

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details

बिड बंद होने की तारीख/समय /Bid End Date/Time	30-06-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-06-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Delhi High Court
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Central Project Coordinator
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	aoj-stationery@dhc.nic.in
कुल मात्रा/Total Quantity	30000
वस्तु श्रेणी /Item Category	Plain Copier Paper (V3) ISI Marked to IS 14490 (Q4)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	35 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	200 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (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	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,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),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
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	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
विगत प्रदर्शन /Past Performance	20 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
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	4 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
अनुमानित बिड मूल्य / Estimated Bid Value	7000000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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	210000

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).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज 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 :

Administrative Officer (Judl.), Stationery Branch
Registrar General, Delhi High Court, New Delhi-110503
(S. Prem Kumar)

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)
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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. 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. 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.
4. 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.
5. 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.
6. 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.

7. 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.

8. 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.

9. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 20% 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.

10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Plain Copier Paper (V3) ISI Marked To IS 14490 (30000 ream)

(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)

Bis Required

Yes

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)
STANDARDS	Paper Size	A4
	Grammage (GSM) of the Paper	75 gsm
PACKING AND MARKING	Packing	Ream of 500 Sheet

Additional Specification Parameters - Plain Copier Paper (V3) ISI Marked To IS 14490 (30000 ream)

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper made of Wood Pulp/Bamboo Pulp (Not recycled)	Paper made of Wood Pulp/Bamboo Pulp (Not recycled)

* 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	S. Prem Kumar	110503,DELHI HIGH COURT, SHER SHAH ROAD, NEW DELHI	30000	15

Special terms and conditions-Version:3 effective from 10-03-2026 for category Plain Copier Paper (V3) ISI Marked to IS 14490**1. Catalogue Image Upload Guidelines****Product catalogue Images uploaded should carry the following informations:**

1. Should have original product image.
2. Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L), Net weight of the Ream, GSM etc.
3. Should have the ISI Mark label on the wrapping cover

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---

THE HIGH COURT OF DELHI AT NEW DELHI

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

The interested OEM/authorized Seller/ Firm/ distributor/ dealer/ vendor of OEMs/Mills based in Delhi/NCR Region only.

Note: Bidders participating in the tender must mandatorily comply with the Buyer Added Bid Specific ATC.

High Court of Delhi intends to invite online bids/tenders through GeM portal from Delhi/NCR based firms/manufacturers/authorized dealers/distributors for procurement of 30,000 nos. (Thirty thousand) White plain Photocopier Paper/Good paper, A-4 size, 75 GSM. The estimated value of procurement is ₹ 70,00,000 (Approx.) (₹ Seventy lakh only). It is further clarified that the exact quantity of items to be procured may vary, and may increase or decrease depending upon the actual requirement of the Court.

ADDITIONAL TERMS AND CONDITIONS (ATC) FOR SUPPLY OF GOODS SPECIFIED BELOW:

S. No.	SPECIFICATION	BID REQUIREMENT (ALLOWED VALUES)
1	Eligibility of Firm/ Vendor	The bidder must be the Original Equipment Manufacturer (OEM) or an authorized seller/ firm/distributor/dealer/vendor of the OEM/Mills, ensuring that the goods supplied are sourced directly from the OEM. In cases where the bidder is not the OEM, the bidder must submit an original Authorization Letter issued by the OEM in its favour, authorizing it to supply the said goods. Failure to submit such authorization shall render the bidder liable for disqualification. The bidders should have a branch/ registered office located in Delhi/ NCR and a valid documentary evidence in this regard should be submitted on the portal, failing which technical bids will be rejected outright. No correspondence will be entertained in this regard.
2	Goods required	Plain Photocopier Paper/Good paper
3	Goods Certification	ISI Marked to IS-14490 with latest amendments
4	Quantity	30,000 Reams.
5	Number of sheets per Ream	500 Sheets
6	Size of paper	A-4
7	GSM of paper	Strictly 75 GSM
8	Colour of A4 sheet	White

