



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

इंकोईस: क्रय: 72/2025  
Ref. INCOIS: PUR: 72/2025

दिनांक: 13.01.2026  
Date: 13.01.2026

**सरकारी ई बाज़ार द्वारा निविदा सूचना आमंत्रण**  
**Notice Inviting Tender through Government E Market Place (GeM)**

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र, हैदराबाद भारत सरकार के पृथ्वी विज्ञान मंत्रालय के अंतर्गत एक स्वायत्त निकाय है। Indian National Centre for Ocean Information Services (INCOIS), Hyderabad is an autonomous body under Ministry of Earth Sciences, Government of India.


निम्न विवरणों के लिए पंजीकृत विक्रेताओं से निविदाओं/बोलियों को आमंत्रित किया जाता है। जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल सरकारी ई बाज़ार (जीईएम) <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। एनआईटी का संक्षिप्त विवरण नीचे दिया जा रहा है।

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

क्र. सं. Sl. No	कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
(1)	इंकोईस, हैदराबाद में 50 लैपटॉप की सप्लाई और इंस्टॉलेशन, साथ में 03 साल की स्टैंडर्ड वारंटी अवधि।  Supply and Installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years	इंकोईस: क्रय: 72/2025 INCOIS: PUR: 72/2025	जीईएम/2026/बी/7108495 दिनांक: 13.01.2026 GEM/2026/B/7108495 dated 13.01.2026	03.02.2026 18:00:00

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: श्री वी सुब्रह्मण्यम (ईमेल: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); दूरभाष सं. 040 2388 6022)/ श्री दसारी प्रसाद (ईमेल: [dasariprasad@incois.gov.in](mailto:dasariprasad@incois.gov.in); दूरभाष सं 040-2388 6082)

Being a GeM procurement, the bid has to be submitted online through the GeM portal i.e., <http://gem.gov.in> under the Bids/RAs column. For any assistance, please contact help line of GeM portal. The following officials may also be contacted: Mr. V. Subrahmanyam (email: [manyam@incois.gov.in](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, इंकोईस/  
Tender Inviting Authority, INCOIS

नोडल अधिकारी / Nodal Officer

एनआईटी / NIT

ई-क्रय / e-Procurement

GEM/2026/B/7108495  
dated: 13.01.2026

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-02-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-02-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम/Department Name	Department Of Earth Sciences
संगठन का नाम/Organisation Name	Earth Sciences Secretariate
कार्यालय का नाम/Office Name	Indian National Centre For Ocean Information Servi
कुल मात्रा/Total Quantity	54
वस्तु श्रेणी /Item Category	Supply , Any Other Charges 2 , Any Other Charges 3 , Any other Charges 4 , Any other Charges 5
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Mobile devices, Computing devices, Mobile Computing devices

बिड विवरण/Bid Details	
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	<p><b>Searched String:</b> Mobile devices</p> <p>Software Based Solution For Mobile Devices And CDR Analysis, Mobile Storage Compactors, Mobile Pantry, Mobile Robots, Mobile Folding Privacy Screen / Ward Screen, Analog Transceiver - Mobile, Feature Mobile Phones, Mobile Computer Workstation, Mobile Truck Crane, Electrical Safety Devices And Accessories (Insulating Mats For Electrical Purposes) ISI Marked to IS 15652</p> <p><b>Searched String:</b> Computing devices</p> <p>High performance Computing (HPC) in a Box, High End Desktop Computer, Breast Health Screening Devices (V2), Electrical Safety Devices And Accessories (Insulating Mats For Electrical Purposes) ISI Marked to IS 15652, Entry and Mid Level Desktop Computer, DISCRETE SEMICONDUCTOR DEVICES (ACTIVE COMPONENT - TRANSISTOR), Respiratory Protective Devices- Filtering Half Masks, Computer Table (V3), Software Based Solution For Mobile Devices And CDR Analysis, Fixed Computer Workstation</p> <p><b>Searched String:</b> Mobile Computing devices</p> <p>Software Based Solution For Mobile Devices And CDR Analysis, High End Desktop Computer, High performance Computing (HPC) in a Box, Mobile Pantry, Entry and Mid Level Desktop Computer, Mobile Robots, Mobile Storage Compactors, Handheld Terminal (V2), Analog Transceiver - Mobile, Computer Table (V3)</p>
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> <li>• Fixed Computer Workstation</li> <li>• High End Desktop Computer</li> <li>• Mobile Computer Workstation</li> </ul>
बीओक्यू शीर्षक /BOQ Title	SUPPLY AND INSTALLATION OF 50 NOS OF LAPTOPS
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	37 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document</p> <p>*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</p>

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Supply
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	11 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	150000

**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

DIRECTOR INCOIS

Payable at Hyderabad, INCOIS, Pragathi Nagar, Hyderabad-90  
(Director Incois)

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

#### एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
5. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .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.
6. 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.
7. 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.

