

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	06-06-2026 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	06-06-2026 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
कुल मात्रा / Total Quantity	2130
वस्तु श्रेणी / Item Category	Plain Copier Paper (V3) ISI Marked to IS 14490 (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	2 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Past Performance, Bidder 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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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
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
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	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में है / Purchase Preference to MII sellers available upto price within L1+X%	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE 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. 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.

9. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority : Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25 % of total quantity as defined/ decided in relevant policy.

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

Plain Copier Paper (V3) ISI Marked To IS 14490 (2130 ream)

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

Bis Required	Yes
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तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	70 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Valvi Ravibhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	2130	15

Special terms and conditions-Version:3 effective from 10-03-2026 for category Plain Copier Paper (V3) ISI Marked to IS 14490

1. Catalogue Image Upload Guidelines

Product catalogue Images uploaded should carry the following informations:

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

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. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Exam section
University campus
Veer Narmad South Gujarat University
Udhna magdalla road
Surat
.

3. **Generic**

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

4. **Generic**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for 2 years 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 year. In case of bunch bids, the primary product having highest value should meet this criterion.

5. **Scope of Supply**

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

6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The successful bidder must first get the sample approved before proceeding with the complete supply and submission of all A4 paper.

7. **Buyer Added Bid Specific ATC**

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

8. **Past Project Experience**

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

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

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

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

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

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

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

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

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

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-

compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



GEM BID FOR PLAIN COPIER PAPER (V3) ISI MARKED TO IS 14490 (Q4)



BID Start Date	22/05/2026
BID end Date	06/06/2026
BID auto extended date if three bidder not participated	09/06/2026

VEER NARMAD SOUTH GUJARAT UNIVERSITY

Udhna Magdalla Road Surat, Gujarat 395007, www.vnsgu.ac.in

Part A: Scope of Work (Revised)

1. Objective

To procure and supply plain copier paper (A4 size, 70 GSM, ISI-marked to IS 14490 standard, Q4 category) for academic and administrative use at Veer Narmad South Gujarat University (VNSGU), Surat.

2. Supply Requirement

- Item: A4 size copier paper, 70 GSM.
- Quantity: 2130 reams (as per GeM bid).
- Paper must be ISI certified, suitable for photocopying and printing, smooth finish, uniform thickness, and free from jamming.

3. Quality & Testing

- Supplied paper must conform to IS 14490 (Q4) specifications.
- The **successful bidder** shall provide a **third-party NABL-accredited GSM/quality testing certificate** for the supplied lot, **if requested by VNSGU**.
- Any supply found substandard or not meeting specifications will be liable for rejection and replacement.

4. Delivery Timeline

- All supply must be completed within **15 days from the Purchase Order (PO)**.
- Delivery Location: VNSGU Central Store / Purchase Section, Surat.
- Paper must be supplied in **factory-sealed reams**, properly packed to avoid moisture or damage.
- Any damaged reams at the time of delivery will not be accepted.

5. Compliance

- Supplier must adhere to **GeM bid terms, Gujarat Procurement Policy (GPP) 2024**, and University ATC conditions.
- MSMEs and Startups shall be exempted from turnover, past experience, and EMD criteria as per GPP 2024.

Part B: Service Level Agreement (SLA)

[A] Applicability of GeM SLA

This contract shall be governed by the standard Service Level Agreement (SLA) defined under the relevant GeM category "*Plain Copier Paper (V3), ISI Marked to IS 14490, Q4*", which includes but is not limited to:

1. Supply of goods strictly as per GeM technical specifications.
 2. Timely delivery at consignee location as per PO.
 3. Compliance with quality parameters and rejection norms.
 4. Penalty/liquidated damages for delayed supply as per GeM GTC.
 5. Dispute resolution mechanisms as per GeM terms.
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[B] VNSGU-Specific SLA for A4 Copier Paper

1. Delivery Timeline

- Successful bidder must supply the entire quantity within **15 days from Purchase Order (PO)**.
- Any delay will attract penalty @ **0.5% per week of the order value**, subject to a maximum of 10%.

