

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

इंकोइस: क्रय: 14/2024

दिनांक: 10.01.2025

Ref. INCOIS: PUR: 14/2024

Date: 10.01.2025

**eprocure.gov.in/procure/app के माध्यम से निविदा आमंत्रण सूचना**  
**Notice Inviting Tender through eprocure.gov.in/procure/app**

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 ई विपणन सरकार (जीईएम) <http://eprocure.gov.in/procure/app> द्वारा ऑनलाइन से ही जमा किया जाए। एनआईटी का संक्षिप्त विवरण नीचे दिया जा रहा है।

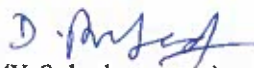
Tenders/Bids are invited from registered vendors of [eprocure.gov.in/procure](http://eprocure.gov.in/procure) for the following items. Being a <http://eprocure.gov.in/procure/app>, the bids has to be submitted online through <http://eprocure.gov.in/procure/app> only. The brief details of NIT are appended below:

कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year standard warranty and three years of AMC at INCOIS, Hyderabad  इंकोइस, हैदराबाद में एक साल की मानक वारंटी और तीन साल की एएमसी के साथ अल्ट्रा-हाई परफॉर्मंस लिक्विड क्रोमेटोग्राफी (यू-एचपीएलसी) और इसके सहायक उपकरणों की आपूर्ति	इंकोइस: क्रय: 14/2024 INCOIS: PUR: 14/2024	2025_INCOI_843864_1 Dt. 10.01.2025	07.02.2025 15:00

[eprocure.gov.in/procure](http://eprocure.gov.in/procure) होने के नाते, बोली को [eprocure.gov.in/procure](http://eprocure.gov.in/procure) यानी, Bids/RAs कॉलम के तहत <http://eprocure.gov.in/procure/app> के माध्यम से ऑनलाइन जमा करना होगा। किसी भी सहायता के लिए, कृपया [eprocure.gov.in/procure](http://eprocure.gov.in/procure) की हेल्प लाइन से संपर्क करें। निम्नलिखित कर्मियों से भी संपर्क किया जा सकता है: श्री वी.सुब्रमण्यम (ईमेल: [multipleam@incois.gov.in](mailto:multipleam@incois.gov.in); फोन नंबर 040 2388 6022)/श्री। दसारी प्रसाद (ईमेल: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) फोन नंबर 040-2388 6082)

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



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

Government eProcurement System		eProcurement System Government of India																																			
Tender Details																																					
		Date : 10-Jan-2025 03:19 PM																																			
Print																																					
<b>Basic Details</b>																																					
Organisation Chain	ESSO-INCOIS																																				
Tender Reference Number	PUR-14-2024																																				
Tender ID	2025_INCOI_843864_1	Withdrawal Allowed	Yes																																		
Tender Type	Open Tender	Form of contract	Supply																																		
Tender Category	Goods	No. of Covers	2																																		
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No																																		
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	Yes																																		
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No																																		
<b>Payment Instruments</b>		<b>Cover Details, No. Of Covers - 2</b>																																			
Offline	<table border="1"> <thead> <tr> <th>S.No</th> <th>Instrument Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bank Guarantee</td> </tr> <tr> <td>2</td> <td>Demand Draft</td> </tr> <tr> <td>3</td> <td>R-T-G-S</td> </tr> <tr> <td>4</td> <td>NEFT</td> </tr> </tbody> </table>	S.No	Instrument Type	1	Bank Guarantee	2	Demand Draft	3	R-T-G-S	4	NEFT	<table border="1"> <thead> <tr> <th>Cover No</th> <th>Cover</th> <th>Document Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fee/PreQual/Technical</td> <td>.pdf</td> <td>technical compliances statement</td> </tr> <tr> <td></td> <td></td> <td>.pdf</td> <td>supporting documents</td> </tr> <tr> <td></td> <td></td> <td>.pdf</td> <td>other is any</td> </tr> <tr> <td>2</td> <td>Finance</td> <td>.xls</td> <td>Price Bid</td> </tr> <tr> <td></td> <td></td> <td>.pdf</td> <td>Price Bid</td> </tr> </tbody> </table>		Cover No	Cover	Document Type	Description	1	Fee/PreQual/Technical	.pdf	technical compliances statement			.pdf	supporting documents			.pdf	other is any	2	Finance	.xls	Price Bid			.pdf	Price Bid
S.No	Instrument Type																																				
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1	Fee/PreQual/Technical	.pdf	technical compliances statement																																		
		.pdf	supporting documents																																		
		.pdf	other is any																																		
2	Finance	.xls	Price Bid																																		
		.pdf	Price Bid																																		
<b>Other Important Documents</b>																																					
S.No	Category	Sub Category	Sub Category Description	Format/File																																	
1	Certificate Details	Permanent Account Number	Permanent Account Number Details																																		
2	Certificate Details	Registration Certificate	Registration Certificate Details																																		
3	Certificate Details	Bidders Address Format	Bidders Address Format Details																																		
4	Certificate Details	Income Tax Certificate	Income Tax Certificate Details																																		
5	Certificate Details	GST Registration Certificate	GST Registration Certificate																																		
6	Financial Details	Bankers Details	Bankers Details																																		
7	Financial Details	Annual Turn over certificates from CA	Annual Turn over certificates from CA																																		
8	Work Details	Existing Work Order Commitment	Ongoing Work Order Details with percentage of work completed																																		
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>		<b>EMD Fee Details</b>																																			
Tender Fee in ₹	0.00	EMD Amount in ₹	1,35,000																																		
Fee Payable To	Nil	EMD Exemption Allowed	Yes																																		
Tender Fee Exemption Allowed	No	EMD Fee Type	fixed																																		
		EMD Payable To	DIRECTOR INCOIS																																		
		EMD Percentage	NA																																		
		EMD Payable At	HYDERABAD																																		
<a href="#">Click to view modification history</a>																																					

