

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 फैक्स : 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

इंकोईस: क्रय: 51/2024  
Ref. INCOIS: PUR: 51/2024

दिनांक: 26.11.2024  
Date: 26. 11. 2024

**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।

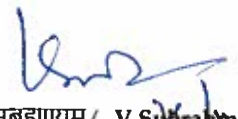
Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through **Government E- Market Place (GeM)** <http://gem.gov.in/> only. The brief details of NIT are appended below.

क्र.सं SNo.	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
	इंकोईस, हैदराबाद में स्टेशनरी सामान की आपूर्ति। "Supply of Stationery items at INCOIS, Hyderabad".	इंकोईस: क्रय: 51/2024 INCOIS: PUR: 51/2024	जीईएम/2024/बी/ 5650075 दिनांक: 26.11.2024 GEM/2024/B/5650075 dated 26.11.2024	17.12.2024 15:00:00

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: वी. सुब्रह्मण्यम (ईमेल: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); Phone No. 040 23886022)/ श्री दसारी प्रसाद (ईमेल email: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) Phone No. 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 23886022)/Mr. Dasari Prasad (email: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) Phone No. 040-2388 6082)



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

नोडल अधिकारी / Nodal Officer

एनआईटी / NIT GEM/2024/B/5650075 दि: 26/11/2024

ई-क्रय / e-Procurement



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5650075  
Dated/दिनांक : 26-11-2024

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	17-12-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	17-12-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Earth Sciences
Department Name/विभाग का नाम	Department Of Earth Sciences
Organisation Name/संगठन का नाम	Earth Sciences Secretariate
Office Name/कार्यालय का नाम	Indian National Centre For Ocean Information Servi
Total Quantity/कुल मात्रा	2307
Item Category/मद केटगरी	Binder Clip 1 , Binder Clip Black 2 , Binder Clip 3 , Binder Clip 4 , Binder Clip 5 , AAA Duracell 6 , AA Duracell 7 , Packing Tape 8 , Double Side Tape 9 , Double Side Tape 10 , Cello Tape Transperent 11 , Cello Tape Transperent 12 , Highlighters 13 , Permanent MarkerThick 14 , Permanent MarkerThin 15 , White Board Marker 16 , White Board Duster 17 , Gem Clip 18 , Wall Pin 19 , Ink Bottle 20 , Stamp Pad 21 , Paper Kinfe 22 , Pencil Box 23 , Scissors 24 , Scissors 25 , Sketches set 26 , Ball Point Pens 27 , White Paper 28 , White Legal Paper 29 , White Paper 30 , Bond Papers 31 , Noting sheet 32 , Box Files 33 , Binder file 34 , Calculator 35 , Calculator 36 , Glossy Paper 37 , Glue Stick 38 , Glue Stick 39 , L Folder 40 , Register 41 , Register 42 , Register 43 , Register 44 , Rubber Bands 45 , Spiral Sheet 46 , Stapler Pin Removar 47 , Stapler pins 48 , Stapler 49 , Post it Pads 50 , Post it Pads 51 , Post it Pads 52 , Post it Pads 53 , Eraser 54
GeMARPTS में खोजी गई स्ट्रिंग / Searched Strings used in GeMARPTS	supply of Stationery material

