

**INTER OFFICE NOTE**  
**(Prov Branch)**

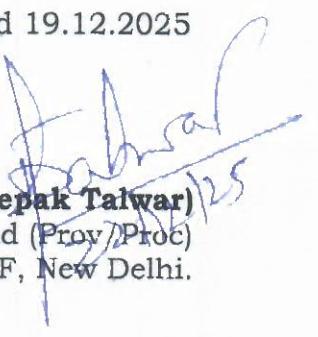
No. 1-17018/Proc/1025/HQ NDRF/2025- 1279

Dated, the 22<sup>nd</sup> Dec, 2025

**Sub: -Reg. Request to upload in NDRF Website for wide publicity.**

It is intimated that the bid was published on Gem Portal vide GeM/Bid No. GEM/2025/B/6930687 dated 19.12.2025 and pre-bid meeting is scheduled to be held on 29/12/2025 at 1200 hrs at Conference Hall, HQ NDRF, 6<sup>th</sup> Floor, NDCC-II Building, Jaisingh Road, New Delhi-110001.

2. Request to upload the GeM bid No. GEM/2025/B/6930687 dated 19.12.2025 (**copy enclosed**) in NDRF Website for wide publicity.

  
**(Deepak Talwar)**  
Second-in-command (Prov/Proc)  
HQ NDRF, New Delhi.

1. PA to DIG (Prov/Proc)  
HQ NDRF : For kind info of the DIG (Prov/Proc), please.
2. 2IC (Adm), HQ NDRF : For info & make necessary arrangement for said meeting.
3. DC (R&D), HQ NDRF : For info with request to attend the pre-bid meeting as per schedule, please.
4. DC (IT Cell), HQ NDRF : Request to upload the GeM bid No. GEM/2025/B/6930687 dated 19/12/2025 (**copy enclosed**) in NDRF Website for wide publicity.

  
29/12/2025  
Ch. 22/12/25

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-01-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-01-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Home Affairs
विभाग का नाम/Department Name	Central Armed Police Forces
संगठन का नाम/Organisation Name	National Disaster Response Force (ndrf)
कार्यालय का नाम/Office Name	Hq Ndrf New Delhi
कुल मात्रा/Total Quantity	47
वस्तु श्रेणी /Item Category	High End Laptop - Notebook (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	47 Lakh (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	Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	5 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	Yes
Inspection to be carried out by Buyers own empanelled agency	Yes
Type Of Inspection	Pre Dispatch
Name of the Empanelled Inspection Agency/ Authority	Board of Officers
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	141000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	41
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

#### **लाभार्थी /Beneficiary :**

PAO  
PAO, NDMA SAFDARGANJ NEW DELHI  
(Pao, Ndma)

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
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

#### **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
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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. 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.
7. 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.
8. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in

this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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

**10. *Inspection of Stores by Nominated Inspection Authority / Agency of buyer or their authorized representatives***

An independent third party Professional Inspection Body can help buyer in mitigating buyer's risk with pre-dispatch/post-dispatch inspection in order to ensure that equipment, components, solutions and documentation conform to contractual requirements. The buyer has a right to inspect goods in reasonable manner and within reasonable time at any reasonable place as indicated in contract. Inspection Fee/ Charges (as pre-greed between buyer and Inspection Agency) would be borne by the buyer as per their internal arrangement but may be recovered from the seller if the consignment failed to conform to contractual specification and got rejected by the Inspection Officer .If so requested and accepted by the seller , initially seller may pay for inspection charges as applicable and get the same reimbursed from buyer if consignment accepted by the Inspecting Officer . For reimbursement seller has to submit proof of payment to Inspection Agency.

Seller/OEM shall send a notice in writing / e-mail to the Inspecting officer / inspection agency specifying the place of inspection as per contract and the Inspecting officer shall on receipt of such notice notify to the seller the date and time when the stores would be inspected. The seller shall, at his own expenses, afford to the Inspecting officer, all reasonable facilities as may be necessary for satisfying himself that the stores are being and or have been manufactured in accordance with the technical particulars governing the supply. The decision of the purchaser representative /inspection authority regarding acceptance / rejection of consignment shall be final and binding on the seller.