**Foreign Currency BOQ Details**

S.No	Currency	Conversion rate in ₹
1	US Dollar	NA
2	European Euro	NA
3	Japanese yen	NA

**Work / Item(s)**

<b>Title</b>	Supply of UHPLC				
<b>Work Description</b>	Supply of UHPLC				
<b>Pre Qualification Details</b>	Supply of UHPLC				
<b>Independent External Monitor/Remarks</b>	AS PER TENDER DOCUMENT				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	67,02,000	<b>Product Category</b>	Miscellaneous Goods	<b>Sub category</b>	UHPLC
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	90
<b>Location</b>	INCOIS HYDERABAD	<b>Pincode</b>	500090	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	INCOIS HYDERABAD
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	10-Jan-2025 04:00 PM	<b>Bid Opening Date</b>	10-Feb-2025 03:00 PM
<b>Document Download / Sale Start Date</b>	10-Jan-2025 04:00 PM	<b>Document Download / Sale End Date</b>	07-Feb-2025 03:00 PM
<b>Clarification Start Date</b>	10-Jan-2025 04:00 PM	<b>Clarification End Date</b>	24-Jan-2025 09:00 AM
<b>Bid Submission Start Date</b>	10-Jan-2025 04:00 PM	<b>Bid Submission End Date</b>	07-Feb-2025 03:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender Document	780.40

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_887006.xls	PRICE BID	242.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	aneesh@incois.gov.in	Aneesh A Lotlikar	ANEESH ANANDRAO LOTLIKER
2.	suhasini@incois.gov.in	SUHASINI KODAM	SUHASINI K
3.	venu@incois.gov.in	VENUGOPALARAO VANGAPANDU	VANGAPANDU VENU GOPALA RAO

**GeMARPTS Details**

	Urgent nature of Procurement
--	------------------------------

<b>Reason for non availability of GeMARPTS ID</b>	
<b>Remarks</b>	GeM Non availability certificate attached
<b>Document Name</b>	gemnonavailabilityreport.pdf
<b>Document Size (in KB)</b>	51.61

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Not Applicable	GTE APPROVAL OBTAINED
2	MSEs Order 2012	Not Applicable	GTE APPROVAL OBTAINED

**Tender Inviting Authority**

<b>Name</b>	ADMINISTRATIVE OFFICER (P)
<b>Address</b>	INCOIS HYDERABAD

**Tender Creator Details**

<b>Created By</b>	PRASAD DASARI
<b>Designation</b>	Asst. Manager
<b>Created Date</b>	10-Jan-2025 12:37 PM

**Proposal for 'Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year standard warranty and three years of AMC at INCOIS, Hyderabad "**

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Technical Bid and Price Bid) from tenderers with appropriate registration having adequate resources and setup and dealing with "Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) " on regular basis. The offers, in the prescribed format, shall be submitted online at <http://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement <http://eprocure.gov.in/eprocure/app>.

1.	Name of the work	:	Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year standard warranty and three years of AMC at INCOIS, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 14/2024
3.	Submission of Bid	:	Please note that the subject tender has to be submitted online via e-tender portal only.
4.	Earnest Money Deposit (EMD)	:	Rs. 1,35,000/- (Rupees one lakh thirty five thousand only) OR USD 1,600 (USD one thousand six hundred) as per clause 05 of the General Terms and Conditions under section 12.
5.	Last date for seeking the clarifications & request for bid extension	:	On or before 09 00Hrs of January 24, 2025
6.	Bid submission due date online	:	On or before 1500 Hrs of February 07, 2025
7.	Bid opening date	:	After 15:30 Hrs of February 07, 2025
8.	Delivery/ Completion period	:	Within 03 months from the date of Acceptance of the Order
9.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 15 days from the date of issue of the PO/Order.

