

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	29-08-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-08-2026 13:30:00
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	HOD Email id : kt241@ifs.nic.in Buyer Email id: savitri.jhildiyal@nic.in
कुल मात्रा / Total Quantity	5150
वस्तु श्रेणी / Item Category	Dining Plates (V3) (Q4) , Dining Bowl (V3) (Q4) , Tea Set (V2) (Q4) , Serving Tray or Platter (V2) (Q4) , Glass Tableware (V2) Conforming to IS 1961 (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का) / OEM Average Turnover (Last 3 Years)	9 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड / Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover *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 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	70 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Dining Plates (V3)
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
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
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/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. 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.

2. 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.

3. 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.

4. 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 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

5. **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.

6. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 70% 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.

Dining Plates (V3) (1250 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 कैटेगरी 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)
Material	Material of the Plate	Ceramic
	Classification of material	Porcelain
Generic	Shape of Plate	Round
	Type	Plain
	Number of Compartment in Partition plate Select NA , in case plate type is plain	NA
Dimension	Maximum Length/Diameter of plate (in mm)	141-180, 221-260
	Maximum Width/Diameter of plate (in mm)	141-180, 221-260
	Thickness of Plate (mm) (Tolerance :- ± 0.5 mm)	5, 6

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

Applicable Drawing Document	View
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Savitri Jhaldiyal	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1250	15

Dining Bowl (V3) (1200 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 कैटेगरी 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)
Material	Material of the Bowl	Ceramic

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
	Lid Provided	No
Dimensions	Capacity of Bowl (in ml) (Tolerance $\pm 10\%$)	170, 300

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Savitri Jhaldiyal	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1200	15

Tea Set (V2) (900 set)

(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)
Generic	Tea Set Items	Cups & Saucers, Cups & Teapot, Cups, Saucers & Teapot, Cups, Tray & Teapot, Cups, Saucers, Tea Pot, Milk/Cream Pot & Sugar Pot, Milk/Cream Pot & Sugar Pot
	Material of Tea Set (Excluding tray material)	Ceramic
	Number of Cup in Tea Set	2 pcs, 4 pcs, 6 pcs, 12 pcs, NA (If no Cup is included)
	Number of Saucer in Tea Set	2 pcs, 4 pcs, 6 pcs, 12 pcs, NA (If no saucer is included)
	Number of Tea Pot in Tea Set	1 pcs, NA (If no Tea Pot is included)
	Number of Milk/Cream Pot in Tea Set	1 pcs, NA (If no Milk/Cream Pot is included)
	Number of Sugar Pot in Tea Set	1 pcs, NA (If no Sugar Pot is included)
	Number of Tray in Tea Set	1 pcs, NA (If no Tray is included)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
Dimension	Nominal Capacity of Cup (In ml)	120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, NA (If no Cup is included)

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Savitri Jhaldiyal	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	900	15

Serving Tray Or Platter (V2) (500 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)
Material	Material of Tray/Platter	Ceramic, Polypropylene (PP)
Shape and Design	Type of Tray	Without Compartment
	Shape	Rectangular
	Colour	White
Dimensions	Maximum Length/Diameter of Tray (in mm)	421-460
	Maximum Width/Diameter of Tray (in mm)	181-220

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	Savitri Jhaldiyal	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	500	15

Glass Tableware (V2) Conforming To IS 1961 (1300 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)
GENERAL	Type of Glass Tableware	Tumbler
	Usage	Storage
Dimension and size	Nominal capacity of tableware (in ml) Tolerance on the nominal capacity shall be ± 5 percent in the case of tumblers and ± 10 percent in case of jugs	180, 300

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	Savitri Jhaldiyal	248179,Lal Bahadur Shastri National Academy of Administration,Mussoorie,Uttar akhand	1300	15

Special terms and conditions-Version:2 effective from 30-07-2025 for category Glass Tableware (V2) Conforming to IS 1961

- Note to Seller:- Sellers are advised to create catalogues of only individual items of Tableware (not as sets of item) as per the category specifications.

