

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र  
पृथ्वी विज्ञान मंत्रालय, भारत सरकार  
“ओशियन वैली”, प्रगति नगर (बी. ओ), निज़ामपेट (एस. ओ), हैदराबाद - 500 090  
दूरभाष सं. 040-2388 6002 / 23886074 फ़ैक्स : 040-2389 2910 / 2389 5001  
INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES  
Ministry of Earth Sciences, Government of India  
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090  
Phone No.040-2388 6002/23886074 Fax: 040-2389 2910/2389 5001

ईकोईस: क्रय: 28/2024

Ref. INCOIS: PUR: 28/2024

दिनांक: 12.06.2025

Date: 12.06.2025

सरकारी ई बाज़ार द्वारा निविदा सूचना आमंत्रण  
**Notice Inviting Tender through Government E Market Place (GeM)**

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र, हैदराबाद भारत सरकार के पृथ्वी विज्ञान मंत्रालय के अंतर्गत एक स्वायत्त निकाय है।  
Indian National Centre for Ocean Information Services (INCOIS), Hyderabad is an autonomous body under Ministry of Earth Sciences, Government of India.

निम्न विवरणों के लिए पंजीकृत विक्रेताओं से निविदाओं/बोलियों को आमंत्रित किया जाता है। जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल सरकारी ई बाज़ार (जीईएम) <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। एनआईटी का संक्षिप्त विवरण नीचे दिया जा रहा है।

Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through **Government E- Market Place (GeM)** <http://gem.gov.in/> only. The brief details of NIT are appended below.

कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दि नांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4 <sup>th</sup> , 5 <sup>th</sup> years) at INCOIS, Hyderabad  इंकोईस, हैदराबाद में 3 साल की ऑनसाइट वारंटी और 2 साल सीएएमसी (4 वें, 5 वें वर्ष) के साथ वर्कस्टेशनों की आपूर्ति, स्थापना और कमीशनिंग	ईकोईस: क्रय: 28/2024 INCOIS: PUR: 28/2024	जीईएम/2025/बी/63 35288 दिनांक: 12.06.2025  GEM/2025/B/6335288 dated 12.06.2025	03.07.2025 10:00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात बोली/आरए के खाने के अंतर्गत <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। किसी भी प्रकार की सहायता के लिए कृपया जीईएम पोर्टल की हेल्प लाइन से संपर्क करें। निम्न अधिकारियों से भी संपर्क किया जा सकता है: श्री वी सुब्रह्मण्यम (ईमेल: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); दूरभाष सं. 040 2388 6022)/ श्री श्री दसारी प्रसाद (ईमेल: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) दूरभाष सं 040-2388 6082)

Being a GeM procurement, the bid has to be submitted online through the GeM portal i.e., <http://gem.gov.in> under the Bids/RAs column. For any assistance, please contact help line of GeM portal. The following officials may also be contacted: Mr. V. Subrahmanyam (email: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) Phone No. 040-2388 6082).



*D. Prasad*  
(V. Subrahmanyam)  
प्रशासनिक अधिकारी (क्रय)/ Administrative Officer (Purchase)  
निविदा आमंत्रण प्राधिकारी, इंकोईस/  
Tender Inviting Authority, INCOIS

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-07-2025 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-07-2025 10:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम/Department Name	Department Of Earth Sciences
संगठन का नाम/Organisation Name	Earth Sciences Secretariate
कार्यालय का नाम/Office Name	Indian National Centre For Ocean Information Servi
क्रयता ईमेल/Buyer Email	manyam@incols.gov.in
कुल मात्रा/Total Quantity	226
वस्तु श्रेणी /Item Category	Workstations Item 1 , Workstations Item 2 , Work Stations Item 3 , CAMC Item 4 , CAMC Item 5 , CAMC Item 6
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used In GeMARPTS	WORKSTATIONS, SIC OF WORKSTATIONS, WORKSTATIONS ALONG WITH CAMC
GeMARPTS में खोजा गया परिणाम / Searched Result generated In GeMARPTS	<p><b>Searched String:</b> WORKSTATIONS</p> <p>ESD Workstations, Electrochemical Workstations, Fixed Computer Workstation, Anaesthesia Workstation (V2), ENT (Ear nose throat) Workstation, Revolving Chair (V4)</p> <p><b>Searched String:</b> SIC OF WORKSTATIONS</p> <p>ESD Workstations, Nitrile Coated/Nitrile Hand Gloves (V2), Electrochemical Workstations, emblem label of govt of india, Online UPS (V2), Chest Of Drawers, Cleaning Duster (V3), Sickle as per IS 4358, Sickle Cell Solubility Test Kit (V2), Dressers &amp; Chest Of Drawers</p> <p><b>Searched String:</b> WORKSTATIONS ALONG WITH CAMC</p> <p>Category not available on GeM for the text string uploaded by the buyer</p>
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> <li>• Revolving Chair (V4)</li> <li>• ESD Workstations</li> <li>• Fixed Computer Workstation</li> </ul>
बीओक्यू शीर्षक /BOQ Title	SIC OF WORKSTATIONS ALONG WITH 3 YEARS ONSITE WARRANTY AND 2 YEARS CAMC

