

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	14-10-2022 13:00:00
<b>Bid Opening Date/Time</b>	14-10-2022 13:30:00
<b>Bid Offer Validity (From End Date)</b>	90 (Days)
<b>Ministry/State Name</b>	Ministry Of Petroleum And Natural Gas
<b>Department Name</b>	Na
<b>Organisation Name</b>	Directorate General Of Hydrocarbons (dgh) Noida
<b>Office Name</b>	Oidb Bhwan, Sector-73, Noida
<b>Total Quantity</b>	843
<b>Item Category</b>	OEM / Compatible Cartridge / Consumable (Q2) ( <b>PAC Only</b> ) , OEM / Compatible Cartridge / Consumable (Q2)
<b>Years of Past Experience Required for same/similar service</b>	2 Year (s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria,OEM Authorization Certificate *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
<b>Bid to RA enabled</b>	No
<b>Primary product category</b>	OEM / Compatible Cartridge / Consumable
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>	No
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	66665

### ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	8

(a). 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). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

DG  
Oidb Bhwan, Sector-73, Noida, NA, Directorate General of Hydrocarbons (DGH) Noida, Ministry of Petroleum and Natural Gas  
(Directorate General Of Hydrocarbons)

**Splitting**

Bid splitting not applied.

**MII Purchase Preference**

MII Purchase Preference	No
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**Details of the Competent Authority for MII**

Name of Competent Authority	MOPNG
Designation of Competent Authority	MOPNG
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	26-04-2022
Brief Description of the Approval Granted by Competent Authority	PUBLIC PROCUREMENT-MAKE IN INDIA ORDER PERTAINING TO LIMIT OF EXEMPTION

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

**MSE Purchase Preference**

MSE Purchase Preference	Yes
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**Details of the Competent Authority approval for PAC**

Competent Authority Approval document for PAC : [View Document](#)

Name of Competent Authority	C LAXMA REDDY
Designation of Competent Authority	ADG

Office / Department / Division of Competent Authority	
CA Approval Number	85
Competent Authority Approval Date	2022-09-14 00:00:00
Brief Description of the Approval Granted by Competent Authority	Administrative approval for floating a GeM tender for procurement of CANON cartridges as per details in Annexure-1 with eligibility criteria specified as per para 5 above.

1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. Experience Criteria: In respect of the filter applied for 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 number of Financial years as indicated above 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 of primary product having highest value should meet this criterion.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. 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 Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.
4. 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.

### **OEM / Compatible Cartridge / Consumable ( 100 pieces ) ( Under PAC )**

Make	canon
Model	canonlasertoner cartridge925

Brand Type	Registered Brand
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### **Technical Specifications**

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Print Color of Replacement Cartridge/Consumable</b>	Black
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP6030b, LBP6030w, MF3010

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	100	30

#### OEM / Compatible Cartridge / Consumable ( 50 pieces ) ( Under PAC )

Make	canon
Model	canoncolorlasertoner cartridge054-black

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Black

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP621cw, LBP623cdw, MF641cw, MF643cdw, MF645cx

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	50	30

#### OEM / Compatible Cartridge / Consumable ( 35 pieces ) ( Under PAC )

Make	canon
Model	canoncolorlasertoner cartridge054-cyan

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Cyan

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP621cw, LBP623cdw, MF641cw, MF643cdw, MF645cx

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OADB BHAWAN, SECTOR-73, NOIDA	35	30

#### OEM / Compatible Cartridge / Consumable ( 35 pieces )

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Magenta
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP621cw, LBP623cdw, MF641cw, MF643cdw, MF645cx

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	35	30

#### OEM / Compatible Cartridge / Consumable ( 35 pieces ) ( Under PAC )

Make	canon
Model	canoncolorlasertoner cartridge054-yellow

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Yellow
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP621cw, LBP623cdw, MF641cw, MF643cdw, MF645cx

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	35	30

#### OEM / Compatible Cartridge / Consumable ( 150 pieces ) ( Under PAC )

Make	canon
Model	canonpgi-2700black-xl

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Ink
	<b>Print Color of Replacement Cartridge/Consumable</b>	Black
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon



Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon MB5170, Canon MB5470

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	150	30

#### OEM / Compatible Cartridge / Consumable ( 120 pieces ) ( Under PAC )

Make	canon
Model	canonpgi-2700cyan-xl

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Ink
	<b>Print Color of Replacement Cartridge/Consumable</b>	Cyan
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon MB5170, Canon MB5470

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	120	30

#### OEM / Compatible Cartridge / Consumable ( 120 pieces ) ( Under PAC )

Make	canon
Model	canonpgi-2700yellow-xl

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Ink
	<b>Print Color of Replacement Cartridge/Consumable</b>	Yellow
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon MB5170, Canon MB5470

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	120	30

#### OEM / Compatible Cartridge / Consumable ( 120 pieces ) ( Under PAC )

Make	canon
Model	canonpgi-2700magenta-xl

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Ink
	<b>Print Color of Replacement Cartridge/Consumable</b>	Magenta
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon MB5170, Canon MB5470

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	120	30

#### OEM / Compatible Cartridge / Consumable ( 3 pieces ) ( Under PAC )

Make	canon
Model	canonnpg-84tonerblack

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Black
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	iR 2625 series

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	3	30

#### OEM / Compatible Cartridge / Consumable ( 75 pieces ) ( Under PAC )

Make	canon
Model	canonlasertoner cartridge326

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	<b>Product Class of Replacement Cartridge/Consumable</b>	OEM
	<b>Type of Replacement Cartridge/Consumable</b>	Toner
	<b>Print Color of Replacement Cartridge/Consumable</b>	Black
	<b>Brand of OEM Cartridge/Consumable for which Replacement Cartridge/Consumable is suitable</b>	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Brand of OEM Printer / MFP etc for which Replacement Cartridge/Consumable is suitable</b>	Canon
	<b>Model Number/Numbers of OEM Printer /MFP etc for which Replacement Cartridge/Consumable is suitable</b>	LBP6230dn

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Apurba Das	201301,DGH, OADB BHAWAN, SECTOR-73, NOIDA	75	30

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- Copy of PAN Card.
- Copy of GSTIN.
- Copy of Cancelled Cheque.
- Copy of EFT Mandate duly certified by Bank.

### 2. Generic

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

### 3. Generic

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

### 4. Generic

**Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

## 5. Service & Support

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

## 6. Service & Support

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

## 7. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## 9. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

## 10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- The Bidder should be an authorized reseller/ partner of OEM M/s CANON and must provide bid specific Manufacturers Authorization Form.
- Documentary evidence must be supported in support of above criteria.

## 11. Buyer Added Bid Specific ATC

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

# 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 these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the

Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. 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.

**---Thank You---**