The Seller shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspecting officer may demand of him for any test, and examination, other than special or independent test, which he shall require to be made on the seller's premises and the seller shall bear and pay all costs attendant thereon.

The seller shall also provide and deliver store / sample from consignment under inspection free of charge at any such place other than his premises as the Inspecting officer may specify for acceptance tests for which seller/OEM does not have the facilities or for special/ independent tests.

In the event of rejection of stores or any part thereof by the Inspecting officer basis testing outside owing to lack of test facility at sellers premises, the seller shall, on demand, pay to the buyer the costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector shall have the right to put all the stores or materials forming part of the same or any part thereof to such tests as he may like fit and proper as per QAP/governing specification. The seller shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspecting officer.

Unless otherwise provided for in the contract, the quantity of the stores or materials expended in test will be borne by seller.

Inspecting officer is the Final Authority to Certify Performance / accept the consignment. The Inspecting officer's decision as regards the rejection shall be final and binding on the seller.

The seller shall if so required at his own expense shall mark or permit the Inspecting officer to mark all the approved stores with a recognised Government or purchaser's mark.

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

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
29-12-2025 12:00:00	6th floor NDRF, NDCC Building-II, Conference Hall, Connaught Place, Jai Singh Road, New Delhi-01

#### High End Laptop - Notebook ( 47 pieces )

(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)

#### तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Processor	<b>Base Processor Number</b>	For Higher Processor Or higher
	<b>Higher Processor Number</b>	AMD Ryzen 7 7730U, AMD Ryzen 7 PRO 7730U, AMD Ryzen 7 7735U, AMD Ryzen 7 PRO 7735U, AMD Ryzen 7 8840U, AMD Ryzen 7 8840HS, AMD Ryzen 7 7840U, AMD Ryzen 7 PRO 7840U, AMD Ryzen 7 7840HS, AMD Ryzen 7 PRO 7840HS, AMD Ryzen 9 7940HS, AMD Ryzen 9 PRO 7940HS, Intel Core i7-1355U, Intel Core i7-1365U, Intel Core i7 150U, Intel Core Ultra i7 155U, Intel Core Ultra i5 125U, Intel Core Ultra i7 165U, Intel Core i7-1280P, Intel Core Ultra i5 125H, Intel Core i7-12650H, Intel Core Ultra i5 135H, Intel Core i7-13620H, Intel Core Ultra i7 155H, Intel Core Ultra i7 165H, Intel Core i7-13700H, Intel Core i9-12900H, Intel Core Ultra i9 185H, Intel Core i7-13650HX, Intel Core i7-13700HX, Intel Core i7-14650HX, Intel Core i7 250U, Intel Core Ultra i5 225U, Intel Core Ultra i5 235U, Intel Core Ultra i7 255U, Intel Core Ultra i5 236V, Intel Core Ultra i5 226V, Intel Core Ultra i5 238V, Intel Core Ultra i7 265U, Intel Core Ultra i7 266V, Intel Core Ultra i7 268V, Intel Core Ultra i7 255H Or higher
Operating System	<b>Operating System (Factory Pre-Loaded)</b>	Window 11 Professional
Memory	Type of RAM	DDR4, DDR5 Or higher
	<b>RAM Size (GB)</b>	16, 32 Or higher
	RAM Expandability up to	64

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Display	<b>Display Size (in cm) - Diagonal</b>	35.56 to 38.07 (14 In to 14.99 In)
	Minimum Display Resolution (Pixels)	FHD- 1920x1080
	Minimum Resolution of Webcam	HD-720p
Storage	<b>Capacity of Storage Drive (in GB)</b>	1024

#### Additional Specification Parameters - High End Laptop - Notebook ( 47 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Processor/storage	i7-13620H and AMD Ryzen 7 7735HS or higher Storage:- 1024 GB SSD Additional specification: - in-built speaker, WIFI enabled, in-built microphone (Warranty 03 years), Bluetooth and latest version of MS Office perpetual license.