बिड विवरण/Bid Details	
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	226 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	226 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes   Complete
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,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?	No
विगत प्रदर्शन /Past Performance	50 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Workstations Item 1
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required	Yes
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	904000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (x)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी 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 :

DIRECTOR

Payable at Hyderabad, Indian National Centre for Ocean Information Services, Ministry of Earth Sciences, Gol, Pragathi Nagar, Hyderabad-90  
(Director, Incois)

#### विभाजन/Splitting

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

#### एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	Yes
--	-----

#### एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of

"Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

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.

7. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. 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 and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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. 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. 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 50% 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BID - [1749701688.xlsx](#)

**Pre Bid Detail(s)**

मूल्य निम्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-06-2025 11:00:00	INCOIS, HYDERABAD

**Workstations Item 1**

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

**तकनीकी विशिष्टियाँ /Technical Specifications**

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>

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

**प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Dasari Prasad	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	55	90

**Workstations Item 2**

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

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

**परेषिती/रिपोर्टिंग अधिकारी तथा मात्र/Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्र /Quantity	डिलीवरी के दिन/Delivery Days
1	Dasari Prasad	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	80	90

**Work Stations Item 3**

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

**तकनीकी विशिष्टियाँ /Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

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

**परेषिती/रिपोर्टिंग अधिकारी तथा मात्र/Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्र /Quantity	डिलीवरी के दिन/Delivery Days
---------------	---	-------------	-----------------	------------------------------

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Dasari Prasad	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	85	90

#### CAMC Item 4

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

#### तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>

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

#### प्रेषित/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Dasari Prasad	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	2	90

#### CAMC Item 5

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

#### तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>



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

**परेषिती/रिपोर्टिंग अधिकारी तथा मात्र/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	Dasari Prasad	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	2	90

**CAMC Item 6**

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

**तकनीकी विशिष्टियाँ /Technical Specifications**

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>

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

**परेषिती/रिपोर्टिंग अधिकारी तथा मात्र/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
-------------------	---	-------------	------------------	---------------------------------

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Dasari Prasad	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	2	90

## क्रयकर्ता 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 (Increased quantity ÷ Original quantity) × Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

### 2. Generic

**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

### 3. Service & Support

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

### 4. Service & Support

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

### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**Payment terms: Material Component:** 60% will be released within 30 days after supply & acceptance of material and receipt of Original INK SIGNED Invoice, 30% will be released within 30 days after successful completion of Installation, Commissioning and Joint acceptance and balance 10 % will be released after successful completion of 3 years warranty or on submission of advance B G for the said amount and period.

**Service Component:** Placement of orders for CAMC period of 4<sup>th</sup> & 5<sup>th</sup> will be at the discretion of INCOIS. After placing the PO for CAMC, the charges shall be paid for each completed maintenance period on a quarterly basis upon submission of Invoice in original along with maintenance/call log / service reports and subject to satisfactory performance of the system.

*Net payment will be released after statutory deductions. No advance payment will be allowed, and no other payment terms will be considered.*

**Pre-Bid Meeting:** INCOIS has made every effort to bring out the requirements to facilitate the Firms to make their proposals. However, keeping in view that Firms may have clarifications on certain points in this Document before submitting their Proposal, a Pre-bid meeting will be held at INCOIS, Hyderabad on June 23, 2025 at **11 00 hrs**. During the pre-bid meet, a brief presentation will be done by INCOIS on the Bid requirement. All the clarifications will be consolidated and clarified to the vendors during the pre-bid meet and addendum/corrigendum will be added in the proposal INCOIS Web site (if required only).

#### **6. Buyer Added Bid Specific ATC**

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

#### **अस्वीकरण/Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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 या इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

INCOIS: PUR: 28/2024

11.06.2025

**Proposal for "Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4<sup>th</sup>, 5<sup>th</sup> years) at INCOIS, Hyderabad"**

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Techno Commercial Bid and Price Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with similar works of "Supply, Installation and Commissioning of Workstations ". The offers, in the prescribed format, shall be submitted through online Government E Marketplace at <http://gem.gov.in>. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Government E Marketplace.