9	Pulp	Wood Pulp/Bamboo Pulp only (Not recycled)
10	Packaging	<ol style="list-style-type: none"> 10 reams packed in a card board box with PVC strip by the OEM/Mill. The reams of paper shall be in the original packing from the OEM/Mill.
11	Sample	Two original mill packed reams of A-4 size, 75 GSM paper (each ream containing 500 sheets) have to be provided in Stationery Branch of this Court as proposed samples, by the 'Successful bidder' within two days of receipt of purchase order.
12.	Validity of rates	180 Days
13	Whether converters are allowed?	Converters are strictly not allowed.
14	Documents required to be uploaded by the seller(s)/bidder(s)	<ol style="list-style-type: none"> The bidders should have a branch/registered office located in Delhi/ NCR and a valid documentary evidence in this regard should be submitted on the portal, failing which technical bids will be rejected outright. No correspondence will be entertained in this regard. Latest original OEM Authorized Certificate issued by the respective OEM/Mill on their letterhead authorizing the bidder to participate in the instant tender process as per format at Annexure 'C' or Self-OEM declaration certificate, as applicable. Each page of ATC (Additional Terms and Conditions) signed and stamped by the bidder or by its authorized representative be uploaded as acceptance of the terms and conditions of the instant tender. Upload Product catalogue Images carrying the following information while submitting quotes on the GeM Portal: <ol style="list-style-type: none"> Should have clear image of the original ream of paper being offered. Should carry the marking information as per IS:14490 such as ISI Mark, BIS License Number (CM/L), Net Weight of the Ream, GSM etc. Should have the ISI Mark label on the wrapping paper. Documents in support of the OEM/Mill's average financial annual turnover of Rs. Two Crore or above in plain photocopier paper category for the last 3 years duly signed and stamped by the authorized representative of the Mill/OEM in terms of GeM General Terms and Conditions. Certificate of Chartered Accountant showing annual

		<p>average financial turnover of Rs. 35 lakhs or above, per annum in favour of the bidders for the last three financial years (2023-24, 2024-25 & 2025-26). Copies of Balance Sheet, Profit and Loss Account statement etc. need not be enclosed. The bidders having lesser turnover will be rejected outright.</p> <p>7. The bidder must submit documentary evidence demonstrating experience in supplying similar plain photocopier paper to any Government Department/ Agency/PSU/Autonomous Body/Enterprise during the last two years. Copies of relevant contracts/purchase orders in support of this must also be uploaded along with the Bid.</p> <p>8. Scanned copy of EMD @ 3% of the total estimated value of Contract/Tender by way of DD/Banker's Cheque/ Manager's Cheque drawn in favour of Registrar General, Delhi High Court, payable at Delhi/New Delhi. The bidder seeking EMD exemption, must upload the valid supporting document as per GeM GTC with the bid.</p> <p>9. The MSE/Startups are exempted from submitting documents in respect of points No.6, 7 and 8 above. The supporting documents to prove his eligibility of exemption must be uploaded.</p> <p>10. Self attested copy of GST Registration Certificate of bidder.</p> <p>11. Self attested copy of PAN Card of bidder.</p> <p>12. Test report of the proposed plain photocopier paper shall be submitted from a Government approved laboratory or NABL accredited laboratory. The report must include a Fiber Morphology Test, issued after the date of the publication of this tender, and should clearly certify that the photocopier paper/Good paper, as required by this Court, is manufactured exclusively from Wood Pulp/Bamboo Pulp only and is not made from recycled material. The said report should be signed by OEM as well as Bidder participating in the said Bid. Non Compliance to above, will technically disqualify bidder without any communication.</p> <p>13. Self attested 'undertaking' as per Annexure-'A' of this ATC on letter head of the bidder.</p> <p>14. Self attested Quality Assurance Certificate as per Annexure-'B' of this ATC on letter head of the bidder.</p>
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		<p>15. Bidders are required to furnish the PFC (Price Fall Clause Certificate) as per the format given in <u>Annexure 'D'</u>.</p> <p>16. 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.</p> <p>17. Bidder must upload a duly signed and stamped copy of <u>Annexure 'E'</u> titled "Check List of Documents to be Uploaded".</p> <p>18. Other documents as envisaged in the Bid document over GeM Portal.</p> <p>19. 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.</p>
15	Delivery of goods, Inspection and penalty for delay in supply	<p>a. The delivery of paper shall be made in six equal installments of 5,000 reams (each ream containing 500 sheets) each at an interval of two months or as and when required by this Court.</p> <p>b. The selected firm/vendor shall supply the goods as per requirement of this Court failing which the Purchase Order shall be deemed to be cancelled and EMD/ Performance Bank Guarantee/ FDR shall be forfeited.</p> <p>c. The goods/paper shall be delivered at the Stationery Store of Delhi High Court situated in the basement of Lawyers Chamber Block-III without any extra delivery cost.</p> <p>d. The firm/vendor shall be responsible for delivery of the paper in Stationery Store of this Court in good condition at its own risk and cost.</p> <p>e. The Firm/Vendor shall be solely responsible for unloading, loading, handling etc. of the material.</p> <p>f. The Firm/Vendor shall indemnify the High Court of Delhi for any kind of loss due to material mishandling or damage, etc.</p> <p>g. In case of delay in delivery of any of the installments of paper even after request being made by this Court, a penalty of 0.5% per week, subject to a maximum of 10% of the total contract/tender value will be imposed and recovered from Performance Bank Guarantee/FDR through its invocation.</p>

