

To,

Dear Sirs,

Kindly Submit your sealed quotation for "Repair and Servicing of Godrej Make Sofas (9 nos) and Office seating Chairs (44nos) at INCOIS Hyderabad " as per terms and conditions mentioned below:

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

1.	Name of the work	:	Repair and Servicing of Godrej Make Sofas (9 nos) and Office seating Chairs (44nos) at INCOIS Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 37/2025
3.	Bid submission due date	:	On or before 15 00 Hrs of September 09, 2025
4.	Site Visit	:	29 August 2025 at 11:00 Hrs
5.	Bid opening date	:	15 30 Hrs of September 09, 2025
6.	Completion period	:	30 days from the date of issue of work order
7.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

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

O/c. 
Sr. Receiver



A. Introduction

- 1.1 Indian National Centre for Ocean Information Services (INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.
- 1.2 INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090, near besides ALEAP in 60-acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.

B. Scope of Work:

1. Repair & Servicing of Godrej Sofas (1 Lot)

Complete re-upholstery with *leatherette fabric*

- Replacement of foam:
 - ½ inch foam for armrest side panels
 - 1 inch foam for armrest tops
- Stitching, fixing, and finishing charges
- Freight/transportation charges (both ways)

Upholstery Sample Approval:

The Vendor shall submit a Sample of the proposed Leatherette upholstery (with color/texture options) for INCOIS approval prior to execution of the work. Work shall commence only after written confirmation of the approved sample.

This shall be treated as a lump sum (LS) job, covering the following sofas in INCOIS premises:

- 3-seater sofas - 03 Nos
- 2-seater sofas - 02 Nos
- 1-seater sofas - 04 Nos

2. Repair & Servicing of Godrej Office Chairs (44 Nos.) - 1 Lot

- Replacement of damaged parts only (arms, gas lift, mechanism, casters, etc.)
- Cleaning, shampoo wash, and polishing
- Installation and all related service charges
- An initial joint survey is required to assess the extent of damages, based on which the vendor shall submit the detailed quote.

Genuine Spare Parts:

Only Original/Genuine OEM spare parts shall be used for the chair repairs (arms, gaslift, mechanism, casters, etc). Use of duplicate or sub-standard parts will lead to rejection of work and non-payment.

This shall also be a lump sum (LS) job, with the understanding that part replacements will be carried out only for defective chairs identified during the survey.

- C. **Technical Clarifications:** If firms require clarifications / bid extension on certain points in this document may be submitted (via e-mail) on or before 09:00 Hrs of August 29, 2025. Note: Firms may submit a consolidated query/ extension request only once. E-mail: nag@incois.gov.in E-mail subject should be mentioned as "Queries on" Repair and Servicing of Godrej Make 09 Nos Sofas and 44 Nos Chairs at INCOIS Hyderabad.

1) Senior Accounts Officer & Head ESS
Indian National Centre for Ocean Information
Services (INCOIS) Ministry of Earth Sciences, Govt.
of India, "Ocean Valley", Pragathi Nagar (BO),



D. 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 'Repair and Servicing of Godrej Make 09 Nos Sofas and 44 No's Chairs at INCOIS Hyderabad.

Signature of the Tenderer/ Authorized Signatory & date

Name

OFFICE SEAL,

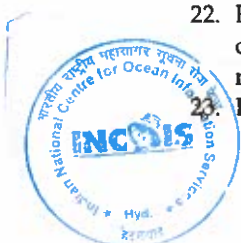
Address

E. Terms and Conditions

1. The Bidder must be a Company registered under Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.
2. Payment Terms: 100 % Payment will be paid within 30 days after completion of work/ contract satisfactorily along with submission of Original Ink signed Invoice.
Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.
3. The Bidder must be a Godrej Authorized Service provider or Godrej OEM and the proof of the same should be submitted along with quotation.
4. Delivery Period: within 30 Days from the date of acceptance of the Order.
5. Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of Issue of PO/ Order. If the acceptance communication is not received within 10 days, then PO would be deemed as accepted and binding to the successful bidder.
6. **Liquidate Damages (LD):** 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.
7. GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.