1.	Name of the work	:	Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4 <sup>th</sup> , 5 <sup>th</sup> years) at INCOIS, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 28/2024
3.	Submission of Bid	:	Please note that the subject tender has to be submitted online via Government E Marketplace at <a href="http://gem.gov.in">http://gem.gov.in</a>
4.	Earnest Money Deposit (EMD)	:	Rs. 9,04,000/- (Rupees nine lakh four thousand only) As per clause 05 of the General Terms and Conditions section 7
5.	Last date for seeking the clarifications	:	On or before 15 00Hrs of June 18, 2025
6.	Pre-Bid meeting	:	June 23, 2025 at 1100 Hrs
7.	Bid submission due date online	:	On or before 18 00 Hrs of July 02, 2025
8.	Bid opening date	:	After 18 30 Hrs of July 02, 2025
9.	Completion period	:	Within 03 months from the date of issue of order
10.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

Being a GeM procurement, the bid has to be submitted online through the GeM portal ie., <http://gem.gov.in>. For any assistance, please contact help line of GeM portal. The following officials may also be contacted: Mr. V.Subrahmanyam (email: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) Phone No. 040-2388 6082)

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing a corrigendum, in which case all rights and obligations of the owner and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090, Ph.No.040-2388 6000 , Fax No.040-23892910

**Index:**

Sl No.	Description	Page No.
1.	Introduction	02
2.	Scope of Work	02
3.	Technical Specifications	02
4.	Eligibility Criteria	04
5.	Penalty Clause	05
6.	Content of the bid	05
7.	General Terms and Conditions	09
8.	Pre-Bid meeting	12
9.	Technical Clarification	12
10.	Bid Securing Declaration form Annexure	Annexure

**1. Introduction**

**1.1** The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India is engaged in providing ocean information and advisory services. INCOIS deals with the projects related to tsunami early warning system, ocean state forecast, ocean observing systems, ocean modelling, satellite oceanography, coastal geospatial applications, ocean data and information management and web-based services relevant to societal needs.

**2 Scope of Work:**

- Supply, Installation and Commissioning of Workstations.
- Providing onsite warranty support for a period of three years from the date of acceptance along with back-to-back support from its OEM
- Providing CAMC support for 4th & 5<sup>th</sup> year along with back-to-back support from OEM

*Note: Manufacturers Authorization Form (MAF) with specific reference to this tender to be attached. Data sheet of the product offered to be attached. Offers received without MAF and Data sheets will not be considered for further evaluation. No further communication in this regard will be entertained.*

**3 Technical Specifications****3.1 Model - 1 - 55 Nos**

Sl.No	Parameters	Description
1.	Form Factor	Tower
2.	Chip Set	Commercial Class Intel® Q670 Chipset
3.	Processor Type	1 CPU, 20 Core, 2.1 GHz latest version processor
4.	RAM	16 GB DDR5 4400
5.	SSD for OS	1 X 512 GB PCIe NVMe
6.	HDD	1TB using 7200 RPM
7.	Network Card	<ul style="list-style-type: none"> <li>• On board 100/1000 Gigabit</li> <li>• Intel® Wi-Fi 6 AX201 802.11ax 2x2 with Bluetooth® M.2 Combo</li> </ul>
8.	Monitor	23.8-inch Monitor with 70 hz or higher, 1920 x 1080 Pixels Full HD, Height Adjustable, IPS Panel with HDMI, DP & USB Ports
9.	Keyboard & Mouse	English-US USB Wired Keyboard, USB Wired Optical Mouse
10.	Audio	Internal audio Speaker
11.	Graphics	Integrated
12.	Ports	At least 6 USB ports of which at list two USB 3.0 should be in the front, 1 Universal Audio Jack 1 Line-out HDMI 1.4
13.	Operating System	Genuine 64bit Microsoft Windows 11 Pro, Windows key should be