2. Quality & Testing

- Supplied paper must be ISI-marked and conform to **IS 14490 (Q4 category)** standards (70 GSM).
- Reams must be factory-sealed, clean, uniform in size, and free from defects (dust, curling, uneven cutting, jamming).
- The successful bidder shall provide a **third-party NABL-accredited GSM/quality testing certificate** for the supplied lot **if requested by VNSGU**.
- Non-compliant or defective stock must be replaced within **7 working days** at no cost.

4. Support & Compliance

- Vendor shall ensure smooth coordination for delivery, billing, and clarifications.

- In case of dispute over quality, University's Technical Committee decision shall be final.

5. **Dispute Resolution**

- Any disputes shall be referred to arbitration under the **Arbitration and Conciliation Act, 1996**, with a sole arbitrator appointed by VNSGU.
- The arbitration proceedings shall be held in Surat, Gujarat, in English.
- Jurisdiction for legal matters: Surat, Gujarat.
- Final authority: Hon. Vice Chancellor, VNSGU.

[C] General Conditions

1. **Force Majeure**

Neither party shall be liable for failure or delay in performance of obligations if such failure is caused by events beyond their reasonable control, including but not limited to natural disasters, strikes, acts of God, war, fire, epidemics, or government regulations. The affected party shall notify the other in writing within **7 calendar days** of such event.

2. **Right to Cancel / Termination**

- VNSGU reserves the right to cancel the bid or terminate the contract at any stage without assigning reasons, in accordance with GeM General Terms & Conditions.
- In case of breach of terms (delayed supply, non-compliance with quality, submission of false documents), the University may terminate the contract, forfeit EMD (if applicable), blacklist the supplier, and make alternate procurement at the supplier's cost.
- Termination for convenience: VNSGU may terminate the order at any stage by giving **15 days' written notice**.

3. **No Subletting / Assignment**

The supplier shall not assign, transfer, or subcontract the contract or any part thereof without prior written permission of the University. Unauthorized subletting shall lead to cancellation and forfeiture of security.

4. **Audit & Inspection**

- VNSGU or any authorized government agency shall have the right to inspect and verify the supplied paper at delivery or during use.

- If any consignment is found substandard, VNSGU may reject it and recover damages/penalties from the supplier.
- Supplier must maintain proper delivery and billing records, which may be audited by VNSGU or authorities.

5. **Confidentiality & Ethics**

- The supplier shall maintain strict confidentiality regarding University procurement information.
- Any attempt to influence tender process, submit fraudulent documents, or indulge in corrupt/malpractice shall result in disqualification and blacklisting.

6. **Compliance with Laws**

The supplier shall comply with all applicable Indian laws, rules, and statutory regulations, including **GeM General Terms, GFR 2017, and Gujarat Procurement Policy (GPP) 2024**.

7. **Indemnity**

The supplier shall indemnify and hold harmless VNSGU against any claims, damages, penalties, or liabilities arising from non-compliance, defective supplies, breach of contract, or violation of laws.

8. **Limitation of Liability**

Supplier's liability under this contract shall be limited to the contract value, except in cases of fraud, gross negligence, or deliberate quality compromise, where liability shall be unlimited.

9. **Governing Law & Jurisdiction**

This contract shall be governed by the laws of India.
Jurisdiction for all disputes shall lie exclusively with the competent courts at **Surat, Gujarat**.

10. **Rejection / Replacement Clause**

- University reserves right to **reject defective or non-standard supplies** (even after acceptance) and demand **replacement within 7 days**.
- Failure to replace shall permit VNSGU to recover costs from payment dues.

11. **Final Authority**

The **Hon. Vice Chancellor, VNSGU**, shall be the final authority on all administrative and contractual matters under this bid, subject to statutory and GeM provisions.

Part C: Payment Terms

1. No Advance Payment

No advance shall be paid under this contract.

2. Payment Release

- **100% payment** will be released after successful delivery, inspection, and acceptance of the entire supply at the University's Central Store.
- Payment shall be subject to consignee verification and certification of quality as per bid specifications.

3. Documents Required

Supplier shall submit the following along with the invoice:

- Tax Invoice (GST compliant).
- Signed delivery challan and consignee receipt.
- Any third-party quality certificate, if requested by VNSGU under SLA.

4. Deductions

- Penalties for delay or quality issues (as per SLA) shall be deducted directly from the payable amount.
- Statutory deductions (TDS, GST-TDS, etc.) shall apply as per law.