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

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Kuldeep Sharma	781017,The Commandant, 01 Bn NDRF, PATGAON, PO- AZARA, DISTRICT- KAMRUP, NEAR- AZARA RAILWAY STATION, GUWAHATI (ASSAM) - 781017	2	90
2	Pushpendra Kumar	741246,The Commandant, 2 BN NDRF, Haringhata, PO- Mohanpur, Distt-Nadia (West Bengal)-741246	1	90
3	Gaurav Balaso Jangate	754006,The Commandant, 03 BN NDRF, MUNDALI Distt- CUTTACK (ODHISHA)-754006	3	90
4	Praveen S Prasad	631152,The Commandant, 04 Bn NDRF, ARAKKONAM, POST- SURAKSHA CAMPUS, DISTRICT- RANIPET (TAMIL NADU)-631152	3	90

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
5	PRAMOD KUMAR SINGH	412109,The Commandant, 05th Battalion NDRF, Village at post-Sudumbare Near Siddhanth Engineering college, Taluk- MAVAL, District- PUNE, MAHARASHTRA-412109	1	90
6	RAJENDER KUMAR	391510,THE Commandant, 06 BN NDRF, JAROD CAMPUS, PO- JHAROD, NEAR JARODIA PURA, TEHSIL-WAGODIA, DISTT- VADODARA (GUJARAT)-391510	2	90
7	Devender Parkash	151001,The Commandant, 07 BN NDRF 81 Bibiwala Road, Distt-Bhatinda (Punjab)-151001	3	90
8	Kunal Tiwari	201002,The Commandant, 08 BN NDRF, SECTOR 19 KAMALA NEHARU NAGAR GHAZIABAD (UP)-201002	1	90
9	Santosh Kumar	801103,The Commandant, 09 Bn NDRF, Ara Road Bihta, NH- 30, PO- Bihta, Distt-Patna (Bihar)-801103	9	90
10	Dilbag Singh	521212,The Commandant 10 BN NDRF, Village- Adavinekkalam, Nunna Town, Viajywada, Distt-Krishna (Andra Pradesh) Pin Code-521212	6	90
11	Ram Bhavan Singh Yadav	221002,The Commandant, 11 Bn NDRF, Goutambudh Bhawan, Maqbul Alam Road, Varanasi (Uttar Pradesh)- 221002	1	90
12	Deepak Kumar Jaiswal	791112,The Commandant, 12 BN NDRF, RRC-KOHIMA,Vill + PO - DOIMUKH, DISTRICT - PAPUM PARE, (ARUNACHAL PRADESH)-791112	3	90
13	Binu Samuel	141008,The Commandant 13 BN NDRF, PO- LADHOWAL, Distt- LUDHIANA ( PUNJAB) - 141008	3	90
14	Anil Talkotra	176201,The Commandant, 14 BN NDRF (JACHH) JASSUR, Tehsil-NURPUR, Distt- KANGRA (Himachal Pradesh)-176201	3	90

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
15	Rohitashwa Mishra	263152,The Commandant, 15 BN NDRF, KISHAN SANKARI MILL BUILDING GADARPUR, POST- GADARPUR , DISTRICT- UDHAM SINGH NAGAR, UTTARAKHAND-PIN CODE- 263152 CONTACT NO-05949-231198	3	90
16	Gourav Sharma	110077,The commandant, 16 BN NDRF, RRC Campus Sector 7 Dwarka New Delhi-110077	3	90

**Special terms and conditions-Version:5 effective from 28-07-2025 for category High End Laptop - Notebook**

1.