		embedded in the BIOS.
14.	Power Supply	400 W with 90% efficiency or better
15.	Security	<ul style="list-style-type: none"> <li>• Hardware based endpoint security controller TPM 2.0</li> <li>• Integrated Intrusion Sensor</li> <li>• Support for chassis cable lock devices &amp; Support for chassis padlocks devices Drive lock option for HDD to secure Data</li> <li>• Integrated protection from malware that lurks on malicious websites</li> <li>• Integrated real-time detection and prevention of zero-day threats and advanced persistent threat (APT) attacks for Windows applications</li> </ul>
16.	Manageability	<ul style="list-style-type: none"> <li>• Out of band Management independent,</li> <li>• Integrated utility to enables hardware level testing outside the operating system &amp; Drivers should be available on OEM Website for download</li> </ul>
17.	Warranty	3 years onsite
18.	USB Drives	32 GB – 25 Nos & 128GB – 25 Nos
19.	<b>NOTE:</b> <ul style="list-style-type: none"> <li>• Monitor, Keyboard and Mouse should be of same OEM as that of CPU (stickers should not be allowed)</li> <li>• All product specifications, Model specific drivers, Product Serial numbers to be available on the OEM website before tender release date</li> <li>• OEM logo should be available on the Motherboard</li> <li>• Operating system should be preloaded from OEM factory</li> </ul>	

### 3.2 Model – 2 – 80 Nos

Sl.No	Parameters	Description
1.	Form Factor	Tower
2.	Chip Set	Commercial Class Intel® Q670 Chipset
3.	Processor Type	1 CPU, 20 Core, 2.1 GHz latest version processor
4.	RAM	32 GB DDR5 4400
5.	SSD for OS	1 X 512 GB PCIe NVMe
6.	HDD	1 TB using 7200 RPM
7.	Network Card	<ul style="list-style-type: none"> <li>• On board 100/1000 Gigabit</li> <li>Intel® Wi-Fi 6 AX201 802.11ax 2x2 with Bluetooth® M.2 Combo</li> </ul>
8.	Monitor	23.8-inch Monitor with 70 hz or higher, 1920 x 1080 Pixels Full HD, Height Adjustable, IPS Panel with HDMI, DP & USB Ports
9.	Keyboard & Mouse	English-US USB Wired Keyboard, USB Wired Optical Mouse
10.	Audio	Internal audio Speaker
11.	Graphics	Integrated
12.	Ports	At least 6 USB ports of which at list two USB 3.0 should be in the front, 1 Universal Audio Jack 1 Line-out HDMI 2.1
13.	Operating System	Genuine 64bit Microsoft Windows 11 Pro, Windows key should be embedded in the BIOS.
14.	Power Supply	400 W with 90% efficiency or better
15.	Security	Hardware based endpoint security controller TPM 2.0 Integrated Intrusion Sensor Support for chassis cable lock devices & Support for chassis padlocks devices Drive lock option for HDD to secure Data Integrated protection from malware that lurks on malicious websites Integrated real-time detection and prevention of zero-day threats and advanced persistent threat (APT) attacks for Windows applications
16.	Manageability	<ul style="list-style-type: none"> <li>• Out of band Management independent,</li> <li>Integrated utility to enables hardware level testing outside the operating system &amp; Drivers should be available on OEM Website for download</li> </ul>

17.	Warranty	3 years onsite
18.	NOTE: Monitor, Keyboard and Mouse should be of same OEM as that of CPU • All product specifications, Model specific drivers, Product Serial numbers to be available on the OEM website before tender release date • OEM logo should be available on the Motherboard • Operating system should be preloaded from OEM factory	

### 3.3 Model 3 - 85 No's

Sl.No	Parameters	Description
	Form Factor	Tower
	Chip Set	Commercial Class Intel® W680 Chipset
	Processor Type	1 CPU, 24 Core, 3 GHz latest version processor
	RAM	64 GB DDR5 4400
	SSD for OS	1 X 512 GB PCIe NVMe
	HDD	1 TB using 7200 RPM
	Network Card	• On board 100/1000 Gigabit Intel® Wi-Fi 6 AX201 802.11ax 2x2 with Bluetooth® M.2 Combo
	Monitor	27-inch Monitor with 70 hz or higher, 1920 x 1080 Pixels Full HD, Height Adjustable, IPS Panel with HDMI, DP & USB Ports
	Keyboard & Mouse	English-US USB Wired Keyboard, USB Wired Optical Mouse
	Audio	Internal audio Speaker
	Graphics	12 GB External Graphics
	Ports	At least 6 USB ports of which at list two USB 3.0 should be in the front, 1 Universal Audio Jack 1 Line-out HDMI 2.1
	Operating System	Genuine 64bit Microsoft Windows 11 Pro, Windows key should be embedded in the BIOS.
	Power Supply	700 W with 90% efficiency or better
	Security	• Hardware based endpoint security controller TPM 2.0 • Integrated Intrusion Sensor • Support for chassis cable lock devices & Support for chassis padlocks devices Drive lock option for HDD to secure Data • Integrated protection from malware that lurks on malicious websites Integrated real-time detection and prevention of zero-day threats and advanced persistent threats (APT) attacks for Windows applications
	Manageability	• Out of band Management independent, Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download
	Warranty	3 years onsite
	NOTE: Monitor, Keyboard and Mouse should be of same OEM as that of CPU • All product specifications, Model specific drivers, Product Serial numbers to be available on the OEM website before tender release date • OEM logo should be available on the Motherboard • Operating system should be preloaded from OEM factory	