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

PRICEBID - [1768303679.xlsx](#)

### Supply

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

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.

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	50	32

### Any Other Charges 2

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

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.

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

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	32

### Any Other Charges 3

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

### तकनीकी विशिष्टियाँ /Technical Specifications

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.

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

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	32

### Any Other Charges 4

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

### तकनीकी विशिष्टियाँ /Technical Specifications

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.

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	32

**Any Other Charges 5**

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

**तकनीकी विशिष्टियाँ /Technical Specifications**

<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.

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Reddipalli Velangini Giridhar	500090,Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	32

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

## 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 up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be  $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$ , subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

## 2. Service & Support

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

## 3. Service & Support

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

## 4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years

### Payment terms:

90% of payment will be released upon successful supply, acceptance, installation & commissioning of materials defined under the scope of work.

10% of payment will be released after successful completion of 3-year warranty or on submission of Advance Bank Guarantee (ABG) for the said amount and period.

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

**Delivery Period:** Within 4 weeks from the date of acceptance of the purchase order

**Warranty Period:** 03 Year from the date of acceptance of material

## 5. Buyer Added Bid Specific ATC

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

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा। In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

INCOIS: PUR: 72/2025

Date: 13.01.2026

**Request for Proposal for “Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years”**

Director, INCOIS invites tenders in “Two Bid System” (Techno Commercial Bid) for “Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years”.

The offers shall be submitted through online Government e-Marketplace at <http://gem.gov.in>.

1.	Name of the work	Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years
2.	BID Reference No.	INCOIS: PUR: 72/2025
3.	Earnest Money Deposit (EMD)	Rs.1,50,000/- (Rupees One lakh and fifty thousand only) as per clause 9 of the General Terms and Conditions under section 9.
4.	Last date for seeking the clarifications	On or before 1500Hrs of January 23, 2026
5.	Due date for Bid submission	On or before February 03, 2026 at 18:00Hrs
6.	Bid opening date	On or before February 03, 2026 at 18:30Hrs
7.	Completion period	4 weeks from the date of receipt and acceptance of the purchase order
8.	*Acceptance of the Order by the successful bidder upon AOC	Within 10 days from the date of issue of the PO

Being a GeM procurement, the bid has to be submitted online through the GeM portal i.e., <https://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

## **1. Introduction**

The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India is engaged in providing ocean information and advisory services. INCOIS deals with the projects related to tsunami early warning system, ocean state forecast, ocean observing systems, ocean modelling, satellite oceanography, coastal geospatial applications, ocean data and information management and web-based services relevant to societal needs.

## **2. Eligibility Criteria:**

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

1. The tenderer must be a Company registered under Indian Company Act 1956 or a registered firm.
2. Tenderer should provide profile of their company including its infrastructure, technical manpower and their expertise.
3. Tenderer should provide an escalation matrix with full contact details, for the resolution of reported issues during the Warranty and support period.
4. The Tenderer should have a service/operational support centre in Hyderabad and proof of the same to be submitted.
5. The tenderer should have an average annual financial turnover of Rs.37.50 lakhs or more during the last three years ending March 31, 2025. The bidding companies should be earning profit at least during two (02) years in the last three (03) years.
6. Tenderer should have relevant experience in Supply & Installation of atleast 40 Nos. of Laptops as given in this tender document and should submit the copies of PO and the client certificate for the successful completion of the work as per the said PO.
7. Tenderer should have relevant past experience in last three years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 60 lakhs or two works each of value Rs. 45 lakhs or three works each of value Rs. 30 lakhs.
8. Tenderer should provide OEM authorization letters for all the bill of material with specific reference to this tender along with Product catalogues / data sheets of the items offered.
9. Earnest Money Deposit (EMD) as per details given in this tender document.
10. Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The tenderer 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.

### 3. Scope of Work:

“Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years”.

