.
 - All risks of loss or damage during printing, handling, and transportation shall rest with the bidder until final acceptance by the University.
-

3.8 Ownership of Artwork & Confidentiality

- The bidder shall maintain strict confidentiality and shall not reproduce, publish, or use such material for any purpose other than execution of this contract.
-

3.9 Sub-Contracting

- Sub-contracting, assignment, or transfer of the work, in part or whole, shall not be permitted without **prior written approval** of the University and as per GeM rules.
-

3.10 Conduct & Communication

- The bidder and its personnel shall maintain professional conduct while dealing with University officials and staff.
- All official communications shall be routed through authorized University representatives only.

3.11 Force Majeure

Neither party shall be liable for delay or failure due to causes beyond reasonable control, such as natural calamities, epidemics, war, or government restrictions.

The affected party shall notify the other party in writing within a reasonable time, with supporting evidence.

3.12 Right to Modify / Cancel

The University reserves the right to:

- Cancel the bid or terminate the contract at any stage as per GeM rules,
 - Reduce, split, or withdraw the scope of work without assigning reasons, and
 - Place partial work orders as per administrative requirement.
-

3.13 Dispute Resolution & Jurisdiction

- Any dispute shall be resolved as per GeM dispute resolution mechanism.
 - Subject to GeM provisions, courts at **Surat, Gujarat** shall have jurisdiction.
-

3.14 Acceptance of Terms

Submission of the bid shall be deemed as **unconditional acceptance** of all General Terms & Conditions, Scope of Work, SLA, and Appendices of this Bid Document.

PART C – PAYMENT TERMS

1. Governing Payment Framework

All payments under this contract shall be governed by:

- Government e-Marketplace (GeM) General Terms & Conditions (GTC),
- **Applicable GeM Service Level Agreement (SLA) for the category “Box file, Spring file and Lace file”,**
- Provisions of this Bid Document (including Part A, Part B, and Appendices).

In case of any inconsistency, **GeM GTC and the applicable GeM SLA shall prevail.**

2. Nature of Payment

2.1 Payment shall be made on a **post-delivery and post-acceptance basis only.**

2.2 **No advance payment** shall be admissible under this contract.

2.3 Payment shall be released **item-wise / work-order-wise**, as applicable.

3. Milestones for Payment Release

Payment shall be released only after completion of **all** of the following:

- Successful printing, finishing, packing, and delivery as per **Appendix–A**
 - Inspection and acceptance by the University
 - Generation of **Service Delivery / Acceptance Certificate (SDAC)** on the GeM portal
 - Submission of correct and complete tax invoice through GeM
-

4. Scope of Payment Coverage

The quoted rates shall be deemed to be **all-inclusive**, covering:

- Printing (including CMYK and colour variations as specified)
- Design support, typesetting, layout preparation, and permitted revisions
- Binding, lamination, folding, punching, metal strip fixing, or other finishing work
- Packing, handling, and delivery at University premises
- On-campus or online meetings with University officials, as required

- Submission of editable design/source files

No additional or separate payment shall be admissible for any of the above activities.

5. Taxes & Invoicing

5.1 GST shall be charged **as applicable** and indicated separately in the GeM invoice.

5.2 Invoices shall be raised strictly in accordance with:

- GeM invoicing procedures, and
- Applicable GST laws.

5.3 Incorrect or incomplete invoices shall be liable to rejection, and payment shall be delayed accordingly without liability on the University.

6. Penalties & Deductions

6.1 **All penalties, deductions, and liquidated damages applicable under this contract shall be levied strictly as per the GeM Service Level Agreement (SLA) applicable to the category “Box file, Spring file and lace file.”**

6.2 Penalties may be imposed for, but not limited to:

- Delay in delivery,
- Quality defects or non-conforming supply,
- Short supply,
- Failure to meet service obligations under SLA.

