



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4476529
Dated/दिनांक : 12-01-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-01-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-01-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Statistics And Programme Implementation
Department Name/विभाग का नाम	Department Of Statistics And Programme Implementation
Organisation Name/संगठन का नाम	Indian Statistical Institute
Office Name/कार्यालय का नाम	Indian Statistical Institute Kolkata
Total Quantity/कुल मात्रा	1155
Item Category/मद केटेगरी	CTC Tea , Leaf Tea , Biscuits Sweet , Biscuits Salty , Sugar , Milk Powder
BOQ Title/बीओक्यू शीर्षक	PANTRY ITEMS
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Primary product category	CTC Tea
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Purchase Preference/एमआईआई खरीद वरीयता

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail 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% (Selected by Buyer)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 25%(selected by Buyer) percentage of total QUANTITY.The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

3. 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.

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
17-01-2024 15:00:00	Store & Purchase Unit, Indian Statistical Institute, Kolkata 700108.

CTC Tea

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108, Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	160	10

Leaf Tea

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	100	10

Biscuits Sweet

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	190	10

Biscuits Salty

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	200	10

Sugar

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	295	10

Milk Powder

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Somnath Bhattacharjya	700108,Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108	210	10

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

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Annexure -1

Bidders are requested to submit the annexure-1 on their letterhead with seal, signature and date, after duly completing the offered brand column without which the technical bid will be rejected.

List of Pantry items to be supplied:

Item Category	Qty (Kg)	Preferred Brand	Offered Brand
TEA CTC	160	Tata/Lipton/Dabur	
TEA Leaf	100	Tata/Lipton/Dabur	
BISCUIT (SWEET)	190	Sunfeast/Britannia	
BISCUIT (SALTY)	200	Sunfeast/Britannia' Parle	
SUGAR	295		
MILK POWDER	210	Amul/Nestle/Britannia	

Annexure-2

Successful bidder has to supply the materials in sealed carton pack according to the below mentioned departmental requirements.

Packing Details:

Serial No	DEPARTMENT	CTC Tea (KG)	LEAF TEA (KG)	BISCUIT (SWEET) (KG)	BISCUIT (SALTY) (KG)	SUGAR (KG)	MILK POWDER (KG)
1	CE OFFICE	10	10	15	10.6	15	20
2	SECURITY UNIT		9	1.6	1.2		
3	ACCOUNTS SECTION (PF UNIT)	1	3	0	7	3	2
4	MERU	0.5	0.5	1.2	1.2	3	2
5	HRD UNIT	2	1.5	1.6	2	4	5
6	PRU	1.5	1	0	1.2	3	3
7	CSSC	5		8	3	3	10

8	DIRECTOR'S OFFICE	10	3	6	16	30	15
9	TRANSPORT UNIT	2		1.6	1.6	4	3
10	CENTER FOR SOFT COMPUTING RESE ARCH	2.5	2.5	2	2	7	1
11	SAMPLING AND OFFICIAL STATISTIC S UNIT	10		15	21	10	15
12	STAT-MATH	3	3	5	5	6	3
13	OFFICIAL LANGUAG E CELL	3	0.5	1.6	0.4	3	3
14	LIBRARY	5	5	4	2	2	2
15	SQC &OR	1	1	0.8	1.6	2	2
16	ENGINEERING UNIT		3	5	3	5	1
17	R. C. BOSE CENTRE FOR CRYPTOLOGY & SECURITY	6		5	5	5	5
18	APPLIED STATISTIC S UNIT	6		5	6	5	5
19	ISRU, ASD	3	2	5	5	3	2
20	CSQC, SQC & OR DI VISION	0.5	2.5	3	3	3	1
21	CVPR / CCSD	1.5	3	3	3	3	1.5
22	ESTATE OFFICE		4	2	2	6	3
23	ACCOUNTS SECTIO N (A/L/L)	3	1	1.2	1.2	2	1
24	CASH SECTION	1	0.5	1	0.8	2	1.5
25	REPRO & PHOTO UNIT	1.5	0.5	1.2	1.6	3	3
26	ACCOUNTS SECTIO N (ESTB.)	3	1	4	4	7	2
27	LIBRARY CIRCULATI ON UNIT	1.5	1	2.4	2.4	3	3
28	STORE & PURCHAS E UNIT	10	3	14	4	20	10
29	IMPORT/TRAVEL CE LL	6	2	4	4	10	6
30	ACCOUNTS (BILL, B OOK KEEPING & AU DIT PARTIES)	15		9	18	15	12
31	WORKERS' CIRCULA TING LIBRARY	0.5	1	0	2.4	3	2
32	ERU / SSD	1	6	2	1.2	6	4

33	ISEC OFFICE		2.5	6	3	5	5
34	LEGAL CELL	3	1.5	2	2	4	6
35	DEAN'S OFFICE	10		16	16	30	5
36	MEDICAL WELFARE UNIT	0.5	2	2	2	9	1
37	PAMU	8	1	6	4	5	6
38	PSYCHOLOGY RESEARCH UNIT	1.5	2.5	2.6	2.4	4	3
39	ELECTRICAL MAINTENANCE UNIT	5	3	4	4	8	5
40	PERSONNEL UNIT		7	1.2	3.2	8	8
41	BUFFER QUANTITY	16	10	20	21	26	22

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Annexure-3

UNDERTAKING BY THE TENDERER

FOR ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER

(On the letterhead of the Bidder)

Ref: Tender ID No: _____ dated _____

We undertake that we have carefully gone through the Bid Document along with the Annexures, and will abide by them. We also agree to accept corrigendum that may be published in future. Our tender is offered taking due consideration of all factors as per Annexure-1, and if the same is accepted, we promise to abide by the stipulation of the tender documents, and supply the goods to the total satisfaction of Indian Statistical Institute, Kolkata - 700108.

We further undertake that the information submitted in this tender is true and correct in all respects and we hold our responsibility for the same.

We shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. We shall be liable for legal proceedings if the goods supplied is found sub-standard or not in accordance with the specification published in the tender.

Date: _____

Name and Designation:

Address:

Mobile Number:

Landline Number:

Email ID:

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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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
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.

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.

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

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

---Thank You/धन्यवाद---