		<p>h. The acceptance of the supplied goods in the Stationery Store of Delhi High Court shall be subject to confirmation of the specifications and its quality viz. inspection of the supplied goods and on comparison the same matches with the sample received from the successful bidder either by the Inspection Committee or/and by the nominated 'independent officers' of this Court.</p> <p>i. If the supplied goods are found defective or are found to be not in conformity with the Technical bid/Sample/ Purchase Order, the successful bidder shall take back the entire defective goods immediately at its own cost and consequences and shall re-supply the goods in conformity with the Technical bid/Sample/ Purchase Order within one week thereof which shall again be inspected either by the Inspection Committee or/and by the nominated 'independent officers' of this Court.</p>
16	Bid Security/ Earnest money deposit (EMD)	<p>(a) Bid Security/EMD @ 3% of the total estimated value of Contract/Tender shall be submitted by the bidder by way of Account Payee DD/Banker's Cheque/ Manager's Cheque issued from a nationalized bank payable at Delhi/New Delhi drawn in favour of Registrar General, Delhi High Court, New Delhi (Returnable without interest).</p> <p>(b) The MSE/Startups bidders registered with the Central Purchase Organization, Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product/Primary Service for which Bid/RA has been invited and holding valid Vendor Assessment or Vendor Assessment Exemption Report, National Small Industries Corporation ("NSIC") or the concerned Ministry or Department, Govt. approved sources shall stand exempted from depositing the Bid Security/EMD as per the extant laws/GeM (General Terms and Conditions) but shall upload necessary document/certificate in this regard.</p> <p>(c) The original hard copy of Bid Security/EMD instrument must be submitted/delivered in the Stationery Branch of this Court situated at Room No. 512, 5th Floor, Administrative Block, Delhi High Court, New Delhi-110003 on or before the last date of submission of the bid, positively. EMD delivered/ received after the due date and time will not be accepted. Failure to submit original Bid Security/EMD instrument with the Stationery Branch within the prescribed time will lead to disqualification of the bid without any technical or</p>