8. The acceptance of the tender will solely rest with Director, INCOIS and may accept or reject the lowest or any other tender as per the eligibility criteria. No reason will be furnished for acceptance or canvassing will lead to make the bid of tenderer as ineligible.
9. The tenderer should fill and submit the technical compliance sheet (Annexure - I) along with supporting documents and Price Bid (Annexure -II)
10. Conditional tenders will not be accepted. This tender is non-transferable. Bid once submitted will not be allowed for withdrawal.
11. The unit rates in Indian Rupees should be clearly quoted for each Item. The agency should clearly mention for GST etc., if any. The items are required to be supplied at INCOIS, Hyderabad.
12. No commitment to accept lowest or any tender: INCOIS shall be under no obligation to accept the lowest or any other quotation received in response to this tender inquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.
13. Submission of Tender Offers: Tenders can be submitted either through post or through courier or by hand. In the event of tender received, after due date and time due to any type of delay including postal delay, INCOIS will not be responsible for such delay and such tenders will not be considered.
14. The tenders should be submitted in sealed envelope and superscribed with " Repair and Servicing of Godrej Make 09 Nos Sofas and 44 Nos Chairs at INCOIS Hyderabad. " in response to Tender Notice No. INCOIS: PUR: 37/2025 ".
15. The offers complete in all respect should be submitted to the Director, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090, T.S., latest by 1500 Hrs of September 09, 2025.
16. Opening of Tender /Quotation: The offer received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of the bid. The person attending the opening of the tender will be required to produce an authorization letter from the company/ firm/agency. If the tender does not comply to our tendered specifications, shall be summarily rejected.
17. **Force Majeure Clause:** If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.
18. **Termination clause:** Director, INCOIS reserves the right to terminate the contract by giving the sufficient notice without assigning any reason; therefore, Director, INCOIS also reserves the right to extend the duration of the contract for further period/s on mutually agreed terms and conditions.
19. **Subletting of Contract:** The contract shall not be sublet, Transferred or assigned to any other firm without the prior written approval of INCOIS.
20. **Resolution of Dispute:** In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone
21. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Hyderabad/ Secunderabad, India shall have the exclusive jurisdiction to try all or any of the disputes.
22. Each tender should clearly specify that the tenderer agrees to abide by conditions of this tender document on their printed letter head indicating hereon GST, Registration, FAX,E-mail, Telephone numbers, Complete/ valid correspondence address etc.
23. **Defect Liability Period:** 1 year ensuring furniture performance post-commissioning and acceptance



24. The tenderer has to quote the prices of the material / make/equivalent mentioned in the price bid. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.
25. **Site Visit** : Before submitting the bid Bidders are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and labor. The Tender(s) shall be well acquainted with the General and Special conditions of Contract and specifications and all other documents which form part of the Agreement. Any misunderstandings of the conditions/rules/ regulations/specifications shall not entitle the Bidder(s) contractor(s) for any sort of compensation. Site visit is scheduled on 29.08.2025 at 11:00 am at INCOIS, Hyderabad.




(V. Subrahmanyam)
Administrative Officer (Purchase) 

F. Qualifying Information

Annexure - 1

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
1.	Name of the Bidder			
2.	The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Proprietary /3) OEM/(s) /4) System Integrator/5) Others			
3.	Bidder Address and contact details like E Mail , Phone etc.,			
4.	Single Point of Contact (SPOC) details: Name: E-mail: Ph No.			
5.	MSE / NSIC certificate details if any Registration/ License from the Government: GST Registration No. PAN Number of the Bidder			
6.	Full Bank Details: (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)			
7.	The Tenderer must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted.)			
8.	The Bidder Must be Godrej Authorized Service provider and the proof of the same should be submitted along with quotation.			

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

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



G. PRICE BID:
Annexure - II

S No.	Item Description	Qty	Units	Unit Rate	Total Amount
01	Repair & Servicing of Godrej Sofas (1 Lot) Scope includes: <ul style="list-style-type: none"> • Complete re-upholstery with <i>leatherette fabric</i> • Replacement of foam: <ul style="list-style-type: none"> • ½ inch foam for armrest side panels • 1 inch foam for armrest tops • Stitching, fixing, and finishing charges • Freight/transportation charges (both ways) <p>This shall be treated as a lump sum (LS) job, covering the following sofas in INCOIS premises:</p> <ul style="list-style-type: none"> • 3-seater sofas – 03 Nos • 2-seater sofas – 02 Nos • 1-seater sofas – 04 Nos <p>No additional charges shall be admissible beyond the quoted lump sum rate. A detailed breakup of price for materials, part replacement costs and labour charges must be provided. The quoted rates shall be all inclusive of labour, transport etc.</p>	1	LS		
02	Repair & Servicing of Godrej Office Chairs (44 Nos.) – 1 Lot Scope includes: <ul style="list-style-type: none"> • Replacement of damaged parts only (arms, gas lift, mechanism, casters, etc.) • Cleaning, shampoo wash, and polishing • Installation and all related service charges • An initial joint survey is required to assess the extent of damages, based on which the vendor shall submit the detailed quote. <p>This shall also be a lump sum (LS) job, with the understanding that part replacements will be carried out only for defective chairs identified during the survey.</p> <p>Detailed breakup of price for material, part replacement costs and labor charges to be provided. The quoted rates shall be all inclusive of labor, transport etc.</p>	1	LS		
Total					
GST @%					
Grand Total (Rs)					
Rupees In Words					



NB:-

- Detailed breakup of material, labor, and part replacement costs to be provided along with the offer.
- Warranty period for upholstery and replacement parts to be mentioned in the offer.
- Timeline for completion of the work is 6 weeks from the date of acceptance of the order
- Confirmation that the quoted rates are all-inclusive (labor, transport, taxes, etc.).

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

Signature of the Tenderer/ Authorized Signatory & date

Name :

OFFICE SEAL

Address :

