

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 22-05-2025 17:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 22-05-2025 17:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 180 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Gujarat |
| Department Name/विभाग का नाम | Finance Department Gujarat |
| Organisation Name/संगठन का नाम | Under Secretary Estt |
| Office Name/कार्यालय का नाम | Finance Dept |
| क्रेता ईमेल/Buyer Email | buycon3.fdg.gj@gembuyer.in |
| Item Category/मद केटेगरी | Annual Maintenance Service - Desktops, Laptops and Peripherals - Printer (Monochrome , Laser , Composite Cartridge) ; hp , Annual Maintenance Service - Desktops, Laptops and Peripherals - Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid range); hp |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 1 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s) |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| Bid Details/बिड विवरण | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | Yes |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | Yes |
| RA Qualification Rule | H1-Highest Priced Bid Elimination |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|------------------------------------------------------------------------|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 5.00 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 14 |

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

Beneficiary/लाभार्थी :

Under Secretary

Finance Department PBG in favor of "Under Secretary, Finance Department, Gandhinagar" (Under Secretary)

()

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|-------------------------------------------|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|-------------------------------------------|----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. 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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Asset Details and its Distribution across the consignee /user locations:[1745228859.pdf](#)

Annual Maintenance Service - Desktops, Laptops And Peripherals - Printer (Monochrome , Laser , Composite Cartridge); Hp (61)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|------------------------------------------------|-----------------------------------------------------|
| Core | |
| Type of Asset | Printer (Monochrome , Laser , Composite Cartridge) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP |
| Periodicity of Preventive Maintenance Services | Quarterly |
| Onsite Service Engineers Requirement | NONE |

| Specification | Values |
|---------------------------------------------------------------------------------------------------|-----------|
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive |
| Addon(s)/एडऑन | |
| Requirement of Resident Engineer | No |
| Requirement of Technicians | No |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|----------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1 | Padhiyar Naynaben Mahavirsinh | 382010,4/9, Finance Department , New Sachivalaya , Gandhinagar | 61 | <ul style="list-style-type: none"> Number of Resident engineers : 0 Number of technicians : 0 |

Annual Maintenance Service - Desktops, Laptops And Peripherals - Printer (Monochrome , Laser , Composite Cartridge); Hp (50)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Core | |
| Type of Asset | Printer (Monochrome , Laser , Composite Cartridge) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP |
| Periodicity of Preventive Maintenance Services | Quarterly |
| Onsite Service Engineers Requirement | NONE |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive |
| Addon(s)/एडऑन | |
| Requirement of Resident Engineer | No |
| Requirement of Technicians | No |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|----------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 1 | Padhiyar Naynaben Mahavirsinh | 382010,4/9, Finance Department , New Sachivalaya , Gandhinagar | 50 | <ul style="list-style-type: none">Number of Resident engineers : 0Number of technicians : 0 |

Annual Maintenance Service - Desktops, Laptops And Peripherals - Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid Range); Hp (5)**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification | Values |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Core | |
| Type of Asset | Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid range) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP |
| Periodicity of Preventive Maintenance Services | Quarterly |
| Onsite Service Engineers Requirement | NONE |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive |
| Addon(s)/एडऑन | |
| Requirement of Resident Engineer | No |
| Requirement of Technicians | No |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|----------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1 | Padhiyar Naynaben Mahavirsinh | 382010,4/9, Finance Department , New Sachivalaya , Gandhinagar | 5 | <ul style="list-style-type: none"> Number of Resident engineers : 0 Number of technicians : 0 |

Annual Maintenance Service - Desktops, Laptops And Peripherals - Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid Range); Hp (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Core | |
| Type of Asset | Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid range) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP |
| Periodicity of Preventive Maintenance Services | Quarterly |
| Onsite Service Engineers Requirement | NONE |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive |
| Addon(s)/एडऑन | |
| Requirement of Resident Engineer | No |
| Requirement of Technicians | No |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|-------------|------------------------------|------------------------------------------|
|----------------|---------------------------------------------------------|-------------|------------------------------|------------------------------------------|

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|----------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1 | Padhiyar Naynaben Mahavirsinh | 382010,4/9, Finance Department , New Sachivalaya , Gandhinagar | 1 | <ul style="list-style-type: none"> Number of Resident engineers : 0 Number of technicians : 0 |

Annual Maintenance Service - Desktops, Laptops And Peripherals - Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid Range); Hp (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Core | |
| Type of Asset | Multifunction Printer (Monochrome , Laser , Composite Cartridge, Mid range) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | Neither OEM nor ASP |
| Periodicity of Preventive Maintenance Services | Quarterly |
| Onsite Service Engineers Requirement | NONE |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Inclusive |
| Addon(s)/एडऑन | |
| Requirement of Resident Engineer | No |
| Requirement of Technicians | No |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|-------------|------------------------------|------------------------------------------|
|----------------|---------------------------------------------------------|-------------|------------------------------|------------------------------------------|

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of each Asset for AMC | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---------------------------------------------------------|----------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1 | Padhiyar Naynaben Mahavirsinh | 382010,4/9, Finance Department , New Sachivalaya , Gandhinagar | 1 | <ul style="list-style-type: none"> Number of Resident engineers : 0 Number of technicians : 0 |

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

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

3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

5. Generic

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

Disclaimer/अस्वीकरण

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

- Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

---Thank You/धन्यवाद---