

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

ईकॉइस: क्रय: 33/2025

Ref. INCOIS: PUR: 33/2025

दिनांक: 08.07.2025

Date: 08.07.2025

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.

क्र. सं. Sl. No	कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
(1)	“हैदराबाद के INCOIS में 02 वर्षों की अवधि के लिए वार्षिक नवीकरण के आधार पर वाहनों की आकस्मिक भर्ती “Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis.”	ईकॉइस: क्रय: 33/2025 INCOIS: PUR: 33/2025	जीईएम/2025/बी/6430087 दिनांक: 08.07.2025 GEM/2025/B/6430087 dated 08.07.2025	29.07.2025 18:00:00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात् 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; दूरभाष सं. 040 2388 6022)/ श्री दसारी प्रसाद (ईमेल: 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; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasariprasad@incois.gov.in Phone No. 040-2388 6082).



(Signature)
(V. Subrahmanyam)
(प्रशासनिक अधिकारी (क्रय)/ Administrative Officer (Purchase)
निविदा आमंत्रण प्राधिकारी, ईकॉइस/
Tender Inviting Authority, INCOIS

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	29-07-2025 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-07-2025 18:30:00
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
वस्तु श्रेणी / Item Category	Short Term Cab & Taxi Hiring Services - Premium Sedan; Local 24*7; 120Kms x 12Hrs , Short Term Cab & Taxi Hiring Services - Premium SUV; Local 24*7; 120Kms x 12Hrs
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्होंने/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
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, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *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

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	13 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1920000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup 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	38000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(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.

लभार्यी /Beneficiary :

Director

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

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. 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 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. 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.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening):-

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

PRICE BID - [1751974918.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):50

Drivers on Payroll (In Numbers), (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):50

Minimum years (upto 5 years) of experience in related field:3

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:30

Number (upto 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:30

Geographic Presence In States:Telangana or Hyderabad or Secunderabad

Scope of Work:[1751975020.pdf](#)

Short Term Cab & Taxi Hiring Services - Premium Sedan; Local 24*7; 120Kms X 12Hrs (1)

तकनीकी विवरणियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Type of Service	Local 24*7
Usage Variant	120Kms x 12Hrs
Year of Vehicle Model	2021 , 2022 , 2023 , 2024
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Girdhar	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	1	<ul style="list-style-type: none"> Duration in Days within contract period for which service is required : 730

Short Term Cab & Taxi Hiring Services - Premium SUV; Local 24*7; 120Kms X 12Hrs (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Fortuner , Toyota Innova Crysta
Type of Service	Local 24*7
Usage Variant	120Kms x 12Hrs
Year of Vehicle Model	2021 , 2022 , 2023 , 2024
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	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	1	<ul style="list-style-type: none"> Duration in Days within contract period for which service is required : 730

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

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

3. Service & Support

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

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis

Payment Terms:

Payment will be made on weekly basis upon submission of Pre-receipted Bills will be paid by INCOIS.

- Intimation from INCOIS of vehicle booking is to be attached to each bill.
- Trip/Log sheet duly filled all columns signed by the official. The authorized signatory of the transport will be liable to sign and put a rubber stamp in each trip/ log sheets will be liable for rejection. Any information found deficient in the trip/ log sheet will be liable for rejection.
- Billing is to be done as per the tariffs that are specified in the work order by giving the complete details of basic tariff, extra kilometer, extra hour etc., as applicable. The gaps. Necessary care is to be taken while preparing the bills.
- For each vehicle deployment, one bill is to be submitted within a week. Consolidated bills are not acceptable.
- The bills pertaining to the previous week are to be submitted immediately upon completion of the week and abnormal delays in submission of bills are to be strictly avoided and may lead for rejection.

Note: All payments are subject to statutory deductions (such as TDS, GST-TDS, etc.) as applicable and submission of proper invoices, inspection certificates, and other documentation required by I

NCOIS. No advance payment and no other payment terms will be considered

Successful bidder has to submit the Service legal Agreement in prescribed format on Indian non-judicial stamp paper worth Rs.200/- duly signed by authorised signatory within 30 days of receipt of order.