Being an e-tender the bid has to be submitted online through the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>. Kindly refer Appendix for the detailed procedure. For any assistance, please contact help line of e-Tender portal. The following personnel may also be contacted: Mr. V.Subrahmanyam (email: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in) Phone No. 040-2388 6082)

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

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

**Index:**

Sl No.	Description	Page No.
1.	Introduction	2
2.	Scope of the Work	2
3.	Technical Specifications	3
4.	List of Deliverables	4
5.	Eligibility Criteria	4
6.	Warranty Clause	6
7.	Contents of the Bid	6
8.	Quality of service during AMC	9
9.	Penalty Clause during AMC	10
10.	Technical Evaluation Criteria	10
11.	Commercial Evaluation Criteria	10
12.	General Terms and Conditions	11
13.	Technical Clarifications	14
14.	Bank guarantee format for bid security	Annexure -1
15.	Bid-Securing declaration Form	Annexure -2
16.	Instructions for Online Bid Submission	Appendix

**1. Introduction**

1.1 Indian National Centre for Ocean Information Services (INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24x7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused re-searching information and Ocean modeling.

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

**2. Scope of the Work**

2.1 Supply, installation and commissioning of Ultra-High Performance Liquid Chromatography (U-HPLC) along with accessories under buy-back and one-year standard warranty at INCOIS, Hyderabad.

2.2 The buy-back components are detailed below:

Make: M/s Waters Ges.m.b.h, Austria

Waters Preparative HPLC System consisting of

Sl.	Particulars as per PO	Part No	Qty
1	2535 Quaternary Gradient Module	176001739	01
2	Waters Prep Degasser	186002488	01
3	2707 Auto Sampler	176001563	01
4	2998 Photodiode Array Detector	176299801	01
5	Temperature Controller Module	186002441	01
6	Column Heater Compartment	WAT038040	01

2.3 The supplier should be responsible for installation, testing and successful demonstration of the performance (sensitivity and repeativity) of the U-HPLC system using phytoplankton pigment standards (<https://c14.dhigroup.com/productdescriptions/phytoplanktonpigmentstandards>) provided by INCOIS, Hyderabad.

### 3. Technical Specifications

#### 3.1. Solvent Delivery Unit

- a. Pumping Method: Parallel-type double plunger (approx. 10  $\mu$ L/1 stroke)
- b. Flow Rate Settings Range: 0.0001 - 10.0000 mL/min.
- c. System Pressure: Minimum 15000 psi or above
- d. Flow Rate Accuracy:  $\pm 1\%$
- e. Flow Rate Precision : 0.06% RSD
- f. Gradient mode: Quaternary low-pressure gradient
- g. Gradient Range of Set Concentrations: 0~100% (in 0.1% steps)
- h. Gradient Concentration Accuracy:  $\pm 0.5\%$
- i. pH Range: 1 - 14
- j. Auto-diagnostics to detect problems during analysis, and an auto-recovery function.
- k. Automatic Rinsing Kit to be built in

#### 3.2. Vacuum Degasser

- a. Number of degassed solvents: 4 or better
- b. Degassed flow line capacity: 400  $\mu$ L/ line

#### 3.3. Auto sampler with cooler

- a. Injection method: Total injection
- b. Injection Volume: 0.1~50  $\mu$ L
- c. Injection volume accuracy:  $\pm 1\%$
- d. Linearity:  $>0.9999\%$
- e. Injection cycle time:  $\leq 10$  seconds or better
- f. Samples for Processing: 150 (1.5 mL) or above
- g. Injection Volume Reproducibility:  $RSD \leq 1.0\%$  (0.5~0.9  $\mu$ L),
- h. Carryover:  $<0.0003\%$
- i. Sample cooler temperature setting range : 4 ~ 45  $^{\circ}$ C
- j. Sample cooler temperature accuracy:  $\pm 2^{\circ}$ C
- k. pH Range : 1 - 14
- l. Automated sample preparation functions such as diluting samples, adding internal standards, and performing derivatisation reactions to reduce labor.

#### 3.4. PDA Detector

- a. Light source: Deuterium (D2) lamp, tungsten lamp
- b. No. of Diode: 1024
- c. Wavelength Range: 190~800 nm
- d. Band Width: 8 nm
- e. Wavelength accuracy:  $\pm 1$  nm
- f. Wavelength precision:  $\pm 0.1$  nm
- g. Drift:  $0.4 \times 10^{-3}$  of AU/hour
- h. Noise:  $4.5 \times 10^{-6}$  AU or less
- i. Linearity: 2.5 AU or higher
- j. Flow cell: U-HPLC

#### 3.5. Column Oven

- a. Cell temperature control type: Forced air circulation.
- b. Temperature control range: Room Temperature -10  $^{\circ}$ C ~ 85  $^{\circ}$ C
- c. Temperature accuracy:  $\pm 0.8$   $^{\circ}$ C
- d. Temperature precision: 0.1  $^{\circ}$ C
- e. Containable column size and number: 300 mm L. column  $\times$  3 or more

### 3.6. Chromatography Software

- a. Software should be the latest, genuine and original.
- b. Real-time triggers to react to the condition, i.e. to take action on Fault, Leakage, Stop, Start, wavelength switching, injection, etc.
- c. The software should be 21 CFR compliance. Documentary proof must be attached.
- d. A System Controller should be quoted.
- e. U-HPLC should be with Analytical Intelligence features like Auto Start up to Shut down,
- f. Auto Diagnosis and Recovery, Smart Flow control to increase flow rate gradually to set point to avoid creation of startup protocol for each analysis.