### 4. Technical Specifications:

SNo	Item	Specifications
1	Processor	Latest 16 Core Processor
2	Memory	32 GB DDR5 or more
3	Storage	1 TB PCIe NVMe Solid State Drive
4	Graphics	Integrated Graphics
5	Operating System	Microsoft Windows 11 Professional
6	Networking	Wi-Fi 6E + Bluetooth 5.3 or above
7	Ports	Video: 1 HDMI 2.1 Audio: 1 Headphone/microphone combo jack USB: 2 USB Type A, 1 USB Type C
8	Keyboard & Touch Pad	Keyboard with Touch Pad
9	Battery	Battery backup time - 8 Hours
10	Power Supply	Indian Power Standards
11	Security	TPM 2.0
12	Display	14 inch , IPS (1920 x 1200)
13	Warranty	3 Years onsite OEM Warranty including OS

### 5) Contents of Bid:-

The quote should be submitted in two bid format. (i) Technical Bid and (ii) Commercial Bid

**(i) Technical Bid:** Technical bid should contain the information ONLY without which the offer will not be considered further.

- o Proofs for Registration of company, PAN and GST certificates
- o List of manpower and their expertise
- o Escalation matrix with specific reference to this tender
- o Documentary evidence to establish having service / operational support centre in Hyderabad
- o Turnover and Annual Profit Certificate issued by the chartered accountant
- o Relevant copies of POs and Client certificate to establish having relevant experience
- o Client-side Technical Contact details
- o MAF for all the bill of material
- o Product catalogues / data sheets of all the bill of material
- o Proof for submission / exemption of EMD
- o Proof for START UP
- o Duly filled-in Technical Compliance statement given at Table-1 below

- Duly filled-in un-priced bid given at Table-2 below
- Duly filled-in and signed bid-security declaration form

**NOTE:**

- The documentary proof attached should be legible and relevant
- Offers without (i) the copy of relevant POs without the client certificate (ii) Client Certificate without Signature, Date and Contact details of the client-side signatory (iii) duly filled-in Technical Compliance Statement (iv) duly filled-in un-priced bid, will not be considered for further evaluation.
- Part/conditional/incomplete quotations will not be accepted.

**Table-1: Technical Compliance Statement**

S No	Description	Complied (Yes / No)	Legible and Relevant Documentary proof attached (Yes / No)
1.	Tenderer Name, Address, Email, Contact Number		
2.	Tenderer Bank Details		
	• Name of the Bank		
	• Branch address		
	• Account holder name		
	• Account number		
	• IFSC CODE		
	• PFMS Account No.		
3.	Tenderer's authorized Single Point of Contact for this tender		
4.	Proofs for Registration of company, PAN and GST certificates		
5.	List of manpower and their expertise		
6.	Escalation matrix with specific reference to this tender		
7.	Documentary evidence to establish having service / operational support centre in Hyderabad		
8.	Turnover and Annual Profit Certificate issued by the chartered accountant		
9.	Relevant copies of POs and Client certificate to establish having relevant experience		
10.	Client-side Technical Contact details		
11.	MAF for all the bill of material		
12.	A sheet giving details of Make and Model of the Bill of material offered		
13.	Product catalogues / data sheets of all the bill of material		
14.	Proof for submission / exemption of EMD		
15.	Proof for START UP		
16.	Duly filled-in Technical Compliance statement		

17.	Duly filled-in Un-Priced Bid		
18.	Duly filled-in and signed bid-security declaration form		
19.	Compliance to the Technical Features given at Table-1		
20.	Compliance to the Technical Specifications given at Table-2		
21.	Compliance to the Scope of Work of this tender		
22.	Compliance to the General Terms and Conditions of this tender		

**Table-2 : Technical Specifications Compliance (Data sheet to be attached)**

<b>Laptop</b>			
<b>S No</b>	<b>Technical Specifications</b>	<b>Complied (Y/ N)</b>	<b>Remarks / Deviations, if any</b>
1	Latest 16 Core Processor		
2	32 GB DDR5 or more		
3	1 TB PCIe NVMe Solid State Drive		
4	Integrated Graphics		
5	Microsoft Windows 11 Professional		
6	Wi-Fi 6E + Bluetooth 5.3 or above		
7	Video: 1 HDMI 2.1 Audio: 1 Headphone/microphone combo jack USB: 2 USB Type A, 1 USB Type C		
8	Keyboard with Touch Pad		
9	Battery backup time - 8 Hours		
10	Indian Power Standards		
11	TPM 2.0		
12	14 inch , IPS (1920 x 1200)		
13	3 Years onsite OEM Warranty including OS		

**Table-2 Un-Priced Bid**

<b>SI No</b>	<b>Description</b>	<b>Qty</b>	<b>Units</b>	<b>Confirm whether prices are quoted in commercial bid (Y/N).  Please do not mention prices here.</b>
<b>1</b>	Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years	<b>50</b>	<b>Nos</b>	