5. 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. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी 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---

Ref:INCOIS:PUR:33/2025

July 08, 2025

Request for Proposal of "Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis"

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Techno Commercial Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with the maintenance of equipment/ similar material like "Casual Deployment of Vehicles ". 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.	काम का नाम Name of the work	:	Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis
2.	बीआईडी संदर्भ सं. BID Reference No.	:	INCOIS:PUR: 33/2025
3.	बोली प्रस्तुत करना Submission of Bid	:	Please note that the subject tender has to be submitted online via Government E Marketplace at http://gem.gov.in
4.	बयाना धन जमा (EMD) Earnest Money Deposit (EMD)	:	Rs.38,000/- (Rupees thirty eight thousand only) as per clause 8 of the General Terms and Conditions under section 5.
5.	Last date for seeking the clarifications	:	On or before 0900Hrs of July 21, 2025
6.	बोली जमा करने की देय तिथि ऑनलाइन Bid submission due date online	:	On or before 15 00 Hrs of July 29, 2025
7.	बोली खुलने की तारीख Bid opening date	:	After 15 30 Hrs of July 29, 2025
8.	अनुबंध की अवधि Contract period	:	For a period of 02 years, from the date of GeM Contract. on an annual renewable basis
9.	एओसी पर सफल बोलीदाता द्वारा आदेश की स्वीकृति 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 must submitted online through the GeM portal i.e., <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; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasari.prasad@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

1. Introduction

Indian National Centre for Ocean Information Services (ESSO_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 subtained ocean observation and constant improvement through systematic and focused researching information and Ocean modelling.

INCOIS is approximate 3km from JNTU located at Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090, besides ALEAP in 50 acre premises (plus 10 acre added Subsequently). It started functioning at its premises since 2004.

This notice inviting tender is for Deployment of Vehicles / Taxies Under Rate Contract at INCOIS, Hyderabad for a period of Two Years, on annual renewal basis subject to satisfactory performance on as and when required basis.

2. Scope of work:

1. The contractor shall provide the vehicle of model not older than 03 to 04 years as per requirement. The cars shall be provided at INCOIS, Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500090 or at any other designated place as per the requirement.
2. Estimated number of vehicles to be hired will vary depending upon the requirement of the vehicles from time to time. One or more than one vehicle depending upon the requirement can be called at any time during the day and night.
3. The Hiring of Taxies/Vehicles will be made as per requirement on as and when required basis during the contract period.
4. The contractor will have to provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge. The driver shall also be equipped with Mobile phone for connectivity.
5. The vehicle provided by the contractor must be in excellent condition and have proper and complete documents like registration book / driving license / insurance road tax / receipt of permit fee / passenger tax / border tax/ etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time., which should be shown to the user if asked for.
6. The driver of the vehicle will maintain log sheet, supplied by INCOIS in respect of each car. The entries in the log sheet should be certified by the officer which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting / ending the journey by the user. **It is the driver's responsibility to obtain the signatures of users / officials traveled in the vehicle. It should be ensured that there is no overwriting in the log sheet. In no case, log sheet without signature will be accepted in support of the bill for payment.**
7. Kilometers for the day will be calculated from Garage to Garage at actual subject to a maximum of Ten (10) lead Kilometers per day per vehicle (to and from garage) if the vehicle is reporting to ESSO-INCOIS. If the vehicle is instructed to report a point, other than INCOIS, the actual kilometers from garage will be considered.
8. The details of single point of contact from the service provider should be specified clearly i.e., Name, Mobile no. Email id. The concerned should be available 24 x 7 for acceptance of bookings and allotment of the vehicles.
9. The successful bidder would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in accidents in the past three years.
10. Drivers should be well versed with the roads and places in Hyderabad city and should have experience in city driving.
11. Driver should be provided with a mobile phone in operation at all times. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. The verification of the credentials of deployed Drivers is the responsibility of the contractor.
12. Driver should wear the prescribed uniform with neat uniform and shoes.
13. No driver should be deployed to work continuously for one more than 12 hours any given day. It will be treated as missed trip and penalty as per above will be forced against the contractor.

14. Car should be kept clean and done free, suitable for official use.

3. Eligibility Criteria:

Only those bidders fulfilling the following criteria should respond to the tender.