For Buyers	
	The category has been created in accordance with the Model Technical Specification issued by the Ministry of Electronics and Information Technology (MeitY) vide letter no. W-43/4/2020-IPH dated 19th August 2024, and is based on the parameters defined therein. The specifications applicable to this category are as per the MeitY Model Technical Specification dated 19th August 2024. Accordingly, buyers shall not specify or mandate any particular processor, processor brand, or manufacturer in the Additional Terms and Conditions (ATC). In this context, reference may also be made to Clause 2(e) of the GeM General Terms and Conditions (GTC), which inter alia states: "The Specifications shall identify the key parameters defining the products with all necessary validations related to configuration, type of data, restrictions, range / allowed values, allowed units etc. Sellers as well as Buyers while offering / buying the Goods / services shall have to comply with the validation rules / restrictions provided for in the Category Specification. Buyers / Sellers cannot add parameters and / or drop down values not provided for in category Specification." In view of the above, buyers are not permitted to amend or modify any technical specification through the Additional Terms and Conditions, and must ensure full compliance with the predefined category specifications
Product Verification	A unique device serial number shall be provided by the seller at the time of supply, which is mentioned on the product. The buyer/consignee shall be able to verify the complete product details, including configuration, through the OEM website. The buyer/consignee should be able to perform these verifications without needing to create an account on the OEM website.

Operating System	<ol style="list-style-type: none"> <li>1. There is no requirement that the OEM of the Laptop should be a device partner of Microsoft or hold a valid authorisation from Microsoft</li> <li>2. Microsoft OS may be sourced directly from Microsoft by OEMs holding device partner status, and those not holding device partner status may source from authorized distributors, i.e., Ingram/Reddington and their authorized channel partners.</li> <li>3. Buyers may ensure that the authorisation from Microsoft shall not be made a mandatory requirement in bids.</li> <li>4. If supplies are made as per brands of OEMs who are global device partners, then the serial number of the machine supplied can be used to check the details of the product from the website of the OEM.</li> <li>5. In the case of local device partners of Microsoft, OS details such as the digital key number should be produced with supplies, and the buyer may verify them from Microsoft.</li> <li>6. In case of other OEMs who are sourcing from authorized distributors of Microsoft, Reddington, or Ingram, a copy of the invoice which contains the relevant serial number of Windows OS shall be submitted with supplies, and the buyer/consignee can verify the same from the OS server website or by telephone, or both.</li> <li>7. In respect of verification of OS, the consignee shall take necessary steps at the time of acceptance. For device partner machines, buyers can check the Laptop OEM website to verify the OS by entering the PC's serial number and part code number. For entities that are not device partners and source OS from distributors' networks, they may verify the serial number through the Microsoft website or by telephone, or both.</li> <li>8. In case the product offered is with a DOS or Linux operating system, such verification of OS shall not be applicable.</li> <li>9. Buyer shall request for Windows Hardware Compatibility Certificate for window operating system to ensure the supply hardware is compatible with Windows operating system</li> </ol>
Storage Retention	Buyer may add their requirement of retention of securely store all Hard Disk Drives (HDDs) or Solid-State Drives (SSDs) used in the Laptop-Notebook under ATC clause.
Requirement of OEM logo	Buyers are advised to note that incorporating a condition stipulating an OEM logo on the motherboard is restrictive and may not be incorporated into the bids.
Processors	Intel and AMD Processors are added as per Model Technical Specification of Laptop - Notebook issued by Ministry of Electronics and Information Technology (MeitY-IPHW Division) W-43/4/2020 dated 19 Aug 2024
Warranty	<ol style="list-style-type: none"> <li>1. The buyer may ensure that as soon as supplies are received, a request for a warranty certificate is made, along with logging into the OEM website/call center to verify the certificate.</li> <li>2. The product in GeM marketplace (Direct Purchase &amp; L1 purchase) comes with a minimum standard on site warranty of one year. In case the seller has standard warranty more than one year, the same may be mentioned in the catalogue (including in the model name) and in such case higher warranty offered shall prevail/supersede the minimum one year warranty.</li> </ol>
OM related to MII, Local content and MeitY advice on Model technical specifications	Buyers are requested to refer to various OMIs pertaining to DPIIT and MeitY, as issued from time to time, while making procurement and follow relevant provisions as applicable.

