

बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 22-06-2026 15:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 22-06-2026 15:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date) | 30 (Days) |
| मंत्रालय/राज्य का नाम/Ministry/State Name | Ministry Of Personnel Public Grievances And Pensions |
| विभाग का नाम/Department Name | Department Of Personnel And Training |
| संगठन का नाम/Organisation Name | Lal Bahadur Shastri National Academy Of Administration (lbsnaa) |
| कार्यालय का नाम/Office Name | Lal Bahdur Shastri National Academy Of Administration |
| शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal | savitri.jhildiyal@nic.in |
| कुल मात्रा/Total Quantity | 33600 |
| वस्तु श्रेणी /Item Category | Green Grass (Rajka) (Q3) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 3 Year (s) |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover | No |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover | No |
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | Experience Criteria,Past Performance,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 |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |

| बिड 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 | 1 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 1 |
| विगत प्रदर्शन / Past Performance | 80 % |
| बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled | No |
| बिड का प्रकार/ Type of Bid | Single Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/ Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM) | No |
| मूल्यांकन पद्धति/ Evaluation Method | Total value wise evaluation |
| मध्यस्थता खंड/ Arbitration Clause | No |
| सुलह खंड/ Mediation Clause | No |

ईएमडी विवरण/EMD Detail

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

ईपीबीजी विवरण /ePBG Detail

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

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

एमआईआई खरीद वरीयता/MII Purchase Preference

| | |
|--|----|
| एमआईआई खरीद वरीयता/MII Purchase Preference | No |
|--|----|

एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|---|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
|---|-----|

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

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. 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.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.

3. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Green Grass (Rajka) (33600 kilogram)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------|-------------------------------------|---|
| Additional Specifications | Shelf life | 1.0 - 24.0 Or higher (month) |

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | डिलीवरी अनुसूची /Delivery Schedule अनुबंध प्रारम्भ होने की तारीख से दिनों की संख्या में / (In number of days from contract start days) | | |
|---------------|---|--|--|---|---|
| | | | मात्रा /Quantity | प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after | डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by |
| 1 | Savitri Jhaldiyal | 248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand | 2800 | 7 | 28 |
| | | | 2800 | 30 | 58 |
| | | | 2800 | 60 | 88 |
| | | | 2800 | 90 | 118 |
| | | | 2800 | 120 | 148 |
| | | | 2800 | 150 | 178 |
| | | | 2800 | 180 | 208 |
| | | | 2800 | 210 | 238 |
| | | | 2800 | 240 | 268 |
| | | | 2800 | 270 | 298 |
| | | | 2800 | 300 | 328 |
| | | | 2800 | 330 | 364 |

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

1. Generic

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

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

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

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

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or

notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

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

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

---धन्यवाद/Thank You---

ATC for Tender Document for Fodder {Green Grass, Makka Chari (maize fodder), Berseen, oats}

1. Eligibility Criteria

- **Non-Blacklisting Declaration:** The bidder must not have been blacklisted by any Central Government, State Government, PSU, or any other Government body as on the date of bidding. A self-declaration certificate to this effect must be submitted as per **Annexure- I**.
- **Integrity Pact Declaration:** The bidder shall submit a duly signed self-declaration of Integrity Pact in the prescribed format as per **Annexure-II**.
- **Experience Requirement:** The firm must submit copy of CRAC (In case of GeM Order) or copy of material receipt certificate to be enclosed along with work order. Only experience of Government/Autonomous Bodies/PSUs shall be considered for past 3 FY 2022–23, 2023–24 and 2024–25.
- **Financial Capacity:** The bidder must submit the ITR for the previous three financial years, i.e. FY 2022–23, 2023–24 and 2024–25.
- **Local Presence:** The bidder must have a registered office or operational presence in or around Mussoorie, Uttarakhand (within 0-50 km), the designated delivery location.