- The bidder must be a company registered under the Indian Companies Act, 1956 or a registered firm. Valid registration certificate, along with PAN and GST registration documents must be submitted.
- The bidder must have an average annual financial turnover of ₹9.60 lakhs or more during the last three financial years ending March 31, 2024. Audited financial statements or CA-certified turnover and profit certificates must be submitted.
- The bidder should have successfully executed similar nature of work during the last three years ending the previous day of the last date of bid submission.
- The Bidder (OEM/SI) should have past experience in 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. 15.36 lakhs or above or two works of value Rs. 11.52 lakhs each or above or three works of value Rs.7.68 lakhs each or above. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.
- The bidder must submit a company profile, including: Organizational structure, Fleet of Vehicles, Infrastructure and facilities, List of technical staff and their expertise, Details of completed similar projects
- The Service Provider should be registered with the Transport Department of Telangana as a Taxi/Tour operators for providing vehicle services and having its office in Hyderabad
- The bidder should have adequate office/service centre setup at Hyderabad/ Secunderabad to supply the Taxis/Vehicles as specified
- The Service Provider should submit the copies of Registration Certificate & Valid Insurance policy in respect of Vehicles possessed.
- The services provider should not have been blacklisted or not have been reprimanded/warned by any of their existing / past clients, especially any Government Department / Organizations.
- All the firms participating in the tender must submit a list of their owner(s)/partners etc., along with their contact telephone numbers
- A Bid Securing Declaration must be submitted on the bidder's letterhead, duly signed and stamped by the authorized signatory, in accordance with Annexure and Clause 8 of Section 5.
- The bidder must provide a detailed escalation matrix (with names, phone numbers, and email addresses) for support and issue resolution during the warranty period.
- **Start-ups:** In order to promote make in India and start-ups, the prior turnover and prior experience for all start-ups 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 start-up 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 start-up. Applicable certificate should be enclosed.
- Bidders must upload all required certificates, technical literature of the products offered and documents as per this tender, including any amendments or corrigenda issued.
- Incomplete bids or missing documents may lead to **summary rejection** of the offer.

NOTE:

- Offers of bidders which do not fulfil the eligibility criteria or fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- No further communication in this regard will be entertained.
- The bids submitted without EMD Declaration (as per clause 8 under section 5 of General terms and conditions) will be summarily rejected and no further communication in this regard will be entertained.

4. Contents of the Bid: The quote should be submitted in two bid format.

(i) Technical Bid and (ii) Commercial Bid

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 Technical Compliance Statement along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.

4.01 Table 2 - Technical Compliance Statement

Sl No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any																
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.	Single Point of Contact : Name 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 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.9.60 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><tr><th>Financial year</th><th>Details of Turnover</th><th>Details of Profit</th><th>Details Net wo</th></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><tr><td>2021-22</td><td></td><td></td><td></td></tr></table>	Financial year	Details of Turnover	Details of Profit	Details Net wo	2023-24				2022-23				2021-22						
Financial year	Details of Turnover	Details of Profit	Details Net wo																	
2023-24																				
2022-23																				
2021-22																				
9.	The Bidder should have past experience in																			

Sl No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any										
	<p>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. 15.36 lakhs or above or two works of value Rs. 11.52 lakhs each or above or three works of value Rs.7.68 lakhs each or above. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard. "Similar Work" shall mean Supply, Installation, Testing, and Commissioning (SITC) of lifts for Government, PSU, Autonomous Bodies, Semi-Government, or reputed MNC clients.</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </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										
10.	Earnest Money Deposit (EMD) : As per clause 6 of the General Terms and Conditions under section 8.													
11.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.													
12.	The bidder must submit a company profile, including: Complete manpower /Drivers Organizational structure, Fleet of Vehicles, Infrastructure and facilities, List of technical staff and their expertise, Details of completed similar projects													
13.	The Service Provider should be registered with the Transport Department of Telangana as a Taxi/Tour operators for providing vehicle services and having its office in Hyderabad													
14.	The bidder should have adequate office/service centre setup at Hyderabad/ Secunderabad to supply the <u>Taxis/Vehicles</u> as specified													
15.	The Service Provider should submit the copies of Registration Certificate & Valid Insurance policy in respect of Vehicles possessed.													
16.	Fleet Details Own (Copies of C Book to be furnished) Hired (Source may be indicated along with the copy of vehicle registration document)													
17.	The services provider should not have been blacklisted or not have been reprimanded/warned by any of their													

Sl No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
	existing / past clients, especially any Government Department / Organizations			
18.	A Bid Securing Declaration must be submitted on the bidder's letterhead, duly signed and stamped by the authorized signatory, in accordance with Annexure and Clause 8 of Section 5.			
19.	Start-ups: In order to promote make in India and start-ups, the prior turnover and prior experience for all start-ups 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 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.			
20.	The bidder should not have been penalized for poor quality of work or breach of contract in last five years and the bidder should not have been blacklisted by any government department / PSU in the last two years. An undertaking on their letter head to be submitted.			
21.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.			

Table 2: Compliance Statement (Un-Priced bid format)

NOTE:

- 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.
- Bidder should upload the price breakup (In the commercial bid cover). In the following format on bidder letter head duly signed and stamped by the authorized signatory.
- Price bids submitted in any other formats will be summarily rejected.