Check points during Acceptance of Supplies	<p>Before generating the Consignee Receipt and Acceptance Certificate (CRAC), the consignee may inspect the system condition and verify that it complies with the agreed specifications and configurations. In the case of a large number of units to be procured, then the buyer may opt for bidding and accordingly stipulate conditions regarding installation, inspection by consignees/inspection agency. Consignees who receive the supplies should be vigilant and should complete checking to ensure that there is no scope for the supply of refurbished products. At the time of receiving supplies, the consignee may adhere to the following to ensure that any discrepancies in supplies can be flagged, taken into account, and reflected while generating the CRAC:</p> <ul style="list-style-type: none"> <li>i. Packing should be checked properly</li> <li>ii. A warranty certificate from the OEM should be insisted upon and checked.</li> <li>iii. Instruction manuals and the OS installed should be checked.</li> <li>iv. The machine serial number should also be checked through settings and can be verified from the OEM website. The above points are for guidance, and the buyer/consignee may take steps considered suitable by them for checking at the consignee end before acceptance of systems.</li> <li>v. An escalation matrix for customer grievance redressal shall be insisted upon by the buyer from the seller at the time of delivery.</li> </ul>
Battery Backup	Buyer may check/validate battery backup time with appropriate benchmark.
<b>For Sellers</b>	
OEM Website Link/Part No for product verification	The OEM shall share the OEM website link with the buyer at the time of delivery. The offered model details/configuration should be available on their website. A unique device serial number shall also be provided at the time of supply, which is also mentioned on the product. The buyer/consignee shall be able to verify the complete product details, including configuration, through the shared OEM website link.
Changing or altering the configuration	Seller must refrain from changing or altering the configuration of the factory pre-loaded machine. The machine should be delivered to the Consignee in its original, factory-approved configuration.
Warranty	The seller shall furnish a valid warranty Certificate/Tag from the OEM to the purchaser, guaranteeing the product's coverage under the specified warranty terms. The warranty certificate should be verifiable through the OEM website/customer care center.
Compliance of extended producer's responsibility	With effect from 1.4.23, as per the E-waste rules 2022, EPR registration is mandatory for manufacturing entities. Therefore, all OEMs shall hold valid EPR registration, and the registration number should be reflected in the catalog parameter. OEMs shall ensure compliance with all responsibilities as per EPR registration applicable from time to time.
Mandatory / Statutory requirements as applicable	OEMs shall have to ensure compliance with the mandatory/statutory requirements as per the Government of India Notifications issued from time to time for hardware and software components, as applicable.
Operating System	It shall be the responsibility of OEMs to ensure that supplies are made with genuine operating systems.

## केता 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 (Increased quantity ÷ Original quantity) × 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**

**Manufacturer Authorization:** Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

## 3. **Turnover**

**Bidder Turn Over Criteria:** 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 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. **Turnover**

**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. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.

## 5. **OEM**

**IMPORTED PRODUCTS:** In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.

## 6. **Service & Support**

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

## 7. **Service & Support**

**Availability of Service Centres:** Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

## 8. **Service & Support**

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

## 9. **Warranty**

**Timely Servicing / rectification of defects during warranty period:** After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 15 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all

such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.

#### 10. **Warranty**

Warranty period of the supplied products shall be 3 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

#### 11. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 12. **Inspection**

**Nominated Inspection Agency:** On behalf of the Buyer organization, any one of the following Inspection Agency would be conducting inspection of stores before acceptance:  
Pre-dispatch Inspection at Seller Premises (applicable only if pre-dispatch inspection clause has been selected in ATC):

Board of officers detailed by HQ NDRF

Post Receipt Inspection at consignee site before acceptance of stores:  
Board of officers details by Consignee

#### 13. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

### **Additional Terms & Conditions**

**CAPACITY VERIFICATION:** - Bidder must submit the details of their plant and machinery with this bid irrespective of their registration status. Purchaser reserves the right to get the manufacturing capacity of any bidders re-verified through its representative or any inspecting agencies, irrespective of their registration status.