6.3 Any penalty imposed as per GeM SLA shall be **directly deducted** from the payable amount through the GeM system.

7. Payment Timeline

7.1 Payment shall be released strictly as per **GeM-defined timelines**, after SDAC generation.

7.2 The University shall not be responsible for payment delays attributable to:

- Non-compliance with specifications,
 - Delay in delivery,
 - Delay in submission of correct invoices,
 - Non-submission of editable files or required documents.
-

8. No Escalation & No Interest

8.1 Rates shall remain **firm** for the entire contract period.

8.2 No price escalation shall be permitted, except as allowed under GeM rules.

8.3 **No interest** shall be payable on delayed payments, if delay is due to bidder-related or procedural reasons.

9. Rejected or Partially Accepted Supply

9.1 Payment shall be released **only for accepted quantities**.

9.2 Payment for rejected items shall be released **only after replacement and acceptance**, at no extra cost.

10. Final Settlement

Acceptance of payment shall not absolve the bidder from:

- Liability for latent defects,
 - Obligations under SLA, or
 - Replacement responsibilities for defective items discovered subsequently.
-

11. Acceptance of Payment Terms

Submission of the bid shall be deemed as **unconditional acceptance** of all payment terms contained in this Part C.

PART C – PAYMENT TERMS

1. Governing Payment Framework

All payments under this contract shall be governed by:

- Government e-Marketplace (GeM) General Terms & Conditions (GTC),
- **Applicable GeM Service Level Agreement (SLA) for the category “Paper-Based Printing Services”**,
- Provisions of this Bid Document (including Part A, Part B, and Appendices).

In case of any inconsistency, **GeM GTC and the applicable GeM SLA shall prevail**.

2. Nature of Payment

2.1 Payment shall be made on a **post-delivery and post-acceptance basis only**.

2.2 **No advance payment** shall be admissible under this contract.

2.3 Payment shall be released **item-wise / work-order-wise**, as applicable.

3. Milestones for Payment Release

Payment shall be released only after completion of **all** of the following:

- Successful printing, finishing, packing, and delivery as per **Appendix–A**
 - Inspection and acceptance by the University
 - Generation of **Service Delivery / Acceptance Certificate (SDAC)** on the GeM portal
 - Submission of correct and complete tax invoice through GeM
-

4. Scope of Payment Coverage

The quoted rates shall be deemed to be **all-inclusive**, covering:

- Design support, typesetting, layout preparation, and permitted revisions
- Binding, lamination, folding, punching, metal strip fixing, or other finishing work
- Packing, handling, and delivery at University premises
- On-campus or online meetings with University officials, as required

5. Taxes & Invoicing

5.1 GST shall be charged **as applicable** and indicated separately in the GeM invoice.

5.2 Invoices shall be raised strictly in accordance with:

- GeM invoicing procedures, and
- Applicable GST laws.

5.3 Incorrect or incomplete invoices shall be liable to rejection, and payment shall be delayed accordingly without liability on the University.

6. Penalties & Deductions (IMPORTANT)

6.1 **All penalties, deductions, and liquidated damages applicable under this contract shall be levied strictly as per the GeM Service Level Agreement (SLA) applicable to the category “Box file, Spring file and lace file.”**

6.2 Penalties may be imposed for, but not limited to:

- Delay in delivery,
- Quality defects or non-conforming supply,
- Short supply,
- Failure to meet service obligations under SLA.

6.3 Any penalty imposed as per GeM SLA shall be **directly deducted** from the payable amount through the GeM system.

7. Payment Timeline

7.1 Payment shall be released strictly as per **GeM-defined timelines**, after SDAC generation.

7.2 The University shall not be responsible for payment delays attributable to:

- Non-compliance with specifications,
- Delay in delivery,
- Delay in submission of correct invoices,
- Non-submission of editable files or required documents.

8. No Escalation & No Interest

8.1 Rates shall remain **firm** for the entire contract period.

8.2 No price escalation shall be permitted, except as allowed under GeM rules.

8.3 **No interest** shall be payable on delayed payments, if delay is due to bidder-related or procedural reasons.