5. Mode of Payment

Payment shall be made by RTGS/NEFT transfer to the supplier's registered bank account after verification of documents.

Part D: Eligibility Criteria

The bidders participating in this tender must meet the following eligibility requirements. Non-compliance with any of these shall result in disqualification of the bid.

1. Legal Requirements

- 1.1 The bidder must be a legally registered entity in India, operating as a Proprietorship, Partnership Firm, LLP, or Company under the Companies Act, 2013.
 - 1.2 The bidder must have a valid **GST Registration Certificate** and **PAN Card**.
 - 1.3 Self-attested copies of GST and PAN must be uploaded under the *Certificates* section on GeM.
 - 1.4 Only Indian manufacturers, authorized distributors, or dealers are eligible to participate. Authorization from OEM may be required in case the bidder is not the manufacturer.
-

2. Financial Eligibility

- 2.1 The bidder must have achieved an **average annual turnover of at least ₹3 lakh** during the last three financial years (FY 2022–23, 2023–24, 2024–25).
 - 2.2 A **CA-certified turnover certificate** for the last three years must be uploaded under *Past Turnover* on GeM.
 - 2.3 **Exemption:** As per the provisions of **Gujarat Procurement Policy (GPP) 2024**, bidders registered as **MSMEs (Udyam Registration)** or **Startups (DPIIT recognized)** shall be exempt from the turnover requirement.
 - 2.4 MSME/Startup bidders must upload valid certificates for claiming exemption. Pending or applied registrations will not be accepted.
-

3. Experience Eligibility

- 3.1 The bidder should have successfully executed at least **one order of supply of copier paper / stationery items / printing paper** in the last three financial years.
- 3.2 Proof of past performance must be provided in the form of **Work Orders, Contract Agreements, Completion Certificates, CRAC (Consignee Receipt and Acceptance Certificate), or Payment Proofs**.
- 3.3 Such documents must be uploaded under *Past Experience* on GeM (maximum 5 documents).
- 3.4 **Exemption:** MSMEs and Startups shall be exempted from the requirement of past supply experience as per **GPP 2024**, subject to submission of valid certificates.

4. Mandatory Declarations

The bidder must upload the signed and stamped annexures given in PART E: Bid Submission Guidelines

5. General Conditions

5.1 Consortiums or Joint Ventures are **not permitted**.

5.2 Bidders must ensure compliance with **GeM General Terms & Conditions, GFR 2017, and GPP 2024**.

5.3 The bidder must not be under insolvency, liquidation, or winding-up proceedings.

5.4 All documents must be duly signed, stamped, and uploaded in PDF format on the GeM portal under the correct button/section.

5.5 Any misrepresentation or falsification of information shall lead to disqualification and may attract further legal action.

PART E: Bid Submission Guidelines

(For Uploading Annexures & Certificates on GeM Portal)

Important Instructions

1. **Strict Compliance Required** – All bidders must submit documents strictly as per the mapping provided in this guideline. Any deviation, such as uploading documents in the wrong section or incomplete submission, may lead to disqualification during technical evaluation.
2. **Only Required Documents** – Bidders are required to upload only the specified documents under each GeM portal button. Uploading unnecessary or irrelevant documents is strictly prohibited and may cause rejection or delay in evaluation.
3. **Sequence & Enclosures** – All annexures must be uploaded in signed, stamped, and properly numbered form. Wherever enclosures (e.g., CA certificates, Work Orders, Completion Certificates, MSME/Startup certificates, etc.) are required, they must be attached along with the relevant annexure.
4. **Exemption Claims** – Exemptions for EMD, turnover, or past experience shall be considered only if valid MSME/Startup status is already verified on GeM portal under **GPP 2024**. Pending or applied registrations will not be accepted.
5. **Physical Submission (if applicable)** – Where specified (e.g., original EMD DD), the physical copy must be submitted at the University's Purchase Section before the deadline, failing which the bid will be rejected.