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

1. Generic

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

2. Generic

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

3. Generic

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

4. 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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 कार्यवाई 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 Crockery
(Full/Dinner Plate, Quarter Plate, Curry Bowl, dessert Bowl, Cup/Milk Mug, Juice
Glass/Water Glass & White Tray)**

1. Eligibility Criteria

- **The bidder** must be a:
 - i. Should be an Original Manufacturer (OEM)/retailer/distributor registered under the Indian Companies Act, 1956, or the Partnership Act, 1932, and must have a registered office in India (supported by document of OEM on their letter head).
 - ii. or an Authorised Distributor (must be supported by a Letter of Authorization (LOA)).
- The bidder must not be blacklisted by any Central Government, State Government, PSU, or any Government body as on date of bidding. A self-declaration certificate must be submitted (**Annexure-V**).
- The bidder must submit a self-declaration certificate of Integrity Pact as per prescribed format at **Annexure-VI**.
- The firm must have audited balance sheet and profit & loss statement of the last three financial years i.e. FY 2024-25, 2023-24 and 2022-23. Any other CA certificate will not be accepted.
- **For turnover requirements**, Original Manufacturers shall be required to meet the OEM Average Turnover criteria, whereas Authorized Distributors shall be required to meet the Minimum Average Annual Turnover of the Bidder criteria.
- The firm must not have reported a net loss in any of the last three financial years i.e. FY 2024-25, 2023-24 and 2022-23, and its net worth must have remained positive as per the audited financial statements for each of the last three financial years.
- **Experience Criteria:** The firm must have submitted copy of CRAC (In case of GeM Order) or copy of material receipt certificate of the last three financial years i.e. FY 2024-25, 2023-24 and 2022-23 in crockery, cutlery & kitchen related items to be enclosed along with work order and only experience of Government/Autonomous Bodies/PSUs shall be considered.
- **Past Performance:** 70% of the total quantity or 70% of the Estimated bid value.
- Bids must be supported by a Bid Securing Declaration In lieu of Earnest Money Deposit (EMD) as per prescribed format at **Annexure-VII**.

2. Terms and Conditions

- **Sample Reference:** The Academy has prescribed reference sample for the item to be procured. These sample will be available for inspection by bidders. They may visit LBSNAA during working hours between 9 AM to 5:30 PM on any day (Monday-Friday) before submitting their

bids to examine the sample. The L-1 bidder shall ensure that the supplied items are exactly as per the approved sample of the Academy. Any divergence whatsoever from the approved sample in respect of material, design, colour or quality standards shall not be accepted and the consignment shall be rejected at the risk and cost of the supplier.

- **Approval of Sample:** The L-1 bidder must submit a sample of each item within one week of receiving the work order. This sample would be checked to match with the specifications/design mentioned in the tender documents as well as with the Academy's reference sample. Any modifications (arising out of deviation from specification/reference sample) suggested by the Academy must be duly incorporated. All costs associated with this initial approval of samples shall be borne by the bidder.
- **Penalty Clause:**
 - Delay in delivery may attract a penalty of ₹1,000 per day, subject to a maximum of 10% of the order value and the contract is liable to be cancelled.
 - Defective items must be replaced within a week.
 - If 10% or more of the delivered items are found defective, a penalty of ₹50,000 might be imposed and the contract may be cancelled.
- **Testing:** Items supplied by the L-1 bidder may be sent to a quality testing laboratory to verify compliance with specified parameters any deviation will result in cancellation of contract.
- **Pricing:** The quoted rates must include all applicable taxes and freight charges/insurance with delivery to LBSNAA, Mussoorie, Uttarakhand.
- The technical specifications are attached at **Annexure-I**.
- The picture of Crockery & Academy logo is attached at **Annexure-II**.
- Quantity of each items is attached at **Annexure-III**
- **Delivery:** Goods must be delivered as mentioned at **Annexure-IV**.

3. Trademark and Logo Use Clause

1. Ownership of Logo and Trademark

The Supplier acknowledges that all rights, title, and interest in and to the logo and trademark(s) provided or specified by the LBSNAA remain the exclusive property of LBSNAA. The Supplier shall not claim any ownership or rights in the LBSNAA Logo/trademark except as expressly permitted under this Agreement.

2. Permitted Use

The Supplier is granted a non-exclusive, non-transferable, revocable license to use the LBSNAA Mark(s) solely for the purpose of manufacturing, supplying, and delivering the goods to LBSNAA. The Supplier shall use the LBSNAA Mark/Logo strictly in accordance with the

specifications, quality standards, and branding guidelines provided by GOI, and only in connection with goods supplied under this contract.

3. Restrictions on Use

3.1) The Supplier shall not use the LBSNAA logo/Mark(s) for any goods or services other than those specified in this contract.

3.2) The Supplier shall not use the LBSNAA logo/Mark(s) outside the territory of India unless expressly authorized in writing by LBSNAA.

3.3) The Supplier shall not modify, alter, or misuse the LBSNAA logo/Mark(s) in any manner that may dilute, tarnish, or otherwise adversely affect the goodwill associated with the GOI Mark(s)

4. Cancellation of Tender

4.1) If it is detected at any time before/after execution of contract that the bidder/contractor has supplied false or incomplete information, the contract is liable to be cancelled and the bidder/contractor is liable to be blacklisted.