9. Rejected or Partially Accepted Supply

9.1 Payment shall be released **only for accepted quantities**.

9.2 Payment for rejected items shall be released **only after replacement and acceptance**, at no extra cost.

10. Final Settlement

Acceptance of payment shall not absolve the bidder from:

- Liability for latent defects,
 - Obligations under SLA, or
 - Replacement responsibilities for defective items discovered subsequently.
-

11. Acceptance of Payment Terms

Submission of the bid shall be deemed as **unconditional acceptance** of all payment terms contained in this Part C.

PART – D : MINIMUM ELIGIBILITY CRITERIA

A. GENERAL

The bidder shall submit the required **self-declarations, undertakings, and certificates** in the prescribed **Annexures**.

Eligibility shall be assessed strictly as per **GeM rules** and the conditions of this Bid Document.

1. Financial Turnover Declaration

Declaration of average annual turnover or exemption claim, as applicable, as per **ANNEXURE – I**, governed by prevailing **GeM provisions**.

2. Experience / Capability Declaration

Self-declaration confirming experience and/or capability in as per **ANNEXURE – II**.

3. Bidder Information & Unconditional Acceptance

Submission of bidder details with **unconditional acceptance** of:

- PART–A (Scope of Work)
- PART–B (SLA, including bid-specific conditions)
- PART–C (Payment Terms)
- Applicable **GeM SLA and GeM GTC**

as per **ANNEXURE – IV**.

5. Consolidated Self-Declaration

Declaration covering non-blacklisting, land-border compliance, GeM supplier classification, and authenticity of information, as per **ANNEXURE – V**.

6. Price Reasonability Certificate

Certificate confirming price reasonability and inclusiveness of all costs, as per **ANNEXURE – VI**.

7. Mandatory Design, DTP & Infrastructure Readiness Declaration

Submission of **mandatory declaration** confirming readiness to provide design/DTP support and access to printing infrastructure, as required under **PART-B (SLA)**, as per **ANNEXURE – VII**.

Non-submission of **ANNEXURE – VII** shall render the bid **non-responsive**.

B. GENERAL CONDITIONS

1. Submission of annexures does not automatically qualify the bidder.
 2. The University reserves the right to verify declarations submitted.
 3. Any false or misleading declaration shall result in rejection of the bid as per **GeM rules**.
-

Note

*Technical specifications are provided in **Appendix-A**.*

*Bid-specific service obligations are governed by **PART-B** and supported by **ANNEXURE-VII**.*

PART – E : BID SUBMISSION GUIDELINES

1. Mode of Submission

1.1 All bids shall be submitted **online only** through the **Government e-Marketplace (GeM) portal**.

1.2 **No physical (hard-copy) submission of any document is required** for this bid.

1.3 **Earnest Money Deposit (EMD)**, wherever applicable, shall be **submitted or claimed online only through GeM**, strictly as per GeM rules.

No Demand Draft (DD) or physical EMD submission shall be accepted.

1.4 All documents shall be uploaded **only under the appropriate GeM upload button**, in **clear, legible, searchable PDF format**, duly **signed and stamped** by the authorised signatory.

1.5 Incomplete, illegible, wrongly tagged, or missing documents may result in **rejection of the bid during technical evaluation**, as per GeM rules.

A. Physical (Hard-Copy) Submission

Not Applicable

No physical submission of documents or EMD is required for this bid.

B. Online Submission on GeM Portal

Sr. No.	Purpose	GeM Upload Button	Documents to be Uploaded
1	Financial Turnover	Button – Financial Capacity	Annexure–I (Turnover Declaration), MSME/Startup certificate (if applicable)
2	Experience / Capability	Button – Experience Documents	Annexure–II (Experience Declaration)
3	EMD / Exemption	Button – Compliance Documents	Annexure–III (EMD Declaration / Exemption, if applicable)
4	Bidder Information & Acceptance	Button – Additional Documents	Annexure–IV , PAN, GST Registration, Cancelled Cheque
5	Consolidated Self-Declaration	Button – Additional Documents	Annexure–V
6	Price Reasonability Certificate	Button – Additional Documents	Annexure–VI
7	Design, DTP & Infrastructure Readiness (Mandatory)	Button – Additional Documents	Annexure–VII

All above Annexures are mandatory unless specifically exempted under GeM provisions.