Document Mapping for GeM Portal Upload

1. Past Turnover (GeM Button: “Past Turnover”)

- **Annexure I – Declaration of Average Annual Turnover and Exemption Eligibility**
- CA-Certified Turnover Certificate(s) for last three financial years (if applicable)
- MSME/Startup Exemption Declaration (if applicable)

2. Past Experience (GeM Button: “Past Experience”)

- **Annexure II – Declaration of Past Work Experience and Exemption Eligibility**

- Supporting Work Orders / Contract Agreements (maximum 5)
 - Completion Certificates / Payment Proofs / CARC (if applicable)
 - MSME/Startup Exemption Declaration (if applicable)
-

3. Certificates (GeM Button: “Certificates”)

(Only statutory and eligibility certificates; no annexures here)

- GST Registration Certificate
 - PAN Card
 - Udyam/MSME Registration Certificate (if applicable, for exemptions)
 - DPIIT Startup Recognition Certificate (if applicable, for exemptions)
 - Any other statutory certificate as per GFR 2017 / GPP 2024
-

4. ATC Document – 1 (GeM Button: “Documents Supporting ATC – 1”)

- **Annexure III – EMD Submission or Exemption Declaration**
 - Option A: Demand Draft copy (if submitted)
 - Option B: MSME/Startup exemption proof (only if GeM-verified under GPP 2024)
-

5. ATC Document – 2 (GeM Button: “Documents Supporting ATC – 2”)

All other annexures must be uploaded here:

- **Annexure IV – Technical Compliance Declaration** (acceptance of Scope of Work, SLA, Payment Terms, IS 14490 conformity, third-party test certificate undertaking)
 - **Annexure V – Bidder Information Form & Bank Details**
 - **Annexure VI – Local Content Declaration (MII + GPP 2024)**
 - **Annexure VII – Non-Blacklisting Declaration**
 - **Annexure VIII – Land Border Declaration (Rule 144(xi), GFR 2017)**
 - **Annexure IX – Price Reasonability Certificate (PRC)**
-

Annexure I
Declaration of Average Annual Turnover and Exemption Eligibility

To,
The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat

Subject: Declaration of Average Annual Turnover and MSME/Startup Exemption Eligibility

Sir,

In response to the GeM Bid No. _____ for the supply of **A4 size copier paper (70 GSM, IS 14490, Q4 category)**, I/We hereby submit the following declaration regarding **financial eligibility**:

Option A – Turnover Declaration

1. My/Our average annual turnover for the last three financial years is as follows:

Financial Year Annual Turnover (₹ in Lakhs) CA Certification Ref. No.

2022–23

2023–24

2024–25

Average Turnover (3 years): ₹ _____ Lakhs

- A **CA-certified Turnover Certificate** is attached herewith in support.
-

Option B – Exemption under GPP 2024

As per the provisions of the **Gujarat State Procurement Policy (GPP) 2024**, I/We claim exemption from the requirement of average annual turnover on the basis of valid registration:

- We are registered as **MSME (Udyam Registration Certificate attached)**
 - We are recognized as **Startup by DPIIT (Certificate attached)**
-

Declaration

- I/We hereby certify that the above information is true and correct.
- I/We understand that submission of false information shall make our bid liable for rejection and may attract legal/disciplinary action by the University.

Authorized Signatory (with seal):

Name: _____

Designation: _____

Firm/Company: _____

Date: _____

Place: _____

Annexure II
Declaration of Past Work Experience and Exemption Eligibility

To,
The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat

Subject: Declaration of Past Work Experience and MSME/Startup Exemption Eligibility

Sir,

In response to the GeM Bid No. _____ for the supply of **A4 size copier paper (70 GSM, IS 14490, Q4 category)**, I/We hereby submit the following declaration regarding **past work experience**:

Option A – Work Experience Declaration

1. I/We have successfully supplied similar goods in the last three financial years, as per details below: (maximum Five order only)

No	Client Name / Organization	Purchase Order No. & Date	Item Supplied	Order Value (₹ in Lakhs)	Completion Certificate / CRAC Ref.
1					
2					
3					
4					
5					

2. Copies of **Work Orders / Contract Agreements** and corresponding **Completion Certificates / CRAC / Payment Proofs** are attached herewith (maximum 5 contracts).