S No.	Description / Line Items	Casual hiring of Taxies / Vehicles		
		Taxies (A/c)		
		Sedan	SUV	
		Rs.	Rs.	
1.	4 Hrs 40 Kms			
2.	8 Hrs 80 Kms			

3.	For Outstation Trips (minimum 250 Kms per day) including driver batta if any		
4.	Extra KM		
5.	Extra Hours		
6.	TAXES (IF ANY - PLEASE SPECIFY)		

5. General Terms & Conditions

Point No.	Details
1.	Quotation: Quotation has to submit online in the Government E Marketplace at http://gem.gov.in .
2.	* Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of issue of the PO/Order. If the acceptance communication is not received within 15 days. Then PO would be deemed as accepted and binding to the successful bidder.
3.	Contract Period: For a period of 02 years, from the date of GeM Contract. on an annual renewable basis
4.	<p>Payment Terms</p> <p>Payment will be made on weekly basis upon submission of Pre-receipted Bills will be paid by INCOIS.</p> <ul style="list-style-type: none"> i. Intimation from INCOIS of vehicle booking is to be attached to each bill. ii. Trip/Log sheet duly filled all columns signed by the official. The authorized signatory of the transport will liable to sign and put a rubber stamp in each trip/ log sheets will liable for rejection. Any information found deficient in the trip/ log sheet will be liable for rejection. iii. Billing is to be done as per the tariffs that are specified in the work order by giving the complete details of basic tariff, extra kilometer, extra hour etc., as applicable. The gaps. Necessary care is to be taken while preparing the bills. iv. For each vehicle deployment, one bill is to be submitted within a week. Consolidated bills are not acceptable. v. The bills pertaining to the previous week are to be submitted immediately upon completion of the week and abnormal delays in submission of bills are to be strictly avoided and may lead for rejection. <p>Note: All payments are subject to statutory deductions (such as TDS, GST-TDS, etc.) as applicable and submission of proper invoices, inspection certificates, and other documentation required by INCOIS. No advance payment and no other payment terms will be considered.</p>
5.	The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month
6.	Payment will be made by-monthly based (twice in a month) on submission of Pre-receipted Bills. Income Tax/Surcharge and other Government Levies imposed will be recovered at source as per the Rules in force from time to time. The Contractor shall furnish their Permanent Account Number (PAN) of Income Tax, GST Registration to ESSO-INCOIS. Bill should consist of Log sheets as per the format suggested by ESSO-INCOIS duly filled and signed
7.	Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver
8.	<p>Earnest Money Deposit (EMD): Rs. 38,000/- (Rupees thirty eight 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/schedule bank of India with a validity of 6 months from the closing of the bid due date and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad.</p> <p>The original DDs/ Financial Instruments if any should reach to INCOIS on or before 14:00 Hrs of</p>

	<p>29.07.2025 ie., before closing of the bid submission date. Offers received without EMD & bid securing declaration as per Annexure-1 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)</p> <p>Indian Vendors registered with Ministry of Micro Small Enterprises (MSE) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD. A copy of valid registration certificate should be submitted along with bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure.</p>
9.	Bidder's from a country which shares a land border with India will be eligible to participate in this tender, only if 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. 08.02.2021inserting Rule 144 (xi) in GFR 2017.
10.	Parking / Toll charges shall be paid by the contractor which will be reimbursed as per actual by INCOIS on production of documentary evidence
11.	The contract shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers
12.	All financial implications / payments towards fuel, lubricants, repairs, taxes, challanas, insurance of vehicle, driver's salary, OT of drivers, Driver's Batta, Driver's PF and ESI, etc are the contractor's responsibility
13.	Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowance to his personnel that might become applicable under any Act or Order of the Govt. DOT shall have no liability whatsoever in this regard and the Contractor shall indemnify DOT against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
14.	<p>Fuel Price Escalation: The fuel price will be reviewed in every four months . Whenever the fuel price increases and reaches to 5% hike from the date of last review, then the total order value will be increased by 1%.</p> <p>Similarly, whenever the fuel price decreased and reaches to 5% of reduction from the date of last review, then the order value will be decreased by 1%.</p>
15.	In case of non-availability of requisitioned car it will be the responsibility of the contractor to provide equivalent or upgraded model at the same rate with prior consent of INCOIS
16.	In case of failure of the contracted vehicle, a suitable substitute vehicle of same type and seating capacity or higher model should be deployed immediately. No payment will be made for the idle time when the vehicle is unfit to ply.
17.	<p>The driver of the vehicle will maintain log sheet, supplied by ESSO-INCOIS in respect of each car. The entries in the log sheet should be certified by the officer which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting / ending the journey by the user.. <u>It is the driver's responsibility to obtain the signatures of users / officials traveled in the vehicle. It should be ensured that there is no overwriting in the log sheet. In no case, log sheet without signature will be accepted in support of the bill for payment.</u></p>
18.	Kilometers for the day will be calculated from Garage to Garage at actual subject to a maximum of Ten (10) lead Kilometers per day per vehicle (to and from garage) if the vehicle is reporting to INCOIS. If the vehicle is instructed to report a point, other than INCOIS, the actual kilometers from garage will be considered
19.	The vehicles to be deployed under the contract will be inspected by INCOIS before placing the Work Order.
20.	The tempering of meter reading, vehicle usage timings, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract without any cost to INCOIS
21.	The vehicle sent to INCOIS on requisition must have all relevant documents like registration book / driving license / insurance road tax / receipt of permit fee / passenger tax / border tax/ etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.