IMPORTANT NOTES FOR ANNEXURES & DOCUMENT SUBMISSION

1. All Annexures must be **completely filled, signed, stamped**, and **page-numbered**. Annexure numbering shall strictly match the Bid Document.
2. All uploaded documents shall be **self-attested** by the authorised signatory.
3. **No price or financial information** shall be mentioned in any Annexure or technical document.
Prices shall be quoted **only in the GeM BoQ / Financial Bid**.
4. All files must be uploaded in **clear, readable, searchable PDF format**.
5. Documents must be uploaded **only under the correct GeM upload button**.
Wrong tagging may lead to rejection.
6. **Unnecessary, promotional, or irrelevant documents shall not be uploaded**.
Only documents specifically asked for in this bid shall be considered.

7. Under experience criteria, bidders are advised to upload **only relevant and limited documents**, if any.

Excess or unrelated documents may be ignored during evaluation.

ANNEXURE - I
DECLARATION OF AVERAGE ANNUAL TURNOVER & EXEMPTION ELIGIBILITY

PART A – DECLARATION OF TURNOVER (Last Three Financial Years)

(fill even though you claim exemption)

We hereby declare that our average annual turnover for the last **three financial years** is as follows:

Financial Year	Annual Turnover (₹)
FY 2023–24	
FY 2024–25	
FY 2025–26	
Average turnover	
Required Turnover as per Bid	
Average turnover is as per Bid condition	YES/NO

Attachment required: Self-attested copy of CA-certified Turnover Certificate(s)

PART B – EXEMPTION FROM TURNOVER (IF APPLICABLE)

We seek exemption from the following requirement(s) under valid government policy Turnover Requirement

Basis of Exemption (select one & provide a valid certificate):

MSME-Udyam-Registered

NSIC Registered

DPIIT-Recognized Startup

Attachment required: Self attested copy of Valid MSME-Udyam / NSIC/ DPIIT Startup Certificate

Note: “Exemption from past experience, turnover or EMD shall be applicable only if the bidder’s MSME / NSIC / DPIIT Startup status is valid and reflected as ‘Verified/Active’ on the GeM portal at the time of bid submission. MSME / Startup registrations appearing as ‘Pending’, ‘Applied’, or under verification on the GeM portal shall not be considered for exemption at the bid evaluation stage. Committee verification shall be limited to verification of documents and shall not override GeM system status for the purpose of granting exemption.”

FINAL DECLARATION

I/We hereby declare that:

- ✓ All information provided is true and correct.
 - ✓ We understand that concealment/misrepresentation may lead to bid rejection.
 - ✓ We agree to submit any additional documents if required by VNSGU during evaluation.
-

Place: _____ **Date:** _____

Authorized Signatory (Name & Seal)

ANNEXURE – II
DECLARATION OF PAST WORK EXPERIENCE & EXEMPTION ELIGIBILITY

PART A – WORK EXPERIENCE DETAILS (LAST THREE FINANCIAL YEARS)

(Important Instructions to Bidders (Mandatory)):

1. Fill this even though you claim exemption.
2. **Maximum Three (03) Work Orders only** shall be listed.
Submission of more than three orders will result in the **evaluation of only the first three** in the order listed.
3. **Only completed works** shall be considered.
Ongoing, partial, trial, or AMC-only contracts shall **not** be treated as completed works.
4. **Eligible Clients:**
 - **Government / PSU / Autonomous Bodies / Universities** – all completed works are acceptable.
 - **Private Limited Companies** – only completed works of **Public or Private Limited Companies** shall be considered.
 - Works executed for proprietorships, partnership firms, individuals, societies, or NGOs **shall not be considered**.
5. **Do not attach unnecessary documents.**
Only the documents specifically mentioned below shall be uploaded. Any extra, irrelevant, or promotional documents may be ignored during evaluation.
6. **Mismatch or false information** between this Annexure and uploaded documents may lead to **bid rejection**.