Option B – Exemption under GPP 2024

As per the provisions of the **Gujarat State Procurement Policy (GPP) 2024**, I/We claim exemption from the requirement of past work experience on the basis of valid registration:

- We are registered as **MSME (Udyam Registration Certificate attached)**
 - We are recognized as **Startup by DPIIT (Certificate attached)**
-

Declaration

- I/We hereby certify that the above information is true and correct.
 - I/We understand that submission of false information shall make our bid liable for rejection and may attract legal/disciplinary action by the University.
-

Authorized Signatory (with seal):

Name: _____

Designation: _____

Firm/Company: _____

Date: _____

Place: _____

Annexure III – EMD Submission or Exemption Declaration

(To be submitted on bidder's letterhead, signed and sealed by Authorized Signatory)

To

The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration for Submission of EMD via Demand Draft or Claiming Exemption under MSME/Startup Provisions

Option A – EMD Submission via Demand Draft

We hereby submit the Earnest Money Deposit (EMD) for the above-mentioned tender as per the details below:

Particulars	Details
Name of Bidder	[Enter Bidder Name]
DD Amount	[Enter EMD Amount]
DD Number	[Enter DD Number]
Date of Issue	[Enter DD Date]
Bank Name & Branch	[Enter Issuing Bank & Branch]
Payable To	Registrar, Veer Narmad South Gujarat University
Payable At	Surat – 395007

We confirm that:

- The DD has been issued by a Nationalized Bank.
- The DD has been drawn by or on behalf of the bidding firm/proprietor, as applicable, in accordance with bid requirements.
- The original DD has been submitted or dispatched to the University as per bid instructions.

To Be Submitted (Hard Copy): Original DD must be submitted before the deadline at Purchase Section, VNSGU, Surat – 395007

Sincerely,

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Option B – EMD Exemption Declaration (MSME/Startup as per GPP 2024)

We hereby declare that our organization is registered as a **Micro/Small Enterprise (MSME)** or a **Startup under DPIIT** provisions and is exempted from EMD submission as per GeM rules and the **Government Procurement Policy (GPP) 2024**.

Attached: Valid MSME/Udyam/DPIIT Certificate for verification.

We understand and acknowledge the following conditions:

- Only **GeM-verified and approved MSME/Startup status** will be considered valid for exemption.
- If our MSME/Startup status is shown as “pending” or “applied” on the GeM portal at the time of bid submission, exemption will **not** be granted.
- If valid exemption proof is not available in GeM at the time of bid opening, and EMD is also not submitted, our bid will be **summarily rejected/disqualified**.
- Submission of invalid or false exemption documents will lead to rejection of our bid and may attract legal consequences.

Sincerely,

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure IV
Technical Compliance Declaration

To,
The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat

Subject: Technical Compliance Declaration for Supply of A4 Copier Paper (70 GSM, IS 14490, Q4)

Sir,

In response to the GeM Bid No. _____ for the supply of **A4 size copier paper (70 GSM, IS 14490, Q4 category)**, I/We hereby confirm the following:

1. Compliance with Specifications

- The A4 copier paper offered by us fully complies with the requirements of **IS 14490 standards** and falls under **Q4 category** on GeM.
- Each ream supplied shall be **70 GSM, ISI-marked, factory-sealed, white copier paper** suitable for photocopying and printing.

2. Acceptance of Bid Conditions

- I/We accept the **Scope of Work (Part A), Service Level Agreement (Part B)**, and **Payment Terms (Part C)** as mentioned in the bid document.
- I/We undertake to deliver the entire supply within the stipulated **15 days** from the date of Purchase Order.

3. Quality Assurance

- I/We undertake that the supplied paper will be free from defects (dust, curl, uneven cutting, jamming issues).
- I/We agree to provide a **third-party NABL-accredited GSM/quality testing certificate** for the supplied lot, if requested by VNSGU.

4. Price Reasonability

- I/We certify that the quoted prices are fair, reasonable, and consistent with prevailing market rates and GeM pricing norms.
-

Declaration

I/We hereby declare that the above information is true and correct. Any deviation or false declaration will render our bid liable for rejection and may attract legal/disciplinary action by the University.