22.	The successful bidder would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years
23.	Driver should be provided with a mobile phone in operation at all times. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents
24.	No driver should be deployed to work continuously for one more than 12 hours any given day. Vehicles found with single driver on the second day will not be allowed to perform duty and will be treated as missed trip and penalty as per above will be forced against the contractor
25.	Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.
26.	In Case the firm fails to deploy the requisite vehicle within specified period, the services will be obtained from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm
27.	In case firm fails to execute the order as per the laid down terms and conditions, an amount of Rs.500/- per day will be deducted from the Bill amount. If this instance occurs more than 3 times, this may lead to forfeiture of SD in part or full and further cancellation of the contract upon ascertaining the circumstances
28.	Fall Clause: The rate(s) charges under this contract be the same and shall not be lower at which the contractor sells of identical description to any other party(s) with the same terms and condition during the period of this contract. If at any time during the said period the supplier reduces the rate(s) of similar items to any other party, the contractor shall forthwith notify such reduction of rate(s) applicable to the Director, INCOIS and the rate(s) payable under the contract for the purchase done after the date of coming into force of such reduction of rate(S) shall stand correspondingly reduced
29.	Start ups: 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.
30.	Performance Deposit: Successful bidder has to submit 05% of the order value towards Performance Deposit by means of Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for up to 60days beyond the onsite defect liability period. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfilment of contractual obligations.
31.	Performance Deposit is liable to forfeiture in the event of : a. Non Execution order during validity period of the contract b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions. c. Any unilateral revision made by the successful bidder during the validity period of the contract.
32.	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.
33.	Successful bidder has to submit the Service legal Agreement in prescribed format on Indian non-judicial stamp paper worth Rs.200/- duly signed by authorised signatory within 30 days of receipt of order.
34.	In the event of cancellation of vehicle hired on Casual Hiring basis, no cancellation charges will be paid by INCOIS

35.	If any loss or damage is caused to INCOIS property by workmen deployed by the successful bidder, the cost of the same will be recovered from the agency/contractor.
36.	Please note that any falsification/suppression of information could lead to the disqualification.
37.	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.
38.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
39.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
40.	Proof for fulfilment of eligibility criteria mentioned above should be submitted along with the tender. If the tender is submitted without valid documents, INCOIS shall not consider the bid offered as responsive. Tenders received without proof of eligibility criteria will be rejected
41.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
42.	Before submitting the bids tenderers are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and labour. The Tender(s) shall be well acquainted with the General and Special conditions of Contract and specifications and all other documents which form part of the Agreement. Any misunderstandings of the conditions/rules/ regulations/specifications shall not entitle the Tenderer(s) contractor(s) for any sort of compensation
43.	The Contractor shall ensure safety and security of all workforce employed for this work and equipments provided by him under the Contractor until all the works entrusted are completed in all respects and taken over by INCOIS. In the event of damages except under force majeure clause i.e., fire, wind, rain, floods or through any hazards, pilferage, other natural calamities etc., the Contractor shall make good the damaged works and restore the same to the original condition without any additional cost.
44.	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.
45.	If any tenderer withdraws his tender after price bid is opened, with in the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to initiate appropriate action w.r.t bid securing declaration.
46.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
47.	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
48.	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.
49.	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.
50.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
51.	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.
52.	In case of any unresolved 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

6. **Technical Clarification:** If firms require clarifications on certain points in this Document may be submitted (via e-mail) on or before 09 00 Hrs of July 21, 2025. Note: Firms may submit a consolidated query only once. e-mail: manyam@incois.gov.in. E-mail subject should be mentioned as "Queries on " Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis."

- 1) Administrative Officer (Purchase)
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 6022
e-mail: manyam@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 engagement of service provider for "Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis."

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 upload the same

BID-SECURING DECLARATION FORM

Bid No. INCOIS: PUR:33/2025 date 08.07.2025: Casual Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on an annual renewable basis.."

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/Authorised 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)