### 3.7. Columns

- a. C-18 Column - 100mm x 2.1 x 2u or equivalent

### 3.8. Other Requirements

- a. Suitable high-end computer compatible with software.
- b. Reservoir Tray with weight sensors monitor the remaining mobile phase in real time and mobile phase bottles.
- c. The Bidder Should demonstrate that they have a proven appropriate set-up and capability to provide after-sales service and Application support efficiently and effectively with support at Hyderabad.
- d. The Bidder should provide Application based training for the users on the usage of instruments and support for analysis after the installation at our site for 2-3 days. (Bidder should submit the Self Declaration for the same).
- e. All specifications/ claims should be printed & highlighted on product specification sheet/ brochure and published on the company's webpage.
- f. Full system from the single vendor and no refurbished parts should be added to the system.
- g. A user list along with a minimum of three performance certificates must be provided along with the contact details from Government Institute or Central / State Universities.

## 4. List of Deliverables

The Ultra High Performance Chromatography (U-HPLC) with the following deliverables

- a. Solvent Delivery Unit
- b. Vacuum Degasser
- c. Autosampler with cooler
- d. PDA Detector
- e. Column Oven
- f. Computer hardware and Software along with appropriate licence.
- g. Columns
- h. Sample vials, plates, loop
- i. Active Pre-Heater
- j. Cables, solvent bottles, tubing, tool kit and other accessories required to operate the system.

## 5. Eligibility Criteria:

- i. The bidder should be either registered Indian under Indian Company Act 1956 or reputed foreign firm with experience of supply and maintenance of oceanographic instruments. The bidder should have an end-to-end arrangement with the OEM/(s) to Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back. In this case each of the partners should have a specified annual turnover.
- ii. A bidding firm may be a corporation/company or consortium of companies/corporations. Consortium shall mean more than one company with complementing skills joining together to undertake the scope of the work defined.
- iii. Quotation should be submitted by the original manufacturer / supplier or its sole authorized distributor / dealer / Indian agent/representative. In case of bid by authorized dealer / distributor / Indian agent/representative, the manufactures authorization should be attached with the technical bid.



- iv. One Indian Channel Partner/Agent can participate in a tender on behalf of one manufacturer only. No offer will be entertained if the same Indian Agent/representative is representing another manufacturer for the same item.
- v. Each OEM is allowed to bid directly or through multiple system integrators (SI) / Bidder for this tender. (Manufacturer Authorization Form (MAF) from OEM with specific reference to this tender is to be attached).
- vi. Bidder should submit specific MAF (Manufacturer Authorization Form) from respective OEM's.
- vii. Bidder should submit an authorization letter from principal company in case of foreign principal authorizing Indian representative to submit the tender document on behalf of its foreign principal.
- viii. Consortium:
  - a. A bidding firm may be a corporation/company or consortium of companies/corporations. Consortium shall mean more than one company with complementing skills joining together to undertake the scope of the work defined.
  - b. In case of consortium applicant, consortia shall submit a valid Memorandum of Association (MoA) agreement among the members signed by the authorized signatories of the companies dated prior to the submission of the bid.
  - c. If the Bidder had formed an association, each member of the association may be evaluated separately/jointly as per the qualification/eligibility.
  - d. The MoA shall specify the prime bidder, stake of each member and outline the roles and responsibilities of each member. The MoA shall be exclusively for this project and should confirm that each member of the consortia is liable jointly and severally for execution of the contract.
  - e. The bidder and consortium companies must be a Company registered under Indian Companies Act 1956 or may be reputed foreign bidder.
  - f. In the event of consortium, one of the partners shall be designated as "Prime Bidder". Each member of the consortium shall be equally responsible, jointly and separately for execution of the contract.
  - g. A bidding company/ consortium cannot be part of more than one consortium. Any member of consortium cannot bid separately as a sole bidder. The bidder (all consortium partners) must have company registration certificate, valid GST registration certificate and Income Tax return with Audit report from CA. Bidder shall provide an attested copy of all the above certificates along with this document.
  - h. Where the Bid is made by a Consortium, the bid shall specifically indicate the members of the consortium by whom and/or on whose behalf the Bid is being made and shall indicate with reference to each whether such member contributes directly to the work or not and, if so, to what extent he contributes to the said work. In the event of a person/firm who is not a member of the said consortium, details of name and address of such person/firm shall be accompanied by valid proof of authority drawn in favour of Consortium to bind such person/firm.
- ix. Tenderer must submit Quotations with technical compliance statement for all the specifications along with the detailed data sheets/ catalogues. Relevant remarks can be provided in the compliance statement if required. Quotations without technical compliance and data sheets/catalogues will not be considered.
- x. The bidder should have an average annual financial turnover of Rs. 34 Lakh or more 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..
- xi. Tenderer (OEM/SI) should have past experience in similar nature of works in last five years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 54 lakh or two works of value Rs. 41 lakh or three works of value Rs.27 lakh. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.
- xii. Bidder should provide list of clients and their contact details and the installation/commissioning reports.
- xiii. Similar Work means : Supply of Ultra-High Performance Liquid Chromatography (U-HPLC)
- xiv. The bidder should provide profile of their company including its infrastructure, technical manpower and their expertise.
- xv. Earnest Money Deposit (EMD) :As per clause 5 of the General Terms and Conditions under section 12.
- xvi. Escalation matrix with full contact details, for the resolution of reported issues during contract period.
- xvii. Bidder should submit specific MAF (Manufacturer Authorization Form) from respective OEM's.
- xviii. **Start ups:** In order to promote make in India and startups, the prior turnover and prior experience for Indian 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.
- xix. Bidder's offer is liable to be rejected if they don't upload any of the certificates/ documents sought in the Bid document and corrigendum if any.