		<p>financial evaluation.</p> <p>(d) Bid Security/EMD of the Bidder(s) will be forfeited, if the bidder(s) amends its tender, impairs or derogates from the tender, fails to accept the Award and/or fails to furnish Performance Bank Guarantee/FDR.</p> <p>(e) After completion of tender formalities with the successful bidder, the Bid Security/EMD of the bidders who do not qualify in the instant tender process will be returned, without interest, only on receipt of their written request. It shall be the duty of the bidder(s) to reach out to the Stationery Branch of this Court with authority letter on letter head of the firm and collect the original Bid Security/EMD instrument against the receipt. In case of delay in collecting the Bid Security/EMD, Delhi High Court shall not be responsible to pay any kind of interest or penalty.</p>
17	Performance Bank Guarantee/ Fixed Deposit Receipt (FDR)	<p>(a) The Performance Security in the form of original Performance Bank Guarantee or FDR (Fixed Deposit Receipt) @ 5% of the total contract/tender value in favor of "The Registrar General, Delhi High Court, New Delhi" shall be submitted in the Stationery Branch of this Court by the '<u>successful bidder</u>' within five (5) working days of the date of issuance of supply/purchase order.</p> <p>(b) Failure to comply with above condition will attract penalty of 0.1% per day of the total contract value subject to maximum of 1.5%. Failure to deposit the Performance Bank Guarantee/FDR and/or the penalty amount as aforesaid within 20 days of the issuance of supply/purchase order, the Purchase Order awarded shall stand cancelled and the EMD shall be forfeited without any further notice to the successful bidder.</p> <p>(c) The Performance Bank Guarantee/FDR of the successful bidder shall be forfeited at any stage of violation of any of the terms and conditions of the Tender and/or the Purchase/Supply Order</p> <p>(d) The Performance Bank Guarantee/FDR should remain valid for a period of <u>one year and two months</u> from the date of the Purchase Order awarded to the successful bidder.</p> <p>(e) Performance Bank Guarantee/FDR of the successful bidder will be released/ discharged/ returned after completion of the contract and upon being satisfied that there has been due performance of the contractual</p>

		<p>obligation by the firm/vendor under the contract.</p> <p>(f) No bank charges and/or interest shall accrue or be payable by the High Court of Delhi against the Performance Guarantee Deposit/Earnest Money Deposit/FDR.</p> <p>(g) This Court shall also be entitled to recover from the successful bidder any payment made due to inadvertence, error, collusion, misconstruction or misstatement from the Performance Security/FDR and/or any other amount due to the successful bidder.</p> <p>(h) The Bid Security/EMD instrument submitted by the successful bidder will be returned on acceptance of Performance Bank Guarantee / Fixed Deposit Receipt.</p>
18	Reasons of rejection of bid	<ol style="list-style-type: none"> 1. Offering validity of rates for a period less than 180 days from the last date of submission of Bids. 2. Submission of more than one bid. 3. Bid(s) related to some other item(s) and not related to instant tender. 4. Non-uploading of required documents or uploading of incomplete documents. 5. Any ambiguity in submission of the bid or any unreasonable condition. 6. Bids received unsigned. 7. Conditional Bid(s).
19	Opening of Technical Bid & Financial Bid	<p>(a) Technical bid of only those bidders, who have submitted the EMD in original in Stationery Branch of this Court and uploaded all the required documents and scanned copy of EMD within the prescribed time period, will be evaluated and financial bids of only such short-listed bidders will be opened as per GeM guidelines. In case of any deficiency, the Technical Bid shall be rejected and the financial bid will not be opened.</p> <p>(b) After evaluation of the Technical Bids, the Financial Bids of qualified bidders will be opened on GeM Portal as per procedure. If the date of opening of Financial Bid falls on holiday being observed by Delhi High Court, the financial bids will be opened on the next working day.</p>
20	Financial Bid	<p>(a) Rates shall be quoted in Indian Rupees. No exemption will be provided for correction in the financial bid. Moreover, in case of conflict in amount mentioned in numbers and words, the amount mentioned in words will prevail.</p>

