

To,

Dear Sirs,

Kindly Submit your sealed quotation for "Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad" as per terms and conditions mentioned below:

**QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.**

1.	Name of the work	:	Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 34/2024
3.	Earnest Money Deposit (EMD)	:	Rs. 23,000/- (Rupees twenty three thousand only) As per clause 03 of the General Terms and Conditions section B
4.	Bid submission due date	:	On or before 15 00 Hrs of July 23, 2025
5.	Bid opening date	:	15 30 Hrs of July 23, 2025
6.	Completion period	:	60 days from the date of issue of work order
7.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

For Further Clarifications if any, the following personnel may also be contacted: Mr. V.Subrahmanyam (email: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); Phone No. 040-23886022) / 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



एस. नागेश्वर राय / S. Nageswara Rao

वरिष्ठ लेखा अधिकारी एवं प्रमुख-ईएसएस (अतिरिक्त प्रभार)  
Senior Accounts Officer & Head ESS (Addl. Charge)

**A. Introduction**

1.1 Indian National Centre for Ocean Information Services (INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.

1.2 INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090, near besides ALEAP in 60-acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.

**B. Scope of Work:** " Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad"

**C. Technical Specifications:**

SL	Type
1	GF/F glass microfiber filters with 47 mm diameter Catalogue No: 1825-047
2	GF/F glass microfiber filters with 25 mm diameter Catalogue No: 1825-025

**D. Technical Clarifications:** If firms require clarifications / bid extension on certain points in this document may be submitted (via e-mail) on or before 09:00 Hrs of July 14 2025. Note: Firms may submit a consolidated query/ extension request only once. E-mail: [aneesh@incois.gov.in](mailto:aneesh@incois.gov.in), E-mail subject should be mentioned as "Queries on" Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad.

1) Division Head, OON  
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 6038  
Fax No.: 040-23895001 / 23892910  
e-mail: [aneesh@incois.gov.in](mailto:aneesh@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 of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad

Signature of the Tenderer/ Authorized Signatory & date

Name

OFFICE SEAL,

Address

#### E. Terms and Conditions

1. The Bidder must be a Company registered under Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.
2. Bidder should be an Original Equipment Manufacturer (OEM) or Authorized partner of the proposed products or the supplied products will be verified by the concerned scientist to ascertain the quality. If the products standards and make and model mentioned in the technical specification do not meets the requirement all the material will be rejected
3. Authorized Partner Bidder should submit specific MAF (Manufacturer Authorization Form) from respective OEM's.
4. Bidder should enclose Single Point of Contact Details and Bank Details duly signed by competent authority on their letter head with quotation
5. **Earnest Money Deposit (EMD):** An amount of Rs. 23,000/- has to be submitted by the way of Demand Draft/Bank Guarantee/NEFT/RTGS electronic transfer from any Nationalized bank along with the Bid Drawn in favor of Director, INCOIS payable at Hyderabad. The EMD should reach our office on or before 14:00 Hrs of April 09,2025.

Vendors registered with the Ministry of Micro Small and Medium Enterprises (MSME)/ National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only if, the vendor is manufacturing/ supplying/ providing the services for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the bid.

The deposit will be free of interest. The EMD Submitted by the unsuccessful bidders will be returned to the respective bidder.

6. **Payment Terms:** 100% payment will be released within 30 days upon delivery and acceptance of all items at INCOIS along with Ink Signed commercial Invoice, along with applicable warranty undertaking, if any.

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

7. **Delivery Period:** within 60 Days from the date of acceptance of the Order.
8. Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of Issue of PO/ Order. If the acceptance communication is not received within 10 days, then PO would be deemed as accepted and binding to the successful bidder.
9. **Liquidate Damages (LD):** Incase 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. GST: 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.
11. The acceptance of the tender will solely rest with Director, INCOIS and may accept or reject the lowest or any other tender as per the eligibility criteria. No reason will be furnished for acceptance or canvassing will lead to make the bid of tenderer as ineligible.
12. **Inspection:** 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 03 weeks without any extra charge.
13. The supplies shall be made from the latest lot with sufficient usage period before expiry date.
14. The tenderer should fill and submit the technical compliance sheet (Annexure - I) along with supporting documents, Bid securing declaration form (Annexure -II) and Price Bid (Annexure -III)
15. Conditional tenders will not be accepted. This tender is non-transferable. Bid once submitted will not be allowed for withdrawal.
16. The unit rates in Indian Rupees should be clearly quoted for each Item. The agency should clearly mention for GST etc., if any. The items are required to be supplied at INCOIS, Hyderabad.
17. The tenderer should quote the rates of the items in figures as well as in words. In case of any disputes in the rates quoted in the words/ figures, the higher value quoted either of the two shall be considered for evaluation of the bid.
18. No commitment to accept lowest or any tender: INCOIS shall be under no obligation to accept the lowest or any other quotation received in response to this tender inquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.
19. **Submission of Tender Offers:** Tenders can be submitted either through post or through courier or by hand. In the event of tender received, after due date and time due to any type of delay including postal delay, INCOIS will not be responsible for such delay and such tenders will not be considered.
20. The tenders should be submitted in sealed envelope and superscribed with " **Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad** " in response to Tender Notice No. INCOIS: PUR: 34/2024 ".
21. The offers complete in all respect should be submitted 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, T.S., latest by 1500 Hrs of April 09, 2025.