### 4. Eligibility Criteria:

- The bidder must be a company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted)
- The bidder must provide profile of their company, its infrastructure, on-roll technical manpower and their expertise. (Details of "Escalation matrix" with full contact details for the resolution of reported issues during Warranty period to be submitted).
- The bidder should have their service / support centre along with on-roll support teams in Hyderabad. (Proof of having service / support centre at Hyderabad is to be submitted)
- The bidder should have an average annual financial turnover of Rs. 2.26 Cr or more during the last three years ending March 31, 2024. (Proof of turnover issued by the chartered accountant to be



submitted.)

- The bidder should have past experience in executing similar nature of works of similar volume in last three years ending the previous day of last date of submission of the online Bid. Out of which one work of value Rs. 3.62 Cr or above OR two works of value Rs. 2.71 Cr each OR three works of value Rs.1.90 Cr each. (The last three years copies of POs and Work completion certificate from clients to be attached).
  - Earnest Money Deposit (EMD): As per Claus 5 of Section 7, A bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure -I (Proof for submission of EMD / Details based on which EMD exemption is claimed is to be submitted).
  - Tenderer must submit the quotations technical compliance statement for all the specifications along with the detailed data sheets/ catalogues. Relevant remarks can be provided in the compliance statement if required. Quotations without technical compliance and data sheets/catalogues will not be considered.
  - Startups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. (The bidder who intends to participate as "startup" company should submit the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant or should be registered with GeM as startup).
  - Bidder should submit Bid specific MAF (Manufacturer Authorization Form) from respective OEM's
  - Full Bank Details: (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)
- Note:** Offers received without proof for the eligibility criteria will not be considered for further evaluation. No further communication in this regard will be entertained.

#### 5. Penalty Clause:

- During the warranty period: Successful bidder should make sure that the reported issues are resolved with-in 24hrs from the time of reporting. If any system/peripheral fails and not replaced with similar/higher configuration system/peripheral of same make and duly accepted by INCOIS with-in 24hrs from the time of reporting, it will be considered as an Instance. During the warranty period of three years, Six such instances will attract a penalty of 10% of Performance Guarantee (PG) value. More than six such occasions will lead to for feature of total PG amount. If the successful bidder fails to resolve the reported issues with-in 24hrs, INCOIS will take up alternative measures for resolving the issues at the risk and cost of the successful bidder. And this step of INCOIS should not have any implications on the already agreed support for the systems / peripherals provided.
- During the CAMC period: No Penalty - Up to 24 Hrs OR If the faulty system is repaired or new system of same make and whose configuration is similar/ higher, duly accepted by INCOIS, in the place of faulty system is arranged and put to operations. Penalty - Beyond 24 hrs and upto 48 hr, if the issue is not resolved, then 5% of quarterly CAMC charges of that system will be imposed. Beyond 48hrs, 10% of quarterly CAMC charges of that system will be imposed and the rectification of the problem will be initiated at the risk and cost of the successful bidder. And this step of INCOIS should not have any implications on the already agreed support for the systems / peripherals provided.

#### 6. Contents of the Bid: The quote should be submitted in two bid format. (i) Technical Bid and (ii) Commercial Bid

(I) **Technical Bid:** Technical bid should contain all the information as listed below without which the offer will not be considered further.

##### NOTE:

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.

**Table 1: Technical Bid**

S No	Description	Complied (Yes / No)	Page number against the Product data sheet & Proof attached.	Remarks/ Deviations, if any
1.	Name of the Bidder			