4.2) **Right to Reject any or all Bids:** The Procuring Entity reserves its right to accept or reject any or all Bids, abandon/cancel the Tender process, and issue another tender for the same or similar goods at any stage.

Pre Bid Details(s)

Pre bid Date & Time	Pre Bid Venue
Time: Aug 21, 2026 at 11:30 AM	Topic: Pre Bid meeting for Crockery Items Join Meeting: https://zoom.us/j/96099771487?pwd=fTuh3nzqnz4gvlTURbGWrpCrA5Bvew.1 Meeting chat link https://zoom.us/jc/96099771487 Meeting ID: 960 9977 1487 Passcode: 507898

Technical Specifications

Sl. No.	Particular				
1.	Size & dimensions:				
	Category	Material	Dimension	Colour & design	Shape/capacity
	Dinner Plate	Three layered Vitrelle glass (or equivalent proprietary thermally bonded glass laminate)	26 cm diameter	White & design Provincial Blue	Round
	Quarter Plate	Three layered Vitrelle glass(or equivalent proprietary thermally bonded glass laminate)	17 cm diameter	White & design Provincial Blue	Round
	Curry Bowl	Three layered Vitrelle glass(or equivalent proprietary thermally bonded glass laminate)	-	White & design Provincial Blue	Round & 296 ml
	Dessert bowl	Three layered Vitrelle glass(or equivalent proprietary thermally bonded glass laminate)	-	White & design Provincial Blue	Round & 177 ml
	Cup	Fine ceramic	8.4 cm diameter to top, 6 cm height	white	180 ml
	Milk Mug	Porcelain	7.5 cm diameter to top, 11 cm height	white	300 ml

	Juice Glass	Glass	3.5" H x 2.2" diameter	-	175 -180 ml
	Water Glass (tumbler)	Glass	4.5" H x 2.5" diameter	-	280 ml
	White Tray (Small)	Melamine/Plastic	L=38cm W=29cm H=2.5cm LxWxH	white	-
2.	Durability: Chip, break, stain and scratch resistant				
3.	Heat Safety: Microwave and oven safe				
4.	Handling: Lightweight and stackable				
5.	Freezer Safe: Capable of withstanding commercial freezer temperatures without structural degradation.				
6.	Oven Safe: Certified safe for use in preheated conventional ovens up to 175 degrees Celsius				
	The official Academy monogram/logo must be prominently and accurately displayed. Application Technology: Both the design pattern and the academy monogram must be applied using Fire-Transfer / Vitrified Decal Technology (high-temperature kiln-fired). The bidder must ensure that the artwork fuses permanently with the glass layer and remains resistant to fading, scratching, or chemical wear from industrial dishwashing detergents.				

Crockery
(Full/Dinner Plate, Quarter Plate, Curry Bowl, Dessert Bowl, Cup/Milk Mug, Juice Glass/Water Glass & White Tray)



Dinner Plate/Full Plate



Quarter Plate



Curry Bowl



Dessert Bowl



Cup



Milk Mug



Water Glass (Tumbler)



Juice Glass



White Tray (small)

Academy Logos to be placed on Crockery



Quantity required of each items

Sl. No.	Items	Required
1	Full Plate with Academy Logo	750
2	Quarter Plate with Academy Logo	500
3	Curry bowl with Academy Logo	400
4	Dessert bowl with Academy Logo	800
5	Cup with Academy Logo	1000
6	Milk Mug with Academy Logo	800
7	Juice Glass (175 ml) with Academy Logo	800
8	Water Glass (Tumbler) thick with Academy Logo	500
9	White Tray (Small)	500

Delivery Schedule

Sl. No.	Items	Delivery Time within 10 days from the date of approval of Samples
1	Full Plate with Academy Logo	750
2	Quarter Plate with Academy Logo	500
3	Curry bowl with Academy Logo	400
4	Dessert bowl with Academy Logo	800
5	Cup with Academy Logo	1000
6	Milk Mug with Academy Logo	800
7	Juice Glass (175 ml) with Academy Logo	800
8	Water Glass (Tumbler) thick with Academy Logo	500
9	White Tray (Small)	500

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 **Crockery ((Full/Dinner Plate, Quarter Plate, Curry Bowl, dessert Bowl, Cup/Milk Mug, Juice Glass/Water Glass & White Tray)**

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 Crockery (Full/Dinner Plate, Quarter Plate, Curry Bowl, dessert Bowl, Cup/Milk Mug, Juice Glass/Water Glass & White Tray) 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.

(To be submitted on Bidder's Letter Head)

Bid-Securing Declaration
(In lieu of EMD)

Date: [insert date (as day, month and year)]

Bid No.: _____

To:

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid- Securing Declaration in lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

***Please delete as appropriate**