## 5. General terms and Conditions:-

Point No.	Details
1.	Bidders should submit online in the Government E Marketplace at <a href="http://gem.gov.in">http://gem.gov.in</a> . Offers received by any other means such as hard copy, fax, e-mail etc. will not be considered
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.	<b>Delivery Period:</b> Within 4 weeks from the date of acceptance of the purchase order
6.	<b>Warranty Period:</b> 03 Year from the date of acceptance of material
7.	<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 within 10days, then PO would be deemed as accepted and binding to the successful bidder.
8.	<b>Payment terms:</b> 90% of payment will be released upon successful supply, acceptance, installation & commissioning of materials defined under the scope of work. 10% of payment will be released after successful completion of 3-year warranty or on submission of Advance Bank Guarantee (ABG) for the said amount and period. <i>Net payment will be released after statutory deductions. No advance payment will be allowed, and no other payment terms will be considered.</i>
9.	<b>Earnest Money Deposit (EMD):</b> Rs.1,50,000 /- (Rupees One lakh and fifty thousand only) has to be submitted by way of Demand Draft/RTGS from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad". The Scanned copy of the Demand Draft/RTGS/ Bank Guarantee/FDR /Insurance Surety Bond is to be uploaded to the GeM Portal while submitting the offer. Bank Guarantees/Counter Guarantees should be obtained from any of the Nationalized/schedule bank of India with a validity of 6 months from the closing of the bid due date and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad. <i>The original DDs/ Financial Instruments if any should reach to INCOIS on or before 14:00 i.e., before closing of the bid submission date. Offers received without EMD &amp; bid securing declaration as per Annexure-1 will be summarily rejected. (RTGS details: Name of the Bank: SBI, HAL campus Branch; Account Name: Director, INCOIS; A/c No. 10442322840; IFSC Code: SBIN001676)</i> Indian Vendors registered with Ministry of Micro Small Enterprises (MSE) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only <b><u>if the Indian vendor is manufacturing and supplying the tendered products for this NIT.</u></b> 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 -1
10.	<b>Performance Guarantee:</b> Successful bidder has to submit 5% of the order value within 15 days of acceptance of order towards Performance Guarantee 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 up to 03 year 03 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.	Performance Guarantee is liable to forfeiture in the event of:

	<p>a. Non execution of 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.	Successful bidder has to submit the Service Legal Agreement in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorized signatory within 21 days of the acceptance of the order
13.	If any loss or damage is caused to INCOIS property by workmen deployed by the successful bidder, the cost of the same will be recovered from the agency/contractor.
14.	The Contractor shall ensure safety and security of all workforces employed for this work and equipment provided by him under the Contractor until all the works entrusted are completed in all respects and taken over by INCOIS. In the event of damages except under force majeure clause ie., fire, wind, rain, floods or through any hazards, pilferage, other natural calamities etc., the Contractor shall make good the damaged works and restore the same to the original condition at his own cost
15.	Bidder's from a country which shares a land border with India will be eligible to participate in this tender only if, the bidder is registered with Department for Promotion of Industry and Internal Trade (DPIIT) under Order (Public procurement No. 1) issued by Ministry of Finance, Department of Expenditure in line with OM No. F.No.6/18/2019-PPD dt 23rd July, 2020 and F.18/37/2020-PPD, dt. 08.02.2021 inserting Rule 144 (xi) in GFR 2017.
16.	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.
17.	Please note that any falsification/suppression of information could lead to the disqualification.
18.	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.
19.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
20.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
21.	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 not consider the bid offered as responsive. Tenders received without proof of eligibility criteria will be rejected
22.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
23.	Before submitting the bid tenderers are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and 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 Tenderer(s) contractor(s) for any sort of compensation
24.	<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

	<p>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 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</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.</p>
25.	<p><b>Force Majeure Clause:</b></p> <p>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.</p>
26.	<p>If any tenderer withdraws his tender after price bid is opened, with in the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to initiate appropriate action w.r.t bid for forfeit of EMD &amp; bid securing declaration in case of MSEs.</p>
27.	<p>The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.</p>
28.	<p>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.</p>
29.	<p>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.</p>
30.	<p><b>Termination Claus:</b> Director, INCOIS reserves the right to terminate the contract either whole or part of the contract with one month notice.</p>
31.	<p>Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.</p>
32.	<p>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.</p>
33.	<p>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</p>

### 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 and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years".

Signature of the Tenderer/Authorized 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: 72/2025 date 13/01/2026 for "Supply and installation of 50 Nos. of Laptops at INCOIS, Hyderabad along with standard warranty period of 03 years".**

**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:**