#### **1. RIGHT TO REJECTION**

- (i) The decision of the DG NDRF shall be final as to the quality of the store and shall be binding upon the Tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the supplier should be borne by the supplier and ensured by the supplier that articles supplied should be best in quality and free from all defects.
  
- (ii) The acceptance of articles will be made only when the articles are inspected and found up to the standard/ as per specifications and fr

ee from all defects.

(iii) The rejected stores must be removed by the Tenderers from the consignee's premises within 15 days from the date of the intimation about rejection at the risk and cost of the Tenderer. The In-charge of stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee

## **2. DELIVERY OF STORES**

- (i) Delivery period will include the inspection and replacement of rejected lot.
- (ii) Firm should not deliver stores to consignee(s) beyond scheduled Delivery Period without obtaining prior sanction of purchaser.
- (iii) Under the contract, the stores are of utmost importance and need to be delivered within DP as the stores are life-saving. Late delivery may cause loss of lives. Seller is liable to pay the LD charges for the loss likely to be caused to buyer due to late supplies as per T & C.
- (iv) No grace period will be provided after the stipulated delivery period; however, the decision will be taken as per the circumstances and the buyer may extend DP with or without LD.

## **3. LAW GOVERNING THE CONTRACT**

- (i) The contract shall be governed by the laws in force as of date in India and interpretation would be done accordingly.
- (ii) Jurisdiction of Court: The courts of the New Delhi shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

## **4. ARBITRATION**

- (i) Arbitration proceedings shall be held at New Delhi, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (ii) In the case of dispute or difference arising between the purchaser and the supplier relating to any matter arising out of or connected with the contract, such dispute or difference shall be settled in accordance with the Indian Arbitration and Conciliation Act, 1996.

-

6. Physical copy of EMD should be deposited to Procurement branch, HQ ND RF within 5 days from bid opening date (excluding Saturday, Sunday & Holiday).

7. Physical copy of Performance Bank Guarantee should be deposited to Procurement branch, HQ NDRF within 15 days from the award of contract or else contract is liable to be cancelled.

8. Physical copy of Performance Bank Guarantee (**DP+ Warranty +2 Months Extra**) should be deposited to Procurement branch, HQ NDRF within 15 days from the award of contract or else contract is liable to be cancelled.

9. Bidder should upload the relevant documents/undertaking confirming the all parameter of technical specifications uploaded through Buyer Added Bid Specific ATC clause.

10. The bidder shall upload valid OEM certificates for BIS, BEE, EPR, RoHS, EPEAT Gold, FCC, Energy Star 8.0 or higher, CE, MET, and Windows 11 Professional licensed (pre-loaded)."

11. The bidder or OEM must possess valid ISO 9001, ISO 27001, ISO 14001 and ISO 50001:2018 certifications.

12 OEM Should be in IDC top 4 Brand in India for Laptop for last two years.

13. Discussion points/clarifications in Pre-bid meeting should reach this HQ through e-mail (e-mail ID- [acprov-ndrf@gov.in](mailto:acprov-ndrf@gov.in))

14. The bidder has to provided one free tender sample of LAPTOP with all accessories with valid certificate within 10 days after listening by HQ NDRF

15. The bidder should not have suspended by GeM in last five financial years and not having any open incident on GeM. Proof should be enclosed at the time of bid submission.

16. The Laptop shall be supplied with pre-loaded and licensed Standard Software, including: (i)Windows 11 Professional (64-bit), OEM or perpetual licensed; (ii) Latest version of MS Office Professional (perpetual license); (iii) Antivirus software

are with minimum 3-year validity, and any other essential software required for the proper functioning of the device to discharge official duties."