S No	Description	Complied (Yes/ No)	Page number against the Product data sheet & Proof attached.	Remarks/ Deviations, if any																
2.	The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Proprietary /3) OEM/(s) /4) System Integrator/5) Others																			
3.	Bidder Address and contact details like E Mail , Phone etc.,																			
4.	MSE / NSIC certificate details if any Registration/ License from the Government: GST Registration No. PAN Number																			
5.	Single point of Contact : E-mail: Ph No.																			
6.	Full Bank Details:  (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)																			
7.	The Tenderer must be a Company registered under Indian Companies Act 1956 or a Proprietary and Partnership registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted).																			
8.	Valid Exclusive Dealer/Distributor Certificate, if any																			
9.	Earnest Money Deposit (EMD) : As per clause 5 of the General Terms and Conditions under section 7																			
10.	<div>The bidder should have an average annual financial turnover of Rs. 2.26 Cr or more during the last three years ending March 31, 2024. (Proof of turnover issued by the chartered accountant to be submitted.)</div> <table><tr><th>Financial year</th><th>Details of Turnover</th><th>Details of Profit</th><th>Details of Net worth</th></tr><tr><td>2024-25</td><td></td><td></td><td></td></tr><tr><td>2023-24</td><td></td><td></td><td></td></tr><tr><td>2022-23</td><td></td><td></td><td></td></tr></table>	Financial year	Details of Turnover	Details of Profit	Details of Net worth	2024-25				2023-24				2022-23						
Financial year	Details of Turnover	Details of Profit	Details of Net worth																	
2024-25																				
2023-24																				
2022-23																				
11.	The bidder should have past experience in executing similar nature of works of similar volume in last three years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 3.62 Cr or above OR two works of value Rs. 2.71 Cr each OR three works of value Rs.1.90 Cr each. (Last three years copies of POs and Work completion certificate from clients to be attached).																			

S No	Description	Complied (Yes / No)	Page number against the Product data sheet & Proof attached.	Remarks/ Deviations, if any										
	<table border="1"> <tr> <th>Sl.No</th><th>Contract Order details</th><th>Scope of work</th><th>Period of contract</th><th>Contract Value</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </table>	Sl.No	Contract Order details	Scope of work	Period of contract	Contract Value								
Sl.No	Contract Order details	Scope of work	Period of contract	Contract Value										
12.	Escalation matrix with full contact details, for the resolution of reported issues.													
13.	Bidder should submit Bid specific MAF (Manufacturer Authorization Form) from respective OEM's													
14.	Tenderer must submit the quotations technical compliance statement for all the specifications along with the detailed data sheets/ catalogues. Relevant remarks can be provided in the compliance statement if required. Quotations without technical compliance and data sheets/catalogues will not be considered.													
15.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.													
16.	<b>Start ups:</b> In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant or should be registered with GeM as startup. Applicable certificate should be enclosed.													

#### Statutory Information Compliance

#### Technical Compliance for Model-1 (Data sheet to be attached)

Technical Specifications	Complied (Y/N)	Page No. against Proof attached	Remarks / Deviations, if any
Form Factor			
Chip Set			
Processor Type			
RAM			
SSD for OS			
HDD			
Network Card			
Monitor			
Keyboard & Mouse			
Audio			
Graphics			
Ports			

S No	Description	Complied (Yes / No)	Page number against the Product data sheet & Proof attached.	Remarks/ Deviations, if any
	Operating System			
	Power Supply			
	Security			
	Manageability			
	Warranty			
	USB Drives			
<b>Technical Compliance for Model-2 (Data sheet to be attached)</b>				
	Make Offered			
	Model Offered			
	<b>Technical Specifications</b>	<b>Complied (Y/ N)</b>	<b>Page against attached</b>	<b>No. Proof</b>
	Form Factor			<b>Remarks / Deviations, if any</b>
	Chip Set			
	Processor Type			
	RAM			
	SSD for OS			
	HDD			
	Network Card			
	Monitor			
	Keyboard & Mouse			
	Audio			
	Graphics			
	Ports			
	Operating System			
	Power Supply			
	Security			
	Manageability			
	Warranty			
<b>Technical Compliance for Model-3 (Data sheet to be attached)</b>				
	Make Offered			
	Model Offered			
	<b>Technical Specifications</b>	<b>Complied (Y/ N)</b>	<b>Page against attached</b>	<b>No. Proof</b>
	Form Factor			<b>Remarks / Deviations, if any</b>
	Chip Set			
	Processor Type			
	RAM			
	SSD for OS			
	HDD			
	Network Card			
	Monitor			
	Keyboard & Mouse			
	Audio			
	Graphics			
	Ports			
	Operating System			
	Power Supply			
	Security			
	Manageability			
	Warranty			

**Table-2: Compliance Statement – 2 (un-priced bid)**

**NOTE:**

- Part/conditional/incomplete quotations will not be accepted.
- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No in the table given below.