**NOTE:**

- Offers of bidders which do not fulfill 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 w.r.t clause 5 under section 12 of the tender document will be summarily rejected and no further communication in this regard will be entertained.

**6. Warranty Clause:**

The following Warranty clause is applicable:

**6.1 Standard Warranty**

The vendor should provide a standard warranty for the satisfactory performance of the instrument for a period of one year (365 days) from the date of acceptance at INCOIS.

During the one-year standard warranty period, the vendor should repair / replace any component malfunctioning arising due to the manufacturing defects.

**7. Contents of the Bid:** The quote should be submitted in two bid system.

- (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 a 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.

**7.1 Table 1: Technical Compliance Statement**

Sl. No.	Description	Compliance status Yes/No	Page number against the Proof attached.	Remarks/ Deviations, if any
<b>General</b>				
1.	Name of the Bidder:			
2.	The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Foreign firm /3) OEM/(s) / 4) Consortium 5) System Integrator			
3.	Bidder Address and contact details like E Mail , Phone etc.,			
4.	Single point of Contact : E-mail: Ph No.			
5.	MSME / NSIC certificate details if any  Registration/ License from the Government as applicable:  GST Registration No.  PAN Number			

6.	Details of Indian Channel Partner/ Agent or OEM						
7.	Full Bank Details: <i>(Note: Bank Details provided cannot be changed during Contract, unless special request from the company)</i>						
8.	The Tenderer must be a Company registered under Indian Company Act 1956 or a reputed foreign firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted as applicable.						
9.	The Bidder should have an average annual financial turnover of Rs.34 lakh or more 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.						
	Financial year	Details of Turnover	Details of Profit	Details of Net worth			
	2023-24						
	2022-23						
	2021-22						
10.	Tenderer (OEM/SI) should have past experience in similar nature of works in last five years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 54 lakh or above or two works each of value Rs.41 lakh or above or three works each of value Rs.27 lakh or above. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard. Experience details: Details are to be provided on the letter head duly signed and stamped by the authorized signatory along with copies of contract orders.						
	Sl.No.	Contract Order details	Scope of work	Period of contract	Contract Value		
11.	The Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise.						
12.	Earnest Money Deposit (EMD): As per clause of 5 the General Terms and Conditions section 12.						
13.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.						
14.	Bidder should submit specific MAF (Manufacturer Authorization Form) from respective OEM's.						
15.	Bidder should submit an authorization letter from principal company in case of foreign principal authorizing Indian representative to submit the tender document on behalf of its foreign principal.						
16.	In case of consortium, Compliance to all the terms in sl no. viii under section 6 of Eligibility Criteria						
17.	Technical compliance statement for all the specifications along with the detailed data sheets/ catalogues						
18.	The bidder should provide profile of their company including its infrastructure, technical manpower and their						

	expertise.			
19.	Bidder should provide list of clients and their contact details and the installation/ commissioning reports.			
20.	<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. Applicable certificate should be enclosed.			
21.	Signature on all pages of the tender Document, including addendum, if any, issued by INCOIS.			
22.	The bidder must comply with all aspects of scope of the work, technical specifications, and general terms and conditions.			
<b>Technical</b>				
23.	Do you comply with the technical specifications of the Solvent Delivery Unit?			
24.	Do you comply with the technical specifications of the Vacuum Degasser?			
25.	Do you comply with the technical specifications of the Autosampler with cooler?			
26.	Do you comply with the technical specifications of the PDA Detector?			
27.	Do you comply with the technical specifications of the Column Oven?			
28.	Do you comply with the technical specifications of the Chromatography Software?			
29.	Do you comply with the technical specifications of the Columns?			
30.	Do you comply with the technical specifications of the other requirements?			
31.	Have you provided the product specification sheet / brochure indicating all the technical specifications/ claims?			
32.	Have you provided the link of the company's webpage where the product specification sheet / brochure indicating all the technical specifications/ claims are available?			
33.	Is the complete system from the single vendor and there are no added refurbished parts?			