		<p>(b) The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges (transport/ carry charges or any other charges) will be paid by the Delhi High Court Registry. Bidders are advised to ensure applicable Govt. levies on their own before furnishing the bid. The Registry will not take any responsibility in this regard.</p> <p>(c) The request made by '<u>successful bidder</u>' for variation in rates of ream due to fluctuation in the foreign exchange rate or escalation or other factors shall not be considered except change in the rate of GST by the Central and State Government.</p> <p>(d) Any change in the rate of GST for the corresponding HSN code of plain photocopier paper during the currency of Contract shall be communicated by the supplier to Stationery Branch of this Court immediately with documentary proof i.e. Notification issued by Central/State Government to this effect.</p> <p>(e) In case two or more bidders have offered the same rate, this Court reserves the right to classify all such bidders as lowest and place the purchase order suitably between them.</p>
21	Force Majeure	<p>(a) The Delhi High Court may consider relaxing the penalty and delivery requirements, as specified in this tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract are the result of a Force Majeure.</p> <p>(b) Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise.</p> <p>(c) Delay to obtain material from OEM/Mill due to any other reason shall not be covered under clause (b) above.</p>
22	Billing/invoicing	The bill/invoice in triplicate towards supply of each installments of plain photocopier paper shall be raised in the name of Registrar General, Delhi High Court, New Delhi-110503.
23	General Terms & Conditions	<p>a) No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provision contained in Central Civil Services (Conduct) Rules, 1964.</p> <p>b) Not more than one tender shall be submitted by one Bidder</p>

		<p>or Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.</p> <p>c) The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges (transport/carry charges or any other charges) will be paid by Delhi High Court. Bidders are advised to ensure applicable Govt. levies on their own before furnishing the bid. The Registry will not take any responsibility in this regard.</p> <p>d) During the evaluation of Technical Bids, only the brands/make and models mentioned or displayed in the quoted catalogue against the required item on the GeM Portal will be considered.</p> <p>e) In case a bidder withdraws its bid before opening of the Technical Bid, the bidder shall be blacklisted for a period of two years. However, the Earnest Money deposited by it shall be returned without payment of any interest thereon.</p> <p>f) In case a bidder withdraws its bid after opening of the Technical or Financial Bid, the bidder shall be blacklisted for a period of three years and the Earnest Money deposited by it shall be forfeited without any notice.</p> <p>g) A Bidder shall also be blacklisted on account of the following reasons:-</p> <ol style="list-style-type: none"> i. Non-supply of the goods in terms of the Purchase/Supply Order. Not obeying the validity of rates offered for 180 days. ii. Any other default in fulfilling the contractual obligations by the firm/vendor. iii. If the firm/vendor after the award of contract violates any of the additional terms and conditions, it shall be blacklisted and its EMD/performance security shall be forfeited without giving any prior notice iv. After entering into contract, the bidder shall not be permitted to increase its rate under any circumstances during the term of contract. The bidder, who declines to supply at contracted rate shall be blacklisted.
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		<p>v. Submission of false information, forged documents, or misrepresentation during the bidding process</p> <p>h) Addendum/Corrigendum/notice etc. if any will be uploaded on GeM Portal.</p> <p>i) This Court reserves the right to relax/waive or alter any of the terms & conditions at any stage if it finds sufficient reasons to do so.</p> <p>j) The bids or queries shall be submitted as per the prescribed procedure only on GeM portal. Any document submitted by telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained in this regard.</p> <p>k) The successful bidder shall provide details of the SPOC (Single point of contact) who is duly authorized to address any issue/concern of this Court.</p> <p>l) Under no circumstances, the successful bidder shall appoint any sub-tendering concern/company or sub-lease the contract. In case of violation of this condition, the contract will be terminated forthwith without any notice, Performance Bank Guarantee/FDR will be forfeited and no payment will be made, for the already delivered goods.</p>
24	Rights	<p>(a) This Court at its own discretion may increase or decrease the quantity upto 25% of the total quantity depending on the requirement.</p> <p>(b) This Court reserves the right to reject any or all the bids or quash the whole tender process without assigning any reasons. Any step taken by the competent authority to safeguard the interest of this Court shall be final and binding on all participants.</p>
25.	For reference	Tender documents are also available on Delhi High Court website https://www.delhihighcourt.nic.in/web/tenders
26.	Queries	Queries can be made at landline No.011-43010101 Extn. No.4358 upto the last date of submission of the bid.