Authorized Signatory (with seal):

Name: _____

Designation: _____

Firm/Company: _____

Date: _____

Place: _____

Annexure V
Bidder Information Form & Bank Details

To,
The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat

Subject: Submission of Bidder Information & Bank Details

Sir,

In response to the GeM Bid No. _____ for the supply of **A4 size copier paper (70 GSM, IS 14490, Q4 category)**, I/We hereby furnish the following details:

A. Bidder Information

Particulars	Details
Name of Firm / Company	
Registered Address	
Branch / Office Address (if any)	
Year of Establishment	
Legal Status (Proprietorship/Partnership/LLP/Company)	
GST Registration No.	
PAN No.	
Contact Person Name	
Designation	
Mobile No.	
E-mail ID	

B. Bank Account Details

Particulars	Details
Name of Bank	
Branch Address	
Account Holder Name	
Bank Account No.	
IFSC Code	
Type of Account (Savings/Current)	

Declaration

- I/We hereby certify that the above information is true and correct.
 - I/We authorize VNSGU to make payment through electronic transfer (RTGS/NEFT) to the above account details.
 - Any changes in bank details will be promptly communicated in writing with supporting proof.
-

Authorized Signatory (with seal):

Name: _____

Designation: _____

Firm/Company: _____

Date: _____

Place: _____

Annexure VI : Class of Supplier Declaration

(To be submitted on the bidder's letterhead and duly signed by the authorized signatory)

We, M/s _____ (Name of Bidder), having our registered office at _____, hereby declare and confirm the following in compliance with the **Gujarat State Procurement Policy, 2024**:

Declaration

1 Local Content Confirmation

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

- Class-I Gujarat MSE / Class-I Local Supplier** (local content $\geq 50\%$)
 - Class-II Gujarat MSE / Class-II Local Supplier** (local content $\geq 20\%$ but $< 50\%$)
- (Tick whichever is applicable)*
-

2 Eligibility for Purchase Preference

As per GoG Industries and Mines Department Resolution No: **SPO-102021-188460-CH dated 14-03-2024**, we hereby claim eligibility for purchase preference under the Gujarat State Procurement Policy, 2024.

3 Compliance with Local Content Calculation

We confirm that:

Local content has been calculated as per the formula:

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

Transportation, insurance, installation, commissioning, training, and after-sales services like AMC/CMC 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 of India)	Imported Content (%) (incl. customs duties)
1				
2				

(Attach additional sheet if required)

5□. **Auditor Certification (if applicable):**

For bids **above ₹10 crore**, we have attached a certificate from our:

- **Statutory Auditor / Cost Auditor (for Companies)**
- **OR Practicing Chartered Accountant / Cost Accountant (for others)**
certifying the percentage of local content.

(Auditor's certificate format as per Gujarat State Procurement Policy Annexure II)

6□. **Declaration of Integrity**

We understand that any false declaration shall be considered a breach of the code of integrity under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for up to two years.
- Other legal actions as applicable.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure VII

Self-Declaration Regarding Non-Blacklisting

(To be printed on the bidder's letterhead and signed by the authorized signatory)

To

The Registrar

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

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

In reference to the bid titled “[Insert Bid Title]” issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby solemnly declare and affirm that:

1. **We have 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, or Government agency (including Government e-Marketplace [GeM]) in India, as on the date of bid submission.
2. We further declare that no criminal proceedings are pending against the bidder or any of its directors/partners that would affect our ability to participate in this procurement process.
3. We understand that if this declaration is found to be false or misleading at any stage, our bid may be summarily rejected, or the contract may be terminated without any liability on the part of the University.

Declaration

We hereby declare that the above information is true and correct to the best of our knowledge and belief.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure VIII

Self-Declaration Regarding Land Border Sharing Country

(To be printed on the bidder's letterhead and signed by the authorized signatory)

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

Subject: Declaration Regarding Compliance with Rule 144(xi) of General Financial Rules (GFR), 2017

Sir/Madam,

In reference to the bid titled “[Insert Bid Title]” issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under:

1. That I/we am/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 as amended by Government of India.

OR

2. That I/we am/are from a country which shares a land border with India, and I/we have been registered with the Competent Authority as defined in the said Rule. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed herewith.

Please tick as applicable:

- Not from a country sharing land border with India
- From a country sharing land border with India and registered with Competent Authority (Registration Certificate attached)

Declaration

We hereby certify that the above information is true and complete to the best of our knowledge and belief. We understand that any misrepresentation may result in rejection of our bid or cancellation of the contract.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure IX Price Reasonability Certificate

(To be submitted on the bidder's letterhead, duly signed and sealed)

To

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

Subject: Price Reasonability Certificate for [Name of Product/Item Category] under Bid No. _____

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,

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory