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.

#### 7.2 Commercial Bid:

##### NOTE:

- Part/conditional/incomplete quotations will not be accepted.
- Price bid is to be submitted on-line in enclosed price bid format only. Price bids submitted in any other formats will be summarily rejected.
- INCOIS reserves the right to split and place the order separately to different vendors if that is found to be economically beneficial to INCOIS.

#### 7.2 Table 2: Price Bid format:

(Amount in INR/USD/EURO/JPY)

Sl No.	Particulars	Qty	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) <u>Please do not mention/quote prices here.</u>
1.	Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) along with accessories and one-year standard warranty.	1 No	
2.	Less Buy-back cost of INCOIS HPLC (details in Section 2)	1 No	
<b>Optional Component</b>			
	Optional Items: Placement of order will be at discretion of Director		
3.	AMC for 02 <sup>nd</sup> year upon completion of 01 year standard warranty	01 Year	
4.	AMC for 03 <sup>rd</sup> year upon completion of 2 <sup>nd</sup> year AMC	01 Year	
5.	AMC for 04 <sup>th</sup> year upon completion of 03 <sup>rd</sup> year AMC	01 Year	

#### 8. Quality of Service During AMC

The broad lists of checks to be carried out for annual maintenance contract period:

- Once in a six month a mandatory system checks for U-HPLC should be carried out.
- Checking of the system working condition / Firmware up-gradation if requires
- Calibration/ Offset adjustment of sensor with reference to standards.
- Cleaning of systems and performance check need to be carried out
- Ensure that data and processing should be done.
- Inspection of complete system and all other inter connecting cables, connectors etc. and their replacement.
- Thoroughly checking & maintenance the U-HPLC system and Software Install the patches / firmware / upgrades on time to time for smooth functioning of the system.
- Checking of parameters, configuration of the equipment/system and their correction, if required.
- List of diagnostic check for preventive maintenance includes power system i.e power conditions fault Analysis and restoration.
- Preparation of maintenance/Log Reports: Detailed site wise report for the checks & tests carried out during each preventive maintenance visit will be submitted to INCOIS.
- Any other activities required for the smooth running of the system.

**Breakdown maintenance:** During any break down / not working, the vendor will attend emergency Breakdown calls at short notices. There will be no restriction on number of Breakdown Maintenance visits per month /year due to the critical nature of the network

- Diagnose & maintenance of all hardware & software including supply & replace of spares/modules, interconnecting cables and associated hardware supplied & installed by the vendor only.
- Availability of necessary spares all the time for smooth maintenance of the network.
- The selected vendor has to provide the list of Engineer In-Charge & Engineer details of the project to INCOIS for time to time coordination.

#### 9. Penalty Claus During AMC:

The problem has to be rectified as per the allowed timelines mentioned below without any penalty charges:  
INCOIS Hyderabad: within 7 days of information by email/Call

In case, the problem is not rectified with the timelines mentioned above, the detailed penalty charges are applicable as mentioned below:

Number of days down	Penalty Half Yearly
8-15 days	5% Half yearly AMC amount
16-22 days	10% Half yearly AMC amount
23-30 days	20% Half Yearly AMC amount
>31 days	No Payment half-yearly AMC charges.

#### 10. Technical Evaluation Criteria:

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

- Completeness of the Proposal
  - Financial Status of the Firm
  - Track Record of similar projects executed
  - Technical Compliance of the Products Quoted
  - Price & Acceptance to Payment Terms
- The purpose of two bid systems (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar service rendered elsewhere and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
  - In the event of seeking any clarification from various bidders by INCOIS, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. Further, during this process, if any bidder indicates the price during the clarification, such bids also will not be considered for further evaluation.
  - Technical bids will be opened on due date.
  - The bids submitted will be examined vis-a-vis the tendered specifications and evaluation is made accordingly.
  - Bids complete in all respects will qualify for further evaluation.
  - The vendor/s, whose accuracies of the equipment is acceptable to the committee; those bids will only be considered as the technically qualified bids.
  - After completion of technical evaluation, the commercial bid of the technically qualified bidders will be opened through e-Portal.