SNo.	Description	Qty	Units	Quoted (Yes / No) <u>Please do not mention prices here.</u>
1	Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty - Model 1	55	Nos	
2	Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty - Model 2	80	Nos	
3	Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty - Model 3	85	Nos	
4	Providing CAMC support for 4th & 5 <sup>th</sup> year along with back-to-back support from OEM – Model 1	2	Years	
5	Providing CAMC support for 4th & 5 <sup>th</sup> year along with back-to-back support from OEM – Model 2	2	Years	
6	Providing CAMC support for 4th & 5 <sup>th</sup> year along with back-to-back support from OEM – Model 3	2	Years	

**7. General terms and Conditions**

Point No.	Details
1.	Quotation: Quotation has to submit online in the Government E Marketplace at <a href="http://gem.gov.in">http://gem.gov.in</a> .
2.	<b>Delivery period:</b> within 3 months from the date of acceptance of the order
3.	<b>Acceptance of the order by successful bidder upon AOC:</b> Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received within 10days. Then PO would be deemed as accepted and binding to the successful bidder.
4.	<p><b>Payment terms: Material Component:</b> 60% will be released within 30 days after supply &amp; acceptance of material and receipt of Original INK SIGNED Invoice, 30% will be released within 30 days after successful completion of Installation, Commissioning and Joint acceptance and balance 10% will be released after successful completion of 3 years warranty or on submission of advance BG for the said amount and period.</p> <p><b>Service Component:</b> Placement of orders for CAMC period of 4<sup>th</sup>&amp; 5<sup>th</sup> will be at the discretion of INCOIS. After placing the PO for CAMC, the charges shall be paid for each completed maintenance period on a quarterly basis upon submission of Invoice in original along with maintenance/call log / service reports and subject to satisfactory performance of the system.</p> <p><i>Net payment will be released after statutory deductions. No advance payment will be allowed, and no other payment terms will be considered.</i></p>
5.	<b>Earnest Money Deposit (EMD) :</b> An amount of Rs.9,04,000/- (Rupees nine lakhs four thousand only) has to be submitted by way of Demand Draft/RTGS from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad". The Scanned copy of the Demand Draft/RTGS/ Bank Guarantee/FDR/Insurance Surety Bond is to be uploaded to the GeM Portal while submitting the offer. Bank Guarantees/Counter Guarantees should be obtained from any of the Nationalized bank of India with a validity of 4 months from the closing of the bid due date and should be sent

	by the issuing banker directly to the office of INCOIS, Hyderabad.
	<i>The original DDs/ Financial Instruments if any should reach to INCOIS on or before 14 00 Hrs of 02.07.2025. i.e., before opening of the tender. Offers received without EMD &amp; bid securing declaration as per Annexure will be summarily rejected. (RTGS details: Name of the Bank: SBI, HAL campus Branch; Account Name: Director, INCOIS ; A/c No. 10442322840; IFSC Code: SBIN0001676)</i>
6.	<b>Warranty Period:</b> 03 years from the date of Acceptance of the Material.
7.	Bidder's from a country which shares a land border with India will not be eligible to participate in this tender, unless the bidder is registered with Department for Promotion of Industry and Internal Trade (DPIIT) under Order (Public procurement No. 1) issued by Ministry of Finance, Department of Expenditure in line with OM No. F.No.6/18/2019-PPD dt 23rd July, 2020 and F.18/37/2020-PPD, dt. 08.02.2021 inserting Rule 144 (xi) in GFR 2017.
8.	<b>GST:</b> The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
9.	<b>Liquidated Damages Clause:</b> In case the supply/delivery/services is delayed and delay is attributed to the Successful Bidder or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right. a) To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered. b) To purchase elsewhere, after due notice to the Tenderer Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or c) To cancel the order or a portion thereof and if so desired to purchase the stores / services at the risk and cost of the defaulting supplier and also. d) To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above, e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS.
10.	<b>Inspection:</b> Material on its arrival at our site will be inspected by our inspection department and their decision in this matter will be considered as final. Any defective/ damaged material is to be replaced by the supplier within 3 weeks without any extra charges
11.	Successful bidder has to submit the Service Legal Agreement in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorized signatory within 21 days of the acceptance of the order=
12.	Bidders are requested to visit INCOIS for better understanding of Infrastructure installations and to understand the scope of the work more clearly before they submit their offers.
13.	The successful bidder should commence the services immediately as prescribed in PO/WO or from the date as decided by INCOIS and this will be binding on the bidder.
14.	If any loss or damage is caused to our property by your workmen, the cost of the same will be recovered from the agency/contractor.
15.	Since the buildings are in functional usage, extreme care is to be taken by tenderer while carryout the work.
16.	<b>Performance Deposit:</b> In case of placement of CAMC order, Successful bidder has to submit 05% of the order value towards Performance Deposit by means of Demand Draft drawn in favor of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for

	up to 60days beyond the CAMC period. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.
17.	Performance Deposit/ Security Deposit is liable to forfeiture in the event of non-execution order during validity period of the contract OR If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions OR Any unilateral revision/decision made by the successful bidder during the validity period of the contract.
18.	Bidder shall ensure all safety precautions while execution for the personnel deployed and safety to the INCOIS property. Contractor shall indemnify INCOIS from any responsibility in this regard.
19.	Bidder shall provide all required safety gadgets to the workforce while execution of the contract.
20.	On award of work, contractor shall submit detailed program to carry out the work for approval.
21.	Electrical power supply if required, will be arranged by INCOIS free of cost at the site/area of work. Similarly, water required would be arranged by INCOIS free of cost.
22.	The authorized person who signs the tender should indicate his/her e- mail ID and Telephone No. for prompt communication, if required.
23.	The supplies shall be made from the latest lot with sufficient usage period before expiry date.
24.	Subletting of contract: The contract shall not be sublet, transferred or assigned to any other firm during the period of contract.
25.	Please note that any falsification/suppression of information could lead to the disqualification.
26.	Bidders should fill and submit the technical compliance sheet along with supporting documents along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
27.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
28.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
29.	<b>Force Majeure Clause:</b> If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.
30.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
31.	The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.
32.	Director, INCOIS reserves the right to cancel the tender at any stage due to any technical /administrative reasons. The bidder shall not have any claim under whatsoever reasons.
33.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
34.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and tenderer shall not have any claim whatsoever on this account.
35.	In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone

**8. Pre-Bid Meeting:** INCOIS has made every effort to bring out the requirements to facilitate the Firms to make their proposals. However, keeping in view that Firms may have clarifications on certain points in this Document before submitting their Proposal, a Pre-bid meeting will be held at INCOIS, Hyderabad on June 23, 2025 at 11 00 hrs. During the pre-bid meet, a brief presentation will be done by INCOIS on the Bid requirement. All the clarifications will be consolidated and clarified to the vendors during the pre-bid meet and addendum/corrigendum will be added in the proposal INCOIS Web site (if required only).

**9. Technical Clarifications:** - If firms require clarifications on certain points in this document may be submitted (via e-mail) on or before 1500 Hrs of June 18, 2025. Note: Firms may submit a consolidated query only once. e-mail: [anup@incois.gov.in](mailto:anup@incois.gov.in), subject should be mentioned as "Queries on " Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4<sup>th</sup>, 5<sup>th</sup> years) at INCOIS, Hyderabad ".

Division Head, ICT  
Indian National Centre for Ocean Information Services  
(INCOIS) Ministry of Earth Sciences, Govt. of India,  
"Ocean Valley", Pragathi Nagar (BO), Nizampet  
(SO), Hyderabad - 500 090, T.S., India  
Phone No.: 040-2388 6049  
Fax No.: 040-23895001 / 23892910  
e-mail: [anup@incois.gov.in](mailto:anup@incois.gov.in)

**Declaration:** I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ aged \_\_\_\_\_ years and residing at \_\_\_\_\_ State and sole proprietor /managing partner /director of \_\_\_\_\_, after having read and understood the tender document No..... dated..... floated by the Institute, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4<sup>th</sup>, 5<sup>th</sup> years) at INCOIS, Hyderabad.

Signature of the Tenderer/ Authorized Signatory & date

Name

OFFICE SEAL,

Address

**Note:** The bidder/tenderer has to sign & stamp on all pages of tender document and upload the same



**BID-SECURING DECLARATION FORM**

**Bid No. INCOIS: PUR: 28/2024 date 11.06.2025; Supply, Installation and Commissioning of Workstations along with 3 years onsite Warranty and 2 years CAMC (4<sup>th</sup>, 5<sup>th</sup> years) at INCOIS, Hyderabad**

**To  
The Director  
Indian National Centre for Ocean Information Services (INCOIS),  
Ministry of Earth Sciences, Govt. of India,  
"Ocean Valley", Pragathi Nagar (BO),  
Nizampet (SO), Hyderabad - 500 090,**

I/We the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any tender/contract with INCOIS for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, i.e., if I/We withdraw, modify, amend, impair or derogate from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_

**Signature of the Tenderer/Authorized Signatory & date**

**Name of the authorized signatory:**

**OFFICE SEAL,**

**Designation:**

**Name of the Bidder:**

**Address:**

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