Experience Details Table

Sr. No.	Client Name & Address	Organization type (Govt / PSU / Autonomous / University / Pvt. Ltd.)	Work Order No. & Date	Brief Description of Work / Service	Contract Value (₹)	Completion Proof Attached (Yes/No)
1						
2						
3						

For each work order mentioned above, attach:

- **Mandatory:** ✓ Copy of Work Order / Contract Agreement
- **AND any ONE (1) of the following:**
 - ✓ Completion / Performance Certificate issued by the client **OR**
 - ✓ Proof of payment (Bank advice / TDS certificate / payment confirmation) **OR**

✓ CARC (Consignee's Acceptance & Receipt Certificate) generated on GeM (if applicable)

PART B – DECLARATION OF EXPERIENCE ELIGIBILITY (AS PER BID CONDITIONS)

We hereby confirm that we satisfy the past experience eligibility criteria specified in the bid document by fulfilling **any one** of the following conditions:

Eligibility Condition	Tick (✓)
One completed work of value not less than 80% of the estimated bid value	☐ YES ☐ NO
Two completed works, each of value not less than 50% of the estimated bid value	☐ YES ☐ NO
Three completed works, each of value not less than 40% of the estimated bid value	☐ YES ☐ NO
We do NOT satisfy the above experience criteria and are claiming exemption , if permissible under the bid conditions and applicable Government / GeM procurement policies (supporting document attached)	☐ YES ☐ NO

PART C – DECLARATION FOR EXEMPTION (IF APPLICABLE)

We claim exemption from the **past experience requirement**, as permitted under applicable Government procurement policies, based on our status as:

☐ MSME (Udyam Registered), ☐ NSIC Registered, ☐ DPIIT-Recognized Startup

Attachment Required:

✓ Self-attested copy of valid MSME-Udyam / NSIC / DPIIT Startup Certificate

Note: "Exemption from past experience, turnover or EMD shall be applicable only if the bidder's MSME / NSIC / DPIIT Startup status is valid and reflected as 'Verified/Active' on the GeM portal at the time of bid submission. MSME / Startup registrations appearing as 'Pending', 'Applied', or under verification on the GeM portal shall not be considered for exemption at the bid evaluation stage. Committee verification shall be limited to verification of documents and shall not override GeM system status for the purpose of granting exemption."

FINAL DECLARATION

We hereby declare that:

- The information furnished above is **true, complete, and correct**.
 - Only eligible and completed works have been declared.
 - No misleading or false information has been submitted.
 - We understand that submission of incorrect information may result in **rejection of the bid, forfeiture of EMD, and other legal or contractual action** as deemed fit by the Procuring Authority.
-

Place: _____ Date: _____

Authorized Signatory (Name & Seal)

ANNEXURE – III BIDDER INFORMATION & ACCEPTANCE

A. BIDDER INFORMATION

Sr. No.	Particulars	Bidder's Response
1	Name of Firm / Company	
2	Legal Status (Proprietorship / Partnership / LLP / Pvt. Ltd. / Ltd. / Others)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Authorized Signatory – Name	
7	Designation	
8	Contact Number	
9	Email ID	
10	Website (if any)	

B. STATUTORY & REGISTRATION DETAILS

Sr. No.	Registration / License	Registration No.	Valid Up To	Copy Enclosed (Yes / No)
1	PAN			
2	GST Registration			
3	MSME / NSIC / DPIIT Startup (if applicable)			
4	Any Other (specify)			

C. BANK DETAILS (FOR PAYMENT PURPOSE)

Sr. No.	Details	Bidder's Response
1	Bank Name	
2	Branch	
3	Account Holder Name	
4	Account Number	
5	IFSC Code	

D. ESCALATION MATRIX (FOR OPERATIONAL / SUPPORT ISSUES)

Level	Name	Designation	Email ID	Contact No.	Response Time
Level – 1					
Level – 2					
Level – 3					

E. GENERAL ACCEPTANCE & UNDERTAKING

We hereby declare and confirm that:

1. We have **read, understood and accepted the Scope of Work** as specified in the bid document and appendices.
2. We have **read, understood and accepted the GeM General Terms & Conditions and applicable Service Level Agreement (SLA)** governing this bid.
3. We have **read, understood and accepted the Payment Terms** as specified in the bid document and on the GeM portal.
4. We agree to **execute a formal agreement / contract**, if required, and to comply with all terms and conditions of the bid.
5. We confirm compliance with all **applicable Central and State laws**, statutory requirements and procurement rules relevant to this bid.
6. We certify that **all information furnished by us is true, correct and complete** to the best of our knowledge.
7. We understand that submission of **false, misleading or incomplete information** may result in rejection of the bid, cancellation of award, or other action as per applicable rules.

Place: _____ Date: _____ **Authorized Signatory** Signature & Seal)

UPLOAD / ATTACHMENT INSTRUCTIONS

- Self-attested copy of **PAN Card**
 - Self-attested copy of **GST Registration Certificate**
 - **Cancelled Cheque** (for bank verification)
 - MSME / NSIC / DPIIT Startup certificate (if applicable)
-

ANNEXURE –IV CONSOLIDATED SELF-DECLARATION

I/We, the undersigned bidder, do hereby solemnly declare and affirm as under:

PART A – SELF-DECLARATION REGARDING NON-BLACKLISTING

1. I/We declare that our firm/company has **not been blacklisted, debarred, suspended, or banned** from participating in any procurement process by any **Central or State Government Department, Public Sector Undertaking (PSU), Autonomous Institution, University, or Government Agency (including Government e-Marketplace [GeM]) in India**, as on the date of bid submission.
 2. I/We further declare that **no criminal proceedings are pending** against the bidder or any of its **directors/partners / proprietors** which would affect our ability to participate in public procurement.
 3. I/We understand that if any part of this declaration is found to be **false or misleading at any stage**, the bid may be rejected or the contract may be terminated without any liability on the part of the Procuring Entity, in addition to any other action permissible under law.
-

PART B – SELF-DECLARATION REGARDING LAND BORDER SHARING COUNTRY

(Rule 144(xi) of GFR, 2017 as amended)

1. I/We hereby declare that:

We are not from a country which shares a land border with India, as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and subsequent amendments issued by the Government of India.

OR

We are from a country which shares a land border with India, and we are **registered with the Competent Authority** as notified by the Government of India. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed.

2. I/We understand that **misrepresentation or suppression of facts** under this declaration shall render the bid liable for rejection and may also lead to cancellation of contract, if awarded.
-

PART C – CLASS OF SUPPLIER & LOCAL CONTENT DECLARATION

(As per Gujarat State Procurement Policy, 2024)

1. Local Content Confirmation

I/We confirm that the **local content** in respect of the quoted item(s) / service(s) is _____ %, and accordingly we qualify as:

Class-I Gujarat MSE / Class-I Local Supplier

Class-II Gujarat MSE / Class-II Local Supplier

2. Eligibility for Purchase Preference

I/We hereby declare that we are eligible for **purchase preference**, wherever applicable, as per **Government of Gujarat Industries & Mines Department Resolution No. SPO-102021-188460-CH dated 14-03-2024**.

3. Compliance with Local Content Calculation

I/We confirm that the local content has been calculated strictly in accordance with the prescribed formula:

Local Content (%) = [(Sale Price – Value of Imported Content) × 100] ÷ Sale Price

Further, I/We confirm that **transportation, insurance, installation, commissioning, training, AMC/CMC, and after-sales services** have **not** been considered as local value addition.

4. Details of Local and Imported Content

Sr. No.	Item / Equipment Name	Local Content (%)	Location of Value Addition (State, India)	Imported Content (%) (incl. customs duties)
1				
2				

(Attach additional sheet if required)

5. Auditor Certification (Where Applicable)

For bids above ₹10 Crore, I/We confirm that a certificate from:

- Statutory Auditor / Cost Auditor (for Companies), **OR**
- Practicing Chartered Accountant / Cost Accountant (for others)

certifying the percentage of local content, **as per Annexure-II of the Gujarat State Procurement Policy, 2024**, has been enclosed.

6. Declaration of Integrity

I/We understand that any **false declaration** under this annexure shall be treated as a **breach of Code of Integrity** under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for a period of up to **two (02) years**, and/or
- Other legal actions as applicable.

FINAL DECLARATION

I/We hereby declare that **all information provided in this consolidated self-declaration is true, complete, and correct** to the best of our knowledge and belief, and nothing material has been concealed therefrom.

Place: _____ **Date:** _____ **Authorized Signatory** (Name, Signature & Seal)

ANNEXURE- V
Price Reasonability Certificate

To

The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Price Reasonability Certificate

Dear Sir/Madam,

We hereby certify that:

1. **The rates quoted in our bid are reasonable and justified**, based on prevailing market rates, product specifications, and associated services offered.
2. The offered price:
 - Is comparable to the price of similar goods/services supplied to other Government organizations, PSUs, or reputed private institutions.
 - Has not been increased for the current tender and is consistent with prices offered in other recent bids or supply orders.
3. We also confirm that **no lower price** has been quoted for the same product or service to any Government/PSU/Autonomous institution or any buyer on GeM in the last six months for comparable quantity and terms.
4. In the event of discovery of any lower quoted price for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including price reduction or disqualification.

We assure full cooperation and submission of supporting documents, invoices, or client POs if required by the audit or evaluation committee.

Sincerely,

Place: _____ Date: _____

Authorized Signatory (Name & Seal)

ANNEXURE – VI
MANDATORY DECLARATION FOR PRINTING INFRASTRUCTURE READINESS

1. Design & DTP Capability Declaration

The bidder hereby declares that it has the **capability and readiness** to provide when required by the University, for the items covered under this bid, including:

- Proof correction and alignment
 - Preparation of print-ready files
-

2. Availability for Design Interaction

The bidder undertakes that, during execution of work:

- A **design/DTP professional** shall be made available to interact with the University through
 - **On-campus meetings**, and/or
 - **Online / virtual meetings**,

as instructed by the University, throughout the execution period.

3. Design Modifications Without Extra Cost

The bidder acknowledges that, being a **public university**, design or content modifications may arise due to academic, administrative, or statutory requirements.

Accordingly, the bidder agrees to implement, **without any additional cost**:

- **Up to three (3) major design changes**, and
- **Up to two (2) minor design changes**,

for each printing item covered under this bid.

4. No Claim / No Objection Undertaking

The bidder undertakes that no additional charges, claims, objections, or complaints shall be raised for design changes carried out within the above limits, and such revisions shall be treated as part of normal execution of work.

5. Access to Printing & Finishing Infrastructure

The bidder declares that it has **own or authorized access** to adequate **printing and finishing infrastructure**, suitable for execution of the items covered under this bid, including printing, binding, lamination, folding, trimming, or allied processes, in compliance with GeM norms.

6. Ownership of Artwork

The bidder agrees that all designs, layouts, and editable source files prepared during execution of work shall remain the **exclusive property of Veer Narmad South Gujarat University**.

7. Binding Nature & Consequences

This declaration shall be **binding upon submission of bid**.

Any false declaration, refusal to comply, or failure to provide design support or infrastructure access when required shall be treated as **breach of SLA**, liable for action as per **GeM SLA and University provisions**, including rejection of supply or termination of contract.

Place: _____ Date: _____

Authorized Signatory (Name & Seal)

Appendix - A

Schedule 1 Box file

Sr.no	Specification	BID Requirement
1	File type	BOX FILE
2	Material of file	Cardboard / Duplex board
3	File size	A4 size



Schedule 2 Spring file

Sr.no	Specification	BID Requirement
1	File type	Spring FILE
2	Material of file	Cardboard / Duplex board
3	File size	FS SIZE



Schedule 3 Lace file

Sr.no	Specification	BID Requirement
1	File type	Lace FILE
2	Material of file	Cardboard / Duplex board
3	File size	FS SIZE