#### 11. Commercial Evaluation Criteria

- Generally the contract is awarded to the technically qualified eligible bidder whose bid has been determined as the lowest evaluated commercial bid.
- Notwithstanding anything stated above, INCOIS reserves the right to assess Bidder's capability and capacity to perform the contract. Should circumstances warrant such an assessment in the overall interest of the organization, INCOIS reserves the right to reject any or all tenders/ bids at any time prior to award of contract, without assigning reasons thereof, and without thereby incurring any liability to the affected Bidder or Bidders.
- If the order is to be placed on foreign firm, Price quoted should be on INCOIS term CIP, Hyderabad, India. The firm has to ship the goods with the insurance coverage of 110% of invoice value from the warehouse of origin to the warehouse of INCOIS, Hyderabad, India.
- The un-satisfactory performance / delay in services during warranty period may lead to forfeiture of balance warranty amount, which is at the discretion of Director, INCOIS after ascertaining the circumstances.

**Foreign bidders should give quote/price on the INCOIS term of CIP, Hyderabad, India basis**

#### 12. General terms and Conditions:

Sl No.	Details
1.	Quotation: Quotation have to submitted online in the e-tender portal i.e., <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> only.

2.	A two-bid system will be followed in selecting the vendor
3.	INCOIS expects the bids submitted by Bidder should meet the requirements, provisions, specifications, etc. as stipulated in the tender Document without any deviations and exceptions.
4.	Validity Period: Bids/Offer shall have the validity period of 90 days from the tender closing date.
5.	<p><b>Earnest Money Deposit (EMD):</b> An amount of Rs.1,35,000.00 (Rupees one lakh thirty five thousand only) OR USD 1,600.00 (USD one thousand six hundred 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 CPP 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><i>The original DDs/ Financial Instruments if any should reach to INCOIS on or before 14:00 Hrs of 07.02.2025. ie., before closing of the bid submission date. Offers received without EMD &amp; bid securing declaration as per Annexure-2 will be summarily rejected. (RTGS details: Name of the Bank: SBI, HAL campus Branch; Account Name: Director, INCOIS; A/c No. 10442322840; IFSC Code: SBIN0001676)</i></p> <p>Indian Vendors registered with Ministry of Micro Small Enterprises (MSE) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only <u>if the Indian vendor is manufacturing and supplying the tendered products for this NIT.</u> 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 -2</p>
6.	<b>Delivery Schedule:</b> Within 03 months from the date of acceptance to the Purchase Order at Hyderabad, India.
7.	<b>Acceptance of the order by successful Bidder upon AOC:</b> Within 15 days from the date of issue of the P.O./Order. If the acceptance communication is not received within 15 days. Then P.O. would be deemed as accepted and binding to the successful Bidder.
8.	<p><b>Payment terms:</b></p> <p>If Indian Purchase Order 90% payment will be released within 30 days upon delivery and acceptance of all items at INCOIS and submission of Original Invoice by post, applicable Test Certificate, Pre-shipment inspection/Q.C. passed certificate etc.,</p> <p>10% payment will be released within 30 days after successful completion of the warranty period or against submission of advance bank guarantee from a nationalized/scheduled bank for the like amount valid for a period of 01 year 02 months.</p> <p>If Foreign Purchase Order</p> <ul style="list-style-type: none"> <li>• U-LC will be established for 90% order value against submission of Order Acceptance, Proforma Invoice, LC details etc.,</li> <li>• Balance 10% will be released within 30 days after successful completion of 1 years standard warranty or against submission of advance bank guarantee from a nationalized/scheduled bank for 110% of like amount valid for a period of 01 year 02 months</li> </ul> <p><i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered. The bank details should be invariably be mentioned on company's Invoice only indicating PO reference and DC details along with banker's letter.</i></p>
9.	<b>Warranty clause:</b> As per section 06 of the above.
10.	<b>Security Deposit:</b> Successful bidder has to submit 05% of the order value within 15days of acceptance of order towards Security deposit by means of Demand Draft/NEFT/RTGS drawn in favor of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized/scheduled Bank valid for upto 10 months. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.
11.	<p>Security Deposit is liable to forfeiture in the event of:</p> <p>a. Non-Execution order during validity period of the contract</p>