Bid Details/बिड विवरण	
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Polyethylene Pipes For The Supply Of Gaseous Fuels (V2) As Per Is 14885, Wooden Podium, Package No 4 - Atal Tinkering Lab of Niti Aayog Power Supply and Accessories and Safety Equipment, Portable Voice Recorder, Polyethylene Containers for The Transport of Materials (V2) as per IS 6312, Wheelbarrows (Two Wheels Type) as per IS 4184, Rigid Plain Conduits of Insulating Materials as per IS 9537 (Part 3), High Density Polyethylene (HDPE) / Polypropylene (PP) Woven Sacks for Packaging of 25 kg Polymer Materials (V3) as per IS 16703, Wheelbarrows (Single Wheel Type) (V2) as per IS 2431, Bleached Duplicating Paper as per IS 1848
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> <li>Paper weights</li> <li>Pencil box</li> <li>Highlighter Pen</li> </ul>
BOQ Title/बीओक्यू शीर्षक	Supply of Stationery items at INCOIS Hyderabad
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Additional Doc 1 (Requested in ATC), Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Primary product category	Binder Clip 1
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	10 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Required/वित्तीय दस्तावेज़ की आवश्यकता है।	Yes
Arbitration Clause	No
Mediation Clause	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**MII Purchase Preference/एमआईआई खरीद वरीयता**

MII Purchase Preference/एमआईआई खरीद वरीयता	No
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. 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.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

PRICE BID - [1732604110.xlsx](#)

**Binder Clip 1**

**Technical Specifications/तकनीकी विशिष्टियाँ**

<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.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/प्रेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
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	100	15

**Binder Clip Black 2**

**Technical Specifications/तकनीकी विशिष्टियाँ**

<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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

**Binder Clip 3****Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

**Binder Clip 4****Technical Specifications/तकनीकी विशिष्टियाँ**

<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.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
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	50	15

## Binder Clip 5

**Technical Specifications/तकनीकी विशिष्टियाँ**

<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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

### AAA Duracell 6

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

### AA Duracell 7

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

**Packing Tape 8**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

### Double Side Tape 9

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

### Double Side Tape 10

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

**Cello Tape Transperent 11**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

## Cello Tape Transperent 12

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

## Highlighters 13

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

**Permanent MarkerThick 14**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	50	15

### Permanent MarkerThin 15

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

### White Board Marker 16

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	50	15

### White Board Duster 17

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

### Gem Clip 18

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	50	15

### Wall Pin 19

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	12	15

**Ink Bottle 20**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	5	15

## Stamp Pad 21

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

## Paper Kinfe 22

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

**Pencil Box 23**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

## Scissors 24

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

## Scissors 25

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

### Sketches Set 26

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

## Ball Point Pens 27

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेबिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	50	15

## White Paper 28

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	300	15

**White Legal Paper 29**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	15

### White Paper 30

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	15

### Bond Papers 31

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

**Consignees/Reporting Officer/परेषिती/रिपोटिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोटिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	15

**Noting Sheet 32**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

**Consignees/Reporting Officer/परेषिती/रिपोटिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोटिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

### Box Files 33

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

### Binder File 34

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

### Calculator 35

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	8	15

### Calculator 36

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	3	15

### Glossy Paper 37

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

**Glue Stick 38**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	40	15

### Glue Stick 39

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	20	15

### L Folder 40

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	5	15

**Register 41**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

## Register 42

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

## Register 43

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

**Register 44**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

## Rubber Bands 45

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	1	15

## Spiral Sheet 46

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

**Stapler Pin Removar 47**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	10	15

### Stapler Pins 48

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	100	15

### Stapler 49

#### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	30	15

**Post It Pads 50**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	75	15

## Post It Pads 51

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	50	15

## Post It Pads 52

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	25	15

**Post It Pads 53**

**Technical Specifications/तकनीकी विशिष्टियाँ**

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.

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	25	15

## Eraser 54

### Technical Specifications/तकनीकी विशिष्टियाँ

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.

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
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	15

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

### 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 by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.



## 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### Supply of Stationery Items at INCOIS Hyderabad

1. **Payment terms:** 100% payment will be released upon satisfactory and acceptance of the materials along with the receipt of commercial invoice.

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

## 3. Buyer Added Bid Specific ATC

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

## 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## Disclaimer/अस्वीकरण

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.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

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.

This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है

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./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 नियम 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।

---Thank You/धन्यवाद---

INCOIS:PUR:51/2024

26.11.2024

**Request of Proposal for "Supply of Stationery items at INCOIS Hyderabad"**

Dear Sirs,

On behalf of Director, ESSO-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 of stationery items ". 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 of Stationery items at INCOIS Hyderabad
2.	BID Reference No.	:	INCOIS:PUR:51/2024
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.	Last date for seeking the clarifications	:	On or before 09 00Hrs of December 09, 2024
5.	Bid submission due date online	:	On or before 15 00 Hrs of December 17, 2024
6.	Bid opening date	:	After 15 30 Hrs of December 17, 2024
7.	Completion period	:	15 days from the date of issue of work order
8.	*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 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

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**1. Introduction**

**1.2** 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 sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.

**1.3** INCOIS is located at approximate 3km from JNTU Kukatpally, 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.

**2. 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)	Documentary Proof Attached (Yes/No)	Remarks, 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.	Full Bank Details:  (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)		
6.	Single Point of Contact :Name  E-mail:  Ph No.		
Sl No.	Item Description	Make / Model offered	Remarks, if any
7.	Binder Clip -15mm- Black Color Make: Benzar, RS, Standard, Equivalent		
8.	Binder Clip 19mm- Black Color Make: Benzar, RS, Standard, Equivalent		
9.	Binder Clip 41mm- Black Color Make: Benzar, RS, Standard, Equivalent		
10.	Binder Clip 25mm Make: Benzar, RS, Standard, Equivalent		
11.	Binder Clip 32mm Make: Benzar, RS, Standard, Equivalent		
12.	Battery -AAA-Duracell Make : Duracell, Panasonic		
13.	Battery -AA-Duracell Make: Duracell, Panasonic		
14.	Packing Tape -3" -100 mtr Make: Alfa, 3M, Wonder		
15.	Double side Tape 1" (Foam Tape) 5 Mtrs. Make: Alfa, 3M, Wonder		
16.	Double side Tape 2" (Foam Tape) 5 Mtrs. Make: Alfa, 3M, Wonder		
17.	Cello Tapes Transparent 2"- 65 mtrs Make : Alfa, 3M, Wonder		
18.	Cello Tapes Transparent 1" -65 mtrs Make : Alfa, 3M, Wonder, equivalent		
19.	Highlighters- Fluorescent yellow & Blue color only Make : Luxor, Faber Castell, equivalent		
20.	Permanent Marker (Thick) Make: Kores, Camlin, Luxor, equivalent		
21.	Permanent Marker (Thin) (Blue, Green, Red, Black) Make: Kores, Camlin, Luxor, equivalent		
22.	White Board Marker (Blue, Red, Green, Black) Make: Kores, Camlin, Luxor, equivalent		
23.	Magnetic White Board Duster Make : Doms, Suremark, Officemate		
24.	GEM Clip (Plastic Quoted) Make : Aerotix, Crash, Zebra or equivalent		
25.	Notice Board Wall Pins Make : Push Pin, Equivalent		
26.	Ink Bottle for Stamp Pad Make : Artline, Office Mate, Kamal		
27.	Stamp Pad (Size-97x160mm) Make : Supreme		
28.	Paper Knife Small Make : Premier, Eclet, SGS		

29.	Pencil Box (10 pcs in each pocket)-HB Make: Doms, Apsaraj, Camlin Equivalent		
30.	Scissors Small (5 inch) Make : Godrej Catini, Kangaro Delux, Vega		
31.	Scissors Big Size -L Make : Godrej Catini, Kangaro Delux, Vega		
32.	Sketch Pen Set Make : Camlin, Doms		
33.	Ball Point Pen (Blue- 30, Red - 10, Balck -10 Nos) Make : Cello Butterflow Simply Ballpoint Pen <b>ReynoldsComfort+</b> <b>ReynoldsFastline Ball Pen</b> Flair Yolo Ball Pen Or equivalent		
34.	White Paper A4 Size Make : JK Sparkle , <u>Trident Spectra</u> 75 GSM		
35.	White Legal size Coy Paper (500 sheets per pack) Make : <u>Trident Spectra</u> , JK Paper75 GSM		
36.	White Paper A3 Size Make : JK Sparkle, <u>Trident Spectra</u> 75 GSM		
37.	Executive Bond Paper 100 GSM Make : Bilt Royal Executive Bond,		
38.	Noting Sheet Pad with side margin A4 size 75 GSM Make : LRS, Monaf and equivalent		
39.	Box Files Make : Bindex Asian, Neel Arch, Liberty,		
40.	Student Ring Binder File Make : SEPAL, Standard, Equivalent		
41.	Calculator 12 Digits (Small) Citizen CT 555N Desktop Calculator Casio MJ-12GST Calculator Casio Mj-120d Desktop Basic Calculator CITIZEN SDC-444S ORPAT Desktop Check and Correct - OT-500 - Black ORPAT Desktop - OT-150D -- Dark Grey Make : Citizen, Casio, ORPAT		
42.	Calculator (Big) Casio DJ-120D 150 Steps Check and Correct Desktop Casio DJ-240D Plus 300 Steps		
43.	Photo glossy Paper Packet 180 GSM Make : Oddy, Aerotix, Desmart		
44.	Glue Stick -35gm Make : Kores, Camlin, Pedilite equivalent		
45.	Glue Stick -15gm Make : Kores, Camlin, Pedilite equivalent		
46.	Solo L Folder A4 Size (10 pcs in each Pkt)		
47.	Long Single Roll Registers - 100 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe		
48.	Long Single Roll Registers - 200 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe		
49.	Long Single Roll Registers - 300 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe		

50.	Long Single Roll Registers - 500 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe		
51.	Rubber Band (medium size) packet		
52.	Spiral Sheet Plastic A4 size (Blue & White)		
53.	Stapler Pin Remover SR 100 Make : Kangaro, Standard, equivalent		
54.	Stapler Pin-10mm Make : Kangaro, Standard, equivalent		
55.	Stapler 10mm Make : Kangaroo, Standard, equivalent		
56.	Post-It Pads - 3"x1" - 75 Pkt,		
57.	Post-It Pads - 3"x3" - 50 Pkt,		
58.	Post-It Pads - 3"x4" - 25 Pkt		
59.	Post-It Pads - 3"x5" - 25 Pkt		
60.	Erasers Big Camil, Doms, Natraj equivalent		

**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.

SL. NO	Item Description	Qty	UoM	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) Please do not mention prices here.
1.	Binder Clip -15mm- Black Color Make: Benzar, RS, Standard, Equivalent	100	Box	
2.	Binder Clip 19mm- Black Color Make: Benzar, RS, Standard, Equivalent	100	Box	
3.	Binder Clip 41mm- Black Color Make: Benzar, RS, Standard, Equivalent	30	Box	
4.	Binder Clip 25mm Make: Benzar, RS, Standard, Equivalent	50	Box	
5.	Binder Clip 32mm Make: Benzar, RS, Standard, Equivalent	30	Box	
6.	Battery -AAA-Duracell Make : Duracell, Panasonic	100	Nos	
7.	Battery -AA-Duracell Make: Duracell, Panasonic	100	Nos	
8.	Packing Tape -3" -100 mtr Make: Alfa, 3M, Wonder	100	Nos	
9.	Double side Tape 1" (Foam Tape) 5 Mtrs. Make: Alfa, 3M, Wonder	30	Nos	
10.	Double side Tape 2" (Foam Tape) 5 Mtrs. Make: Alfa, 3M, Wonder	30	Nos	
11.	Cello Tapes Transparent 2" - 65 mtrs Make : Alfa, 3M, Wonder	100	Nos	
12.	Cello Tapes Transparent 1" -65 mtrs Make : Alfa, 3M, Wonder, equivalent	100	Nos	
13.	Highlighters- Fluorescent yellow & Blue color only Make : Luxor, Faber Castell, equivalent	20	Nos	
14.	Permanent Marker (Thick) (Blue, Green, Red,	50	Nos	

	Black) Make: Kores, Camlin, Luxor, equivalent			
15.	Permanent Marker (Thin) (Blue, Green, Red, Black) Make: Kores, Camlin, Luxor, equivalent	30	Nos	
16.	White Board Marker (Blue, Red, Green, Black) Make: Kores, Camlin, Luxor, equivalent	50	Nos	
17.	Magnetic White Board Duster Make : Doms, Suremark, Officemate	10	Nos	
18.	GEM Clip (Plastic Quoted) Make : Aerotix, Crash, Zebra or equivalent	50	Pkt	
19.	Notice Board Wall Pins Make : Push Pin, Equivalent	12	Pkt	
20.	Ink Bottle for Stamp Pad Make : Artline, Office Mate, Kamal	05	Nos	
21.	Stamp Pad (Size-97x160mm) Make : Supreme	20	Nos	
22.	Paper Knife Small Make : Premier, Eclet, SGS	20	Nos	
23.	Pencil Box (10 pcs in each pocket)-HB Make: Doms, Apsaraj, Camlin Equivalent	100	Pkt	
24.	Scissors Small (5 inch) Make : Godrej Catini, Kangaro Delux, Vega	20	Nos	
25.	Scissors Big Size -L Make : Godrej Catini, Kangaro Delux, Vega	20	Nos	
26.	Sketch Pen Set Make : Camlin, Doms	10	Pkt	
27.	Ball Point Pen (Blue- 30, Red - 10, Balck -10 Nos) Make : Cello Butterflow Simply Ballpoint Pen <b>ReynoldsComfort+</b> <b>ReynoldsFastline Ball Pen</b> Flair Yolo Ball Pen Or equivalent	50	Nos	
28.	White Paper A4 Size Make : JK Sparkle , Trident Spectra 75 GSM	300	Rims	
29.	White Legal size Coy Paper (500 sheets per pack) Make : <u>Trident Spectra</u> , JK Paper75 GSM	02	Rims	
30.	White Paper A3 Size Make : JK Sparkle, <u>Trident Spectra</u> 75 GSM	02	Rims	
31.	Executive Bond Paper 100 GSM Make : Bilt Royal Executive Bond,	02	Rims	
32.	Noting Sheet Pad with side margin A4 size 75 GSM Make : LRS, Monaf and equivalent	20	Pkts	
33.	Box Files Make : Bindex Asian, Neel Arch, Liberty,	100	Nos	
34.	Student Ring Binder File Make : SEPAL, Standard, Equivalent	10	Nos	
35.	Calculator 12 Digits (Small) Citizen CT 555N Desktop Calculator Casio MJ-12GST Calculator Casio Mj-120d Desktop Basic Calculator CITIZEN SDC-444S ORPAT Desktop Check and Correct - OT-500 - Black	8	Nos	



	ORPAT Desktop - OT-150D - Dark Grey Make : Citizen, Casio, ORPAT			
36.	Calculator (Big) Casio DJ-120D 150 Steps Check and Correct Desktop Casio DJ-240D Plus 300 Steps	3	Nos	
37.	Photo glossy Paper Packet 180 GSM Make : Oddy, Aerotix, Desmart	10	Pkt	
38.	Glue Stick -15gm Make : Kores, Camlin, Pedilite equivalent	40	Nos	
39.	Glue Stick -35gm Make : Kores, Camlin, Pedilite equivalent	20	Nos	
40.	Solo L Folder A4 Size (10 pcs in each Pkt)	5	Pkt	
41.	Long Single Roll Registers - 100 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe	30	Nos	
42.	Long Single Roll Registers - 200 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe	30	Nos	
43.	Long Single Roll Registers - 300 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe	30	Nos	
44.	Long Single Roll Registers - 500 Pgs Make : Benzar, RS, Standard, Equivalent, Deluxe	30	Nos	
45.	Rubber Band (medium size) packet	01	Pkt	
46.	Spiral Sheet Plastic A4 size (Blue & White)	10	set	
47.	Stapler Pin Remover SR 100 Make : Kangaro, Standard, equivalent	10	Nos	
48.	Stapler Pin-10mm Make : Kangaro, Standard, equivalent	100	Nos	
49.	Stapler 10mm Make : Kangaroo, Standard, equivalent	30	Nos	
50.	Post-It Pads - 3"x1" - 75 Pkt,	75	Pkt	
51.	Post-It Pads - 3"x3" - 50 Pkt,	50	Pkt	
52.	Post-It Pads - 3"x4" - 25 Pkt	25	Pkt	
53.	Post-It Pads - 3"x5" - 25 Pkt	25	Pkt	
54.	Erasers Big Camil, Doms, Natraj equivalent	2	Pkt	

### 3. 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 15 days 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 with in 10days. Then PO would be deemed as accepted and binding to the successful bidder.
4.	<b>Payment terms:</b> 100% payment will be released upon satisfactory and acceptance of the materials along with the receipt of commercial invoice.  <i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i>
5.	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.
6.	<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.
7.	<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.
8.	<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.
9.	<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
10.	The supplies shall be made from the latest lot with sufficient usage period before expiry date.
11.	'Gift items', if any offered along with the listed items from time to time shall be supplied along with ordered items at INCOIS.
12.	Submitted of contract: The contract shall not be sublet, transferred or assigned to any other firm during the period of contract.
13.	Please note that any falsification/suppression of information could lead to the disqualification.
14.	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.
15.	Tenders not in complete shape or not conforming to technical specifications or not confirming to terms and conditions are liable for rejection.
16.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
17.	<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.

18	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
19	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.
20	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 what so ever reasons.
21	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
22	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.
23	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

4. **Technical Clarifications:** - If firms require clarifications on certain points in this document may be submitted (via e-mail) on or before 0900 Hrs of December 09, 2024. Note: Firms may submit a consolidated query only once. e- mail: nag@incois.gov.in, manyam@incois.gov.in, E-mail subject should be mentioned as "Queries on " Supply of Stationery Items at INCOIS Hyderabad ".

Senior Accounts Officer - Head - ESG (Addl.Charge)  
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 6024 Fax No.: 040-23895001 / 23892910  
e-mail: [nag@incois.gov.in](mailto:nag@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 Stationery Items at INCOIS Hyderabad at INCOIS, Hyderabad and its sites.

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 : 51/2024 date 26.11.2024; Supply of Stationery items 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/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)

**Undertaking for Custom Bid/BOQ Creation on GeM**

(To be filled by HOD)

File Number: INCOIS: PUR: 51/2024

Date: 26.11.2024

Subject: **Undertaking for creation of Custom Bid/BOQ for Goods/Services required on GeM**

1. Goods /Service Required:

“ Supply of Stationery material at INCOIS, Hyderabad” ✓

2. Search String Used in GeM Availability Report & Past Transaction Summary ( Please state the exact search string used to find suitable categories) :

- a) Product – Supply of Stationery Material
- b) Product – Stationery Material

3. GARPTS ID (Mention GeM Availability Report ID) : GEM/GARPTS/26112024/HERNR440J1DT

4. Categories to which Notification was sent :

- a) Polyethylene Pipes
- b) Portable Voice Recorder

5. Undertaking:

I understand that the creation of Custom Bid/BOQ is an exceptional process and should only be used when existing categories on GeM are not suitable for the required Goods/Services.

I, V. Subrahmanyam, Administrative Officer (Purchase), INCOIS, Hyderabad. Undertake the following:

- I have conducted a thorough search using the search string mentioned above and determined that the existing categories are not appropriate for the required Goods/Service.
- I have provided an accurate and detailed description of the required Goods/Services in Section -I.
- I have selected the most relevant categories for notification in Section -4.
- I am fully prepared to justify the need for a Custom Bid/ BOQ to GeM upon request.



V.Subrahmanyam  
Administrative Officer (Purchase) , INCOIS  
Ministry of Earth Science, Hyderabad

**Undertaking for Custom Bid /BOQ Creation on GeM**

(To be filled by HOD)

File Number: INCOIS: PUR: 51/2024

Date: 26.11.2024

Subject: **Undertaking for creation of Custom Bid/BOQ for Goods/Services required on GeM**

1. Goods /Service Required:

“ Supply of Stationery material at INCOIS, Hyderabad”

2. Search String Used in GeM Availability Report & Past Transaction Summary ( Please state the exact search string used to find suitable categories) :

- a) Product – Supply of Stationery Material
- b) Product – Stationery Material

3. GARPTS ID (Mention GeM Availability Report ID) : GEM/GARPTS/26112024/HERNR440J1DT

4. Categories to which Notification was sent :

- a) Polyethylene Pipes
- b) Portable Voice Recorder

5. Undertaking:

I understand that the creation of Custom Bid/BOQ is an exceptional process and should only be used when existing categories on GeM are not suitable for the required Goods/Services.

I, V. Subrahmanyam, Administrative Officer (Purchase), INCOIS, Hyderabad. Undertake the following:

- I have conducted a thorough search using the search string mentioned above and determined that the existing categories are not appropriate for the required Goods/Service.
- I have provided an accurate and detailed description of the required Goods/Services in Section –I.
- I have selected the most relevant categories for notification in Section -4.
- I am fully prepared to justify the need for a Custom Bid/ BOQ to GeM upon request.



V.Subrahmanyam  
Administrative Officer (Purchase) , INCOIS  
Ministry of Earth Science, Hyderabad



**Report ID:** GEM/GARPTS/26112024/HERNR440J1DT

**Report Name:** supply of Stationery material

**Generated By:** Devendra Kumar Sharma , Department of Earth Sciences , Ministry of Earth Sciences

**Generated On:** 26/11/2024

**Valid till:** 26/12/2024

### **GeM Availability Report and Past Transaction Summary**

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

*Order Count and Order Value displayed is on a cumulative basis since GeM inception.*

#### **1. Search String: supply of Stationery material**

Search type: Product

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Search Result: Category available/suggested on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

*It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values( LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirement are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.*

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Polyethylene Pipes For The Supply Of Gaseous Fuels (V2) As Per Is 14885	1	0	0	0	0	0	0
Wooden Podium	6,665	8,817	44	173	2,253	28	94
Package No 4 - Atal Tinkering Lab of Niti Aayog Power Supply and Accessories and Safety Equipment	186	779	19	5,426	157	3	1,064
Portable Voice Recorder	4,034	4,185	6	68	1,648	11	88
Polyethylene Containers for The Transport of Materials (V2) as per IS 6312	6	68	4	0	34	20	0

Category Name	Catalog Count	Order Count			Order Value (in Lakhs)		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Wheelbarrows (Two Wheels Type) as per IS 4184	1,272	1,826	60	248	1,558	652	1,612
Rigid Plain Conduits of Insulating Materials as per IS 9537 (Part 3)	1,065	12,355	58	461	1,421	325	856
High Density Polyethylene (HDPE) / Polypropylene (PP) Woven Sacks for Packaging of 25 kg Polymer Materials (V3) as per IS 16703	1	0	0	0	0	0	0
Wheelbarrows (Single Wheel Type) (V2) as per IS 2431	530	342	2	5	249	4	20
Bleached Duplicating Paper as per IS 1848	133	923	7	71	317	3	468