



Bid Number: GEM/2022/B/2808746 Dated: 02-12-2022

# **Bid Document**

	Bid Details	
Bid End Date/Time	12-12-2022 14:00:00	
Bid Opening Date/Time	12-12-2022 14:30:00	
Bid Offer Validity (From End Date)	120 (Days)	
Ministry/State Name	Meghalaya	
Department Name	Planning Department Meghalaya	
Organisation Name	Meghalaya State Planning Board	
Office Name	Shillong	
Total Quantity	76	
Item Category	DSLR Camera , CAMERA Mirrorless , Camera for Photography , Camera for Videography , TRIPOD Type 1 , TRIPOD Type 2 , LAVELIER MIC , SHOT GUN MIC , VIDEO LIGHTS and LIGHT STAND , NEUTRAL DENSITY FILTER , SPEED LIGHT , MONOPOD , Wieless sound recording system , Wireless lighting solution , Gimbal , External Flash light , Studio Sound Monitors , Studio Headphones , Audio interface , Studio Lights , High Speed SD Card and Highspeed Card Reader , Dual Extruder 3D Printer and Printing Materials , Camera Cleaning Kit , Camera Backpack	
BOQ Title	IT Studio Equipments	
Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s) 200 Lakh (s) 3 Year (s) No	
OEM Average Turnover (Last 3 Years)		
Years of Past Experience Required for same/similar service		
MSE Exemption for Years of Experience and Turnover		
Startup Exemption for Years of Experience and Turnover	Νο	
Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Compliance of BoQ specification and supporting document *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	
Past Performance	10 %	
Bid to RA enabled	Νο	
Type of Bid	Two Packet Bid	
Primary product category	CAMERA Mirrorless	

Bid Details			
Time allowed for Technical Clarifications during technical evaluation	2 Days		
Evaluation Method	Item wise evaluation		
EMD Detail			
Required	No		
ePBG Detail	1		
Required	No		
<ul> <li>(a). The EMD Amount will be applicable for each sc</li> <li>Splitting</li> <li>Bid splitting not applied.</li> <li>MSE Purchase Preference</li> </ul>	hedule/group selected during Bid creation.		
MSE Purchase Preference	No		
MII Purchase Preference	·		
MII Purchase Preference	No		
MII Purchase Preference         No           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 i 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 {themselves of through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated abowe in the bid document before the bid opening date. Copies of relevant contracts 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 or 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 OE			

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.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% 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 / Public Listed Company. 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.

Evaluation Method ( Item Wise Evaluation Method )

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Item/Category	Quantity
Schedule 1	Dslr Camera	8
Schedule 2	Camera Mirrorless	1
Schedule 3	Camera For Photography	4
Schedule 4	Camera For Videography	4
Schedule 5	Tripod Type 1	14
Schedule 6	Tripod Type 2	2
Schedule 7	Lavelier Mic	2
Schedule 8	Shot Gun Mic	2
Schedule 9	Video Lights And Light Stand	2
Schedule 10	Neutral Density Filter	1
Schedule 11	Speed Light	1
Schedule 12	Monopod	1
Schedule 13	Wieless Sound Recording System	2
Schedule 14	Wireless Lighting Solution	2
Schedule 15	Gimbal	2
Schedule 16	External Flash Light	2
Schedule 17	Studio Sound Monitors	1
Schedule 18	Studio Headphones	3
Schedule 19	Audio Interface	1
Schedule 20	Studio Lights	3
Schedule 21	High Speed Sd Card And Highspeed Card Reader	1
Schedule 22	Dual Extruder 3d Printer And Printing Materials	1
Schedule 23	Camera Cleaning Kit	8
Schedule 24	Camera Backpack	8

**DSLR** Camera

Brand Type	Unbranded
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	Specification Document	View File
Γ	BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	8	30

### **CAMERA Mirrorless**

Brand Type	Unbranded	
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

### **Camera For Photography**

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	4	30

# Camera For Videography

Brand Type	Unbranded	
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	4	30

# **TRIPOD Type 1**

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	14	30

# **TRIPOD Type 2**

Brand Type	Unbranded	
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# **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# LAVELIER MIC

Brand Type	Unbranded
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Ī	Specification Document	View File
	BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# SHOT GUN MIC

Brand Type	Unbranded
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# **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# **VIDEO LIGHTS And LIGHT STAND**

Brand Type Unbrande	led
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Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# **NEUTRAL DENSITY FILTER**

Brand Type	Unbranded
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

### SPEED LIGHT

Brand Type Unbranded
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Ī	Specification Document	View File
	BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# MONOPOD

Brand Type	Unbranded
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# **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# Wieless Sound Recording System

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# Wireless Lighting Solution

Brand Type	Unbranded
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# Gimbal

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# **External Flash Light**

Brand Type	Unbranded
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	2	30

# **Studio Sound Monitors**

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# **Studio Headphones**

Brand Type	Unbranded
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	3	30

# Audio Interface

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# **Studio Lights**

Brand Type	Unbranded
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# **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	3	30

# High Speed SD Card And Highspeed Card Reader

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# **Dual Extruder 3D Printer And Printing Materials**

Brand Type	Unbranded
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**Technical Specifications** 

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	1	30

# **Camera Cleaning Kit**

Brand Type	Unbranded
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Specification Document	View File
BOQ Detail Document	View File

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

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	8	30

# **Camera Backpack**

Brand Type	Unbranded
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### **Technical Specifications**

Specification Document	View File
BOQ Detail Document	View File

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

### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Penelope Kharnami	793003,Nongrim Hills , Shillong	8	30

# **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 by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. 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 shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 3 years residual market life i.e. the offered product shall not be declared end-oflife by the OEM before this period.

#### 4. 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 %.

#### 5. Generic

**End User Certificate:** Wherever Bidders are insisting for End User Certificate from the Buyer, same shall be provided in Buyer's standard format only.

### 6. Generic

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

### 7. Generic

IT equipment shall be IPv6 ready from day one.

### 8. 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

### 9. Generic

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

#### 10. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

#### 11. Generic

Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller,

#### if:

i) The Seller fails to comply with any material term of the Contract.

ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.

iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.

iv) The Seller becomes bankrupt or goes into liquidation.

v) The Seller makes a general assignment for the benefit of creditors.

vi) A receiver is appointed for any substantial property owned by the Seller.

vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

### 12. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

#### 13. **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.

### 14. Financial Criteria

**NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.

#### 15. Scope of Supply

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

#### 16. 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.

### 17. Certificates

ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

#### 18. Certificates

The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

### 19. 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.

### 20. 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.

### 21. 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.

### 22. Service & Support

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

### 23. Service & Support

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

### 24. Warranty

Warranty period of the supplied products shall be as given in specifications 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.

### 25. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

# Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

### This Bid is also governed by the General Terms and Conditions

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