	<p>b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions.</p> <p>c. Any unilateral revision/decision made by the successful bidder during the validity period of the contract.</p>
12.	<p><b>Liquidated Damages Clause:</b> In case the supply/delivery/services is delayed and delay is attributed to the Successful Bidder or the supplies/services are 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:</p> <p>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.</p> <p>b) To purchase elsewhere, after due notice to the Tenderer 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</p> <p>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.</p> <p>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,</p> <p>e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS upon ascertaining the circumstances</p>
13.	<p>Bidder's from a country which shares a land border with India will be eligible to participate in this tender, provided 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.</p>
14.	<p><b>Preference to Make In India:</b> Preference will be given to the eligible Make in India offered products for this project, in accordance with the CVC letter No. 018/VGL/022-377353 dated 20.04.2018, pertaining to Department of Industrial Policy and Promotion (DIPP) in connection with Preference to Make in India, Order 2017 (PPP- MII Order) dated 15.07.2017 pursuant to rule 153(iii) of General Financial Rules 2017.</p>
15.	<p><b>Start ups:</b> In order to promote make in India and startups, the prior turnover and prior experience for Indian 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, Govt of India and the certificate should be certified by the Chartered Accountant. Applicable certificate should be enclosed.</p>
16.	<p><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/her 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.</p>
17.	<p>Price bid is to be submitted on-line in enclosed price bid format only. Price bids submitted in any other formats will be summarily rejected.</p> <p><b><u>If the order is to be placed on foreign firm, Price quoted should be on INCO term CIP Hyderabad basis, Insurance should be obtained for 110% of value from warehouse of origin to warehouse of destination basis.</u></b></p>
18.	<p>If the quote is offered on High Sea Sale basis, price should be inclusive of clearance charges, Nominal Customs Duty applicable for concessional Duty Exempted items under notification 51/96 and applicable GST, Transportation charges including unloading. Standard format of High Sea Sales Agreement will be signed by INCOIS upon intimation &amp; submission of the same by the contractor. Documents such as DSIR Registration Copy, Concessional Customs Duty Certificate duly signed by the Head of the Institute/ Authorized signatory and Authorization will be provided by INCOIS. The</p>



	complete responsibility to deliver the material at designated sites lies with the successful bidder only (including payment of nominal customs duty (approx @5.15%+ applicable GST at present), clearance of the material and delivery at designated sites), if the order is to be placed on Indian firm on 'High sea Sales basis'.
19.	Where the Bid is made by a Consortium, the bid shall specifically indicate the members of the consortium by whom and/or on whose behalf the Bid is being made and shall indicate with reference to each whether such member contributes directly to the work or not and, if so, to what extent he contributes to the said work. In the event of a person/firm who is not a member of the said consortium, details of name and address of such person/firm shall be accompanied by valid proof of authority drawn in favor of Consortium to bind such person/firm.
20.	Please note that any falsification/suppression of information could lead to the disqualification.
21.	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.
22.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
23.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
24.	Proof for fulfillment of eligibility criteria mentioned above should be submitted along with the tender. If the tender is submitted without valid documents, INCOIS shall consider the bid offered as non responsive. Tenders received without proof of eligibility criteria will be rejected
25.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
26.	<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.
27.	If any tenderer withdraws his tender after price bid is opened, within 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 for forfeit of EMD & bid securing declaration in case of MSMEs of India.
28.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
29.	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.
30.	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.
31.	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.
32.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
33.	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.
34.	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

**13. Technical Clarification and Bid Extension Requests:**

If firms require clarifications and extension on certain points in this document, may be submitted (via e-mail) on or before 09:00 Hrs of January 24, 2025. Note: Firms may submit a consolidated query/extension only once. E-mail: [aneesh@incois.gov.in](mailto:aneesh@incois.gov.in), E-mail subject should be mentioned as "Queries on" Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year standard warranty and three years of AMC at INCOIS, Hyderabad'.

1) Division Head, OON  
Indian National Centre for Ocean Information  
Services (INCOIS) Ministry of Earth Sciences, Govt.  
of India, "Ocean Valley", Pragathi Nagar (BO),  
Nizampet (SO), Hyderabad - 500 090, T.S., India  
Phone No.: 040-2388 6038  
Fax No.: 040-23895001 / 23892910  
e-mail: [aneesh@incois.gov.in](mailto:aneesh@incois.gov.in)

**Declaration:** I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ aged \_\_\_\_\_ years  
and residing at \_\_\_\_\_ State and sole proprietor / managing partner  
/director of \_\_\_\_\_, after having read and understood the tender document  
No..... dated..... floated by the Institute, hereby undertake that I agree to and  
shall abide by the terms and conditions prescribed in the said tender document for "Supply of Ultra-High  
Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year  
standard warranty and three years of AMC at INCOIS, Hyderabad".

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*

BANK GUARANTEE FORMAT FOR BID SECURITY:

Whereas.....<sup>1</sup> (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of .....(name and / or description of the goods) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE .....(name of bank) of .....(name of country), having our registered office at .....(address of bank) (hereinafter called "the Bank"), are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") in the sum of \_\_\_for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_day of 20 \_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to execute the Contract Form if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to \_\_\_\_\_from the date of submission of the bid and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

Name of the Bidder

**BID-SECURING DECLARATION FORM**

**Bid No. "INCOIS: PUR: 14/2024 date 10.01.2025 for 'Supply of Ultra-High Performance Liquid Chromatography (U-HPLC) and its accessories under buy-back along with one-year standard warranty and three years of AMC at INCOIS, Hyderabad'"**

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

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

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

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

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

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

**Name of the authorized signatory:**

**OFFICE SEAL,**

**Designation:**

**Name of the Bidder:**

**Address:**

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

**Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key-words etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before Submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

4. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption Techniques, to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured. Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.