The bidders must read all the Instructions, Proformas' Terms & Conditions and specifications carefully and ensure compliance with the instructions herein. Failing to furnish all the information as required by the tender document in any respect will be at the bidders' risk and may result in rejection of the bid/ tender. They are also advised to regularly visit GeM Portal and official website of Delhi High Court i.e. <https://www.delhihighcourt.nic.in> to keep themselves updated with any change/ modification in the tender which will be intimated through this website only by corrigendum / addendum/ amendment. No individual correspondence shall be entertained in this regard.

Annexure – ‘A’
To be uploaded on GeM Portal

UNDERTAKING

**FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF PLAIN A-4
SIZE PHOTOCOPIER PAPER, 75 GSM, AS PER REQUIRED SPECIFICATION.**

I/We undertake that the firm (name of the firm)
or its Partner / Director / Proprietor (name)
has/have not been blacklisted / banned in its Business dealings with any Central / State
Government / Public Sector Undertaking / Autonomous Bodies or has / have not been banned /
terminated during the last two (02) years on account of poor performance/conduct.

By registering on GeM and by participating in the instant tender process on GeM, I/We
undertake that presently I/We are not “Debarred from Bidding” on the grounds mentioned in Rule
151 of GFR 2017.

In case, it is found at any stage that I/We have participated in the instant tender by
withholding material information, my bid shall be liable to be rejected and the EMD/PBG/FDR is
also liable to be forfeited by Delhi High Court.

I/We undertake that all the terms and conditions of the instant Tender Notice are
acceptable to me/us and bound to deliver the goods as per schedule of installment.

I/we undertake that the goods offered to be supplied are in compliance of ISO/BIS
standard and mill packed packaging.

I/we undertake that if the supply is rejected by the independent officer of this Court during
the inspection due to non-conformity with the purchase order/the sample offered or due to any
other distortion, the whole supply will be taken back immediately at the cost of the firm/proprietor
with the replacement of goods within **one week**.

I/we also undertake that if the paper so supplied found any issue of
moisture/packaging/GSM will be replaced by me/us without any hesitation at any point of time
during the Contract.

I/we further undertake that I/we have confirmed and correctly applied the HSN Code of
the required item and its corresponding applicable GST rate as on date with sole responsibility.

Signature of the authorized
Signatory of the firm/company/organization
Official Stamp/Seal

Date:-

Place:-

Annexure – ‘B’
To be uploaded on GeM Portal

QUALITY ASSURANCE CERTIFICATE

**FOR SUPPLY OF 30,000 NOS. OF REAMS (500 SHEETS PER REAM) OF PLAIN A-4
SIZE PHOTOCOPER PAPER/GOOD PAPER, 75 GSM AS PER REQUIRED
SPECIFICATION.**

It is assured that before offering the bid, I/we have carefully reviewed the offered product in terms of the requirement of Delhi High Court and if the Purchase Order is awarded I/we are bound to supply the required goods fulfilling all the norms of the tender.”