2. Terms and Conditions

- **Quality Standards:** The fodder must be fresh, green, free from harmful weeds, and as mentioned below:
 1. **November to March** – Jai (जई) & barseem (बरसीम)
 2. **April to October** – Makki (मक्की)/ Bajra(बाजरा)/Chari (चरी)/ Jwar/Napier (नेपियर)
- **Delivery Schedule:** Supply to be provided at a rate of approximate 700 kilograms per week, delivered 2 to 3 times a week as per demand.
- **Place of delivery:** The fodder to be delivered at the locations mentioned below during respective months:
 1. **March to November** – Lal Bahadur Shastri National, Academy of Administration, Mussoorie.
 2. **December to February** – President Body Guard, Rajpur Road, Dehradun
- The supply of the fodder should be made within 48 hrs. from the date of furnishing requirement by the consignee.
- In case of quality complaints, the entire affected batch is liable to be rejected. The supplier must replace the rejected batch within 12 hours of receiving notification.
- **Pricing:** The quoted prices must be 'net' per quintal, and these rates must include all applicable taxes, freight/insurance, and delivery charges up to LBSNAA, Mussoorie, Uttarakhand.
- **Penalty Clause:** Delay in delivery beyond the stipulated time shall attract a penalty of ₹500 per day, subject to a maximum of 10% of the total order value. Continued delays or non-performance may result in the contract being cancelled.

Declaration

Declaration of Non-Blacklisting

(To be submitted on the company's letterhead)

Date: _____

To

The Director,

Lal Bahadur Shastri National Academy of Administration,

Mussoorie, District: Dehradun,

Uttarakhand – 248179

Subject: Declaration of Non-Blacklisting

Tender Reference No.: _____

Name of Work/Tender: _____

Dear Sir,

We hereby declare that our firm/company is not blacklisted as on date of bidding by any Central Government, State Government, Public Sector Undertaking (PSU), or any regulatory authority in India or abroad for any fraudulent activities.

We further affirm that if at any point this declaration is found to be false or misleading, appropriate action as deemed fit by the Lal Bahadur Shastri National Academy of Administration may be initiated against our firm/company.

Yours faithfully,

(Signature of the Authorized Signatory with Official Seal)

Name: _____

Designation: _____

Contact Details: _____

Date: //____

INTEGRITY PACT

This Integrity Pact is made between **Lal Bahadur Shastri National Academy of Administration (LBSNAA)** and [_____] for the **Supply of Fodder {Green Grass, Makka Chari (maize fodder), Berseen, oats}**

LBSNAA commits to ensuring transparency and fairness in the procurement process. The Bidder hereby undertakes to:

Avoid Corrupt Practices

Refrain from offering, giving, receiving, or soliciting any item of value to influence the actions of public officials during the bidding process or contract execution.

Prohibit Collusion

Abstain from colluding with other bidders, including engaging in price fixing, bid rigging, or market allocation, to maintain the integrity and competitiveness of the bidding process.

Avoid Intermediaries and Undisclosed Payments

Participate directly in the bidding process without involving intermediaries such as agents or brokers. Any legitimate business arrangements or partnerships relevant to the supply of Fodder {Green Grass, Makka Chari (maize fodder), Berseen, oats} shall be transparently disclosed in the bid documents.

Maintain Confidentiality

Protect and maintain the confidentiality of all tender-related information. The Bidder shall not disclose any bid details or LBSNAA's confidential information for any purpose other than preparing and submitting the bid.

Accept Consequences for Violations

Acknowledge that any breach of this pact may lead to disqualification from the tender process, termination of the contract if awarded, and imposition of penalties as deemed appropriate by LBSNAA.

A committee constituted by LBSNAA will oversee compliance with this Integrity Pact, if required.

This Pact shall remain valid from the date of signing **until twelve (12) months** after the final payment under the awarded contract.

Signed by Bidder/Contractor

(Name, Designation, and Signature with Official Stamp)

Note: This Annexure must be printed on the official letterhead of the firm/bidder.