22. **Opening of Tender /Quotation:** The offer received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of the bid. The person attending the opening of the tender will be required to produce an authorization letter from the company/ firm/agency. If the tender does not comply to our tendered specifications, shall be summarily rejected.
23. **Force Majeure Clause:** 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.
24. **Termination clause:** Director, INCOIS reserves the right to terminate the contract by giving the sufficient notice without assigning any reason; therefore, Director, INCOIS also reserves the right to extend the duration of the contract for further period/s on mutually agreed terms and conditions.
25. **Subletting of Contract:** The contract shall not be sublet, Transferred or assigned to any other firm without the prior written approval of INCOIS.
26. **Resolution of Dispute:** 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
27. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Hyderabad/Secunderabad, India shall have the exclusive jurisdiction to try all or any of the disputes.
28. Each tender should clearly specify that the tenderer agrees to abide by conditions of this tender document on their printed letter head indicating hereon GST, Registration, FAX,E-mail, Telephone numbers, Complete/ valid correspondence address etc.
29. The tenderer has to quote the prices of the material / make/equivalent mentioned in the price bid. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.



  
(S. Nageswara Rao)

Sr Accounts Officer &  
Head ESS (Addl Charge)

एस. नागेश्वर राव / S. Nageswara Rao

वरिष्ठ लेखा अधिकारी एवं प्रमुख-ईएसएस (अतिरिक्त प्रभार)  
Senior Accounts Officer & Head ESS (Addl. Charge)

**F. Qualifying Information**
**Annexure - 1**

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any																
<b>General</b>																				
1.	Name of the Bidder																			
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.	Full Bank Details:  <i>(Note: Bank Details provided cannot be changed during Contract, unless special request from the company)</i>																			
6.	Single Point of Contact : Name  E-mail:  Ph No.																			
7.	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.)																			
8.	The Bidder should have an average annual financial turnover of Rs.06.00 lakhs during the last three years ending March 31, 2024. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted. <table border="1" data-bbox="379 1608 928 1796"> <thead> <tr> <th>Financial year</th><th>Details of Turnover</th><th>Details of Profit</th><th>Details of Net worth</th></tr> </thead> <tbody> <tr> <td>2023-24</td><td></td><td></td><td></td></tr> <tr> <td>2022-23</td><td></td><td></td><td></td></tr> <tr> <td>2021-22</td><td></td><td></td><td></td></tr> </tbody> </table>	Financial year	Details of Turnover	Details of Profit	Details of Net worth	2023-24				2022-23				2021-22						
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9.	Earnest Money Deposit (EMD) : As per clause 8 of the General Terms and Conditions under section 7.																			
10.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.																			

S No	Description	Compliance status Yes/ No	Page number against the Proof attached.	Remarks/ Deviations, if any
11.	Bidder should submit Bid Specific OEM authorization certificates from Whatman. or the supplied products will be verified by the concerned scientist to ascertain the quality. If the products standards and make and model mentioned in the technical specification do not meets the requirement all the material will be rejected			
12.	Bidder should submit Agreement/MOU with OEM, if any.			
13.	<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.			
14.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS and The bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender document			

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

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

**BID-SECURING DECLARATION FORM**

**Bid No. INCOIS: PUR: 34/2024 date 02.07.2025 "Supply of Whatman GF/F glass microfiber filter papers for phytoplankton pigment and absorption analysis 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)



**G. PRICE BID:****Annexure – III**

S No.	Item Description	Quantity	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes/ No) <u>Please do not mention prices here.</u>
1.	GF/F glass microfiber filters with 47 mm diameter, Catalogue No: 1825-047	10	Nos	
2.	GF/F glass microfiber filters with 25 mm diameter, Catalogue No: 1825-025	100	Nos	
3.	Any other Charges, If any	1	No	

*The above Conditions laid down under this enquiry are gone through in detail and accepted by us.*

Signature of the Tenderer/ Authorized Signatory & date

Name :

OFFICE SEAL

Address :