Signature of the authorized
Signatory of the firm/company/organization
Official Stamp/Seal

Date:-

Place:-

ANNEXURE-‘C’
To be uploaded on GeM Portal

(On the Letter Head of the OEM)

To,

The Registrar,
Delhi High Court,
New Delhi - 110001

SUBJECT: AUTHORIZATION LETTER FOR SUPPLY OF A-4 PHOTO COPIER PAPERS/GOOD PAPER, 75 GSM, MADE OF WOOD PULP/BAMBOO PULP ONLY (NOT RECYCLED) TO THE REGISTRY OF DELHI HIGH COURT, NEW DELHI

M/s. _____

Reference: _____

GeM Bid No. _____

We, M/s. _____
(name of manufacture) hereby authorize to M/s. _____
_____ (name and address of dealer/distributor) _____

_____) for participating in subject bid on GeM. We hereby confirm that we have **in-house integrated pulp manufacturing facility** and the item supplied by the said dealer/distributor will be authentic material manufactured by us and will meet the quality as per tender specifications. We hereby also confirm that we will extend our full support for the timely delivery of the material by the said dealer/distributor and warranty for the same.

Signature and stamp of authorized signatory of OEM

Name: _____

Email ID: _____

Mobile/Phone No.: _____

Designation (if available) _____

Annexure-D
To be uploaded on GeM Portal

(To be submitted on Company's Letterhead)

Price Fall Clause Certificate

I/We undertake that we have not offered to supply/supplied/are not supplying same or similar products/systems or sub systems/services at a price lower than that offered against the Tender No. _____ dated _____ in respect of any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems/services was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India or its subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded

Dated

Signature of the authorized/

Signatory of the firm/company
Organization/official stamp/seal

Annexure – E
To be uploaded on GeM Portal

CHECK LIST OF DOCUMENTS TO BE UPLOADED

Bidders are required to duly complete the checklist and upload the same along with all relevant technical documents on the GeM Portal.

S.No.	Item Description	Yes/No	Remarks
1.	Tender documents/ATC page wise signed and stamped by the Bidder		
2.	Scanned copy of EMD @ 3% of the total estimated value of Contract/Tender by way of DD/Banker's Cheque/Manager's Cheque drawn in favour of Registrar General, Delhi High Court, payable at Delhi, New Delhi/Exemption Certificate, as the case may be.		
3.	Signed and stamped copy of <u>Undertaking/ Declaration as per format at Annexure 'A'</u> (on the letter head of the bidding firm.)		
4.	Signed and stamped copy of <u>Quality Assurance Certificate as per format at Annexure 'B'</u> (on the letter head of the bidding firm.)		
5.	Valid <u>OEM Authorised Certificate as per format at Annexure 'C'</u> or <u>Self – OEM declaration certificate, as applicable.</u>		
6.	Signed and stamped copy of <u>Price Fall Clause Certificate as per format at Annexure 'D'</u> .		
8.	Signed/Stamped proof of Bidder's Registered/ Branch office in Delhi/NCR.		
9.	Signed/ Stamped copy of Registration/ Incorporation Certificate of the bidding firm (should have been 3 or more year old).		
10.	Signed/Stamped copy of PAN Number.		
11.	Signed/Stamped copy of GST Registration.		
12.	Signed/Stamped copy of Certificate of Chartered Accountant showing annual average financial turnover of Rs. 35 lakhs or above, per annum in		

	favour of the bidders for the last three financial years (2023-24, 2024-25 & 2025-26)		
13.	Signed/ Stamped copy of this duly filled Check List of Documents as per format at Annexure 'E' .		
14.	Product catalogue Images showing image of original ream of paper being offered.		
15.	Signed and stamped copy of documents showing OEM/Mill's average financial annual turnover of Rs. Two Crore or above in plain photocopier paper category for the last 3 years.		
16.	Morphology Test report of the proposed plain photocopier paper from a Government approved laboratory or NABL accredited laboratory, as stated in point No. 14(12) of ATC.		
17.	Undertaking stating that the bidder is not under liquidation, court receivership or similar proceedings and also not bankrupt.		
19.	Documentary evidence demonstrating experience in supplying similar plain photocopier paper to any Government Department/ Agency/PSU/ Autonomous Body/Enterprise during the last two years. Copies of relevant contracts/purchase orders in support of this must also be uploaded along with the Bid.		

Signature of the authorized/
Signatory of the firm/company
Organization/official stamp/seal