17. The bidder/authorized reseller shall quote prices strictly in Indian Rupees (INR) only. A valid OEM Authorization Letter, specific to this tender and addressed to the procuring entity, must be submitted along with the bid.

18. The bidder must clearly mention the make, Model, and configuration of the quoted product. Failure to provide this information will result in disqualification, and no appeals will be entertained.

19. The bidder must provide detailed product specifications and accessory information for the quoted model. Enclose the OEM's data/specification sheet for the quoted model.

20. The bidder must have an authorized service center at Delhi. Proof to be must enclosed at the time of bid submission.

21. Participated bidder based in Delhi will be given preference to ensure prompt service support and to avoid delays. The supplier must be capable of addressing onsite service issues at our Office, within one to two days. The supplier will assume complete responsibility for the supplied product, including transportation to and from the service center, date backup, and call lock, during the warranty service support period.

22. Incomplete quotes will not be considered.

23. Bidder should quote all the details of the products including essential software and accessories, if any.

24. Advance samples of all items are required prior to delivery.

25. Neither the OEM nor the bidder should be currently debarred or blacklisted by any central/state/PSUs, Organizations, or Institutions in India.

26. All products must be delivered in a sealed condition.

27. The bidder must possess a registered office in Delhi. Proof to be GSTIN copy enclosed for the same.

28. Subcontracting or subletting is strictly prohibited.

29. The bidder should have a minimum of 10 years of partnership with the OEM. Proof to be enclosed with Bid and also the bidder should be a corporate partner of the OEM.

30. The Bidder should have past experience of quoted make and model to any Central /State/PSUs Purchase order and completion certificate should be enclosed with bid

31. All participating firms to submit following self-declaration certificates on firm's letter head: - The bidders should upload legible, attested documents in proper sequence with an abstract as given below.

- (a) MAF Certificate as per format-A
- (b) Bid Security Declaration as per format -B
- (c) Non-Blacklist Certificate as per format-C
- (d) Bidder Financial Standing as per format-D
- (e) Make-In-India/Local Content Certificate as per format-E.
- (f) Sharing Land Border with India as per format-F.

**Format-A**

**OEM/ MANUFACTURER'S AUTHORISATION FORM (MAF)**

To,

Dy.Inspector General (Prov),  
HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

Dear Sir,

Ref: Your GeM Bid No. \_\_\_\_\_ dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_  
\_\_\_\_\_  
(name and description of the goods offered in the tender) having factories at  
\_\_\_\_\_, hereby authorise Messrs \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as cont

ained in the above referred TE documents for the above goods manufactured by us.

We also state that we are not participating directly in this bid.

We also hereby extend our full warranty, CMC (if any) for the goods and services offered for supply by the above firm against this bid document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorised agent.

We also confirm that the price quoted by our agent shall not exceed the price which we would have quoted directly”

Yours faithfully,

[Signature with date, name, designation and e-mail ]

for and on behalf of Messrs \_\_\_\_\_

[Name & address of the manufacturers]

Note:

- (1) *This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*
- (2) *The purchaser reserves the right to verify this document with its signatory.*

**Format-B**

**Bid Security Declaration**  
(on Bidders Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

....

To,

Dy.Inspector General (Prov),  
HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

Ref: Your GeM Bid No. \_\_\_\_\_ dated \_\_\_\_\_ for procurement o  
f \_\_\_\_\_ (Goods)

Subject: -**Bid Security Declaration**

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Bid Document, the MSE OEM/System Integrator registered with NSIC/KVIC or such Central procuring agencies/Ministries and STARTUPS (Manufacturer for offered product) registered with DPIIT are exempted from submission of Earnest Money Deposit. Accordingly, we M/s ..... eligible for exemption from EDM and relevant documents/certificates are attached. Accordingly, we hereby declare that: -

We unconditionally accept the conditions of this Bid Security Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for **2 years** from the date of opening of this Bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the Bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:

refused to or failed to produce the original documents for scrutiny or the required Performance Security within 15 days from the date of issue of supply order/contract.

Fail or refuse to sign/accept the contract.

(Signature with date)

.....  
(Name and designation)

**Format-C**

-

**Non-Blacklisting Certificate: -**

To,

Dy.Inspector General (Prov),  
HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

Bid No..... Date.....

We M/s \_\_\_\_\_ do hereby undertake that our firm has not been blacklisted by any Govt/PSU agencies in last two years.

(Signature of the Authorized Signatory of Bidder, with Of

ficial seal)

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—  
—  
—

**Format-D**

**Bidder Financial Standing: -**

To,

Dy.Inspector General (Prov),  
HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

Bid No.....  
.....

Date.....

We M/s \_\_\_\_\_ do hereby undertake that our firm has not under liquidation, court receivership or similar proceedings and also not bankrupt on any account.

(Signature of the Authorized Signatory of Bidder, with Official seal)

—  
—

**Format-E**

**Local Content Certificate: -**

**SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA  
AND LOCAL CONTENT**

To,

Dy.Inspector General (Prov),

HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

In line with Government Public Procurement Order No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and its amendments, we hereby certify that we M/s \_\_\_\_\_ are local supplier meeting the requirement of minimum local content i.e., \_\_\_\_.% as defined in above orders for the material against IPR Enquiry/GeM Bid No..... dated..... Details of location at which local value addition will be made as follows:

\_\_\_\_\_.  
We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature with date:

Name:

Designation:

Official Seal

Format-F

**Sharing Land Border with India: -**

To,  
Dy.Inspector General (Prov),  
HQ DG NDRF  
6<sup>th</sup> floor NDCC Building-II  
Jai Singh Road,  
New Delhi- 110001

Bid No.....

Date.....

.....

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this vendor/bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this vendor/bidder fulfils all requirements in this regard and is eligible to be considered for procurement on GeM.

(Signature of the Authorized Signatory of Bidder, with Official seal)

### **ELIGIBILITY CRITERIA AND CHECK LIST FOR BIDDERS**

(To be filled by the bidder and submit supporting documents along with the Technical Bid.)

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

S/No.	Details	Documents Required	Submitted Yes/No	From Page	To Page
1.	Undertaking from bidders that bid documents have been read and is aware of all corrigendum uploaded (if any)	Undertaking by firm			
2.	Signed and Seal copy of ATC & Corrigendum (s) (if any)	Signed and Seal copy of ATC & Corrigendum (s) (if any)			
3.	Acceptance of Buyer Specific Terms & Conditions	Declaration on letter head			
4.	Bidders Turnover of last three years	CA certified/ Document/ITR			
5.	OEM Turnover of last three years	CA certified/ Document/ITR			
6.	MAF certificate as per format-A for the bid	On OEM Letter Head			

7.	OEM must have its own factory premises. (If OEM directly participated in bid)	Declaration that Buyer can visit the factory premises for evaluation		
8.	EMD details	EMD Documents details		
9.	EMD exemption as per norms (MSME/startup, only manufacturer/vendor assessed on GeM of offered product is exempted for EMD submission)	Category/document to be enclosed		
10.	Bid Security Declaration  (Only for if firm is exempted to submit EMD)	As per Format - B		
11.	Technical Compliance to Specifications submitted on their letter head.	On Letter Head		
12.	Lab Test Report of offered product confirming technical specifications	Document		
13.	Non-Blacklist Certificate as per Format - C	On Bidder letter head		
14.	Bidder Financial Standing as per Format - D	CA certified/document		
15.	Local Content Certificate as per Format - E	On OEM Letter Head		
16.	Sharing Land Border with India as per Format - F	On Bidder letter head		
17.	Any other documents	Document		

Date:  
**Signatory**

Place:  
...

**Signature of Authorized**

Full Name: .....

#### 14. **Generic**

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

#### 15. **Buyer Added Bid Specific ATC**

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

### **अस्वीकरण/Disclaimer**

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

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

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

**All GeM Sellers/Service Providers 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.**

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 नियिदा 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---**