

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: 03/2026  
Ref. INCOIS: PUR: 03/2026

दिनांक: 29.06.2026  
Date: 29.06.2026

**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. S I. 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)	आईएनसीओआईएस की 300 वार्षिक रिपोर्टों का डिज़ाइन, स्वरूपण, अनुवाद, मुद्रण एवं आपूर्ति। "Designing, formatting, translation, printing and supply of INCOIS Annual Report 300 Nos.	इंकोईस:क्रय: 03/2026 INCOIS: PUR: 03/2026	जीईएम/2026/बी/7720578 दिनांक: 29.06.2026 GEM/2026/B/7720578 dated 29.06.2026	20.07.2026 15:00:00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात बोली/आरए के खाने के अंतर्गत <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। किसी भी प्रकार की सहायता के लिए कृपया जीईएम पोर्टल की हेल्प लाइन से संपर्क करें। निम्न अधिकारियों से भी संपर्क किया जा सकता है: श्री वी. सुब्रह्मण्यम (ईमेल: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); फोन नं. 040 2388 6022) / श्री संतोष कुमार (ईमेल: [santosh.kumar@incois.gov.in](mailto:santosh.kumar@incois.gov.in); फोन नं. 040-2388 6056)।

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. Santosh Kumar (email: [santosh.kumar@incois.gov.in](mailto:santosh.kumar@incois.gov.in) Phone No. 040-2388 6056).



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

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	20-07-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	20-07-2026 15:30:00
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
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : bala@incois.gov.in Buyer Email id: manyam@incois.gov.in
कुल मात्रा / Total Quantity	1
वस्तु श्रेणी / Item Category	Designing, formatting, translation, printing and supply of INCOIS Annual Report 300 Nos
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Designing Printing Translation and supply of Annual Reports
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Design, Supply, Installation, Commissioning and Maintenance of Grid Connected Ground Mounted Solar Power Plant Service, Supply, Printing and Personalization of ATM-cum-Debit Card with Starter Kit and Pin Mailer
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> <li>• Writing and Printing Papers Conforming to IS 1848 (Part 1)</li> <li>• Books (V2)</li> </ul>
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	10 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   Partial   Turn over value - 5 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes   Partial   Turn over value - 5 (in lakhs)

<b>बिड विवरण/Bid Details</b>	
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria, Bidder Turnover, Additional Doc 1 (Requested in ATC), Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?</b>	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)
<b>बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension</b>	1
<b>दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended</b>	7
<b>ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count</b>	1
<b>बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled</b>	No
<b>बिड का प्रकार/Type of Bid</b>	Single Packet Bid
<b>तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation</b>	4 Days
<b>निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>	No
<b>मूल्यांकन पद्धति/Evaluation Method</b>	Total value wise evaluation
<b>वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required</b>	Yes
<b>मध्यस्थता खंड/Arbitration Clause</b>	Yes ( <u>Arbitration clause document</u> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
<b>सुलह खंड/Mediation Clause</b>	Yes ( <u>Mediation clause document</u> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईएमडी राशि/EMD Amount	40000
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#### 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 दस्तावेज प्रस्तुत करने है। 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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

#### लाभार्थी /Beneficiary :

Director INCOIS

Payable at Hyderabad Indian National Centre for Ocean Information Services, Ministry of Earth Sciences, Pragathi Nagar Hyderabad -500090

(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 दे 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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider 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 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

**6. Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate 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. In respect of bid for Services, the bidder must be the Service provider of the offered Service. 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. 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 in case of product bids, whereas in case of services the eligibility is automatically validated. 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.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.

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

Price Bid - [1782713570.xlsx](#)

### Designing, Formatting, Translation, Printing And Supply Of INCOIS Annual Report 300 Nos ( 1 Unit )

(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

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	<a href="#">Download</a>
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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	60

Buyer added Bid Specific Additional Scope of Work

क्र.सं./S.N o.	Document Title	Description	रिवर्स प्रमार् के अनुसार जीएसटी/Applicable i.ro. Items
1	Tender Document <a href="#">View</a>	Tender doument consisting all scope of work technical specification price bid and list of deliverables	Designing, Formatting, Translation, Printing And Supply Of INCOIS Annual Report 300 Nos(1)

The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added

with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.

## 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### Designing, formatting, translation, printing and supply of INCOIS Annual Report 300 Nos.

##### 1. Delivery and completion Timelines :

- Submission of initial translated text draft and layout concepts: Within 20 days from the date of PO .
- Final physical dummy book confirmation after INCOIS review comments: Within 40 days from the date of PO.
- Final print production along with soft copies and delivery @destination i.e INCOIS, Hyderabad / MoES, New Delhi Within 60 days from date of PO.

##### 2. Payment terms:

100% payment will be released within 15 days of successful delivery, inspection and written acceptance of all 300 copies along with open source/editable files as per IP and Softcopy ownership clause, authorized by the INCOIS committee. The Final Payment will be released on actual printed pages verified in the final signed layout and document as per prices in Price Bid format.

##### 1. List of Deliverables:

Sl.	Description	Qty	Unit
1	Designing, Formatting, Translation, Printing and Supply of INCOIS Annual Report for FY 2025-26 in Hindi and English Language (100 Nos Hindi and 200 Nos English total 300 Nos) as per Tender document	1	LS

### 3. Buyer Added Bid Specific ATC

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

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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: 03 /2026

29.6.2026

Sub : Open Tender for "Designing, formatting, translation, printing and supply of INCOIS Annual Report 300 Nos."

Dear Sirs,

On behalf of Director, INCOIS open tenders are invited under "Single Packet Bid System" (Techno Commercial Bid ) from Potential Vendors with appropriate registration having adequate resources and setup dealing with Designing, Formatting, Translation, supply of Printing Material.

1.	Name of the work	:	Designing, Formatting, Translation, Printing and Supply of INCOIS Annual Report for FY 2025-26
2.	BID Reference No.	:	INCOIS: PUR:03/2026 dated 23.06.2026
3.	Earnest Money Deposit (EMD)	:	Rs. 40,000/- (Rupees forty thousand only)
4.	Last date for seeking clarifications	:	03.07.2026 at 11:00a.m (Note: The bidder must submit representations/clarifications if any, on GeM Portal within 04 days from the bid publishing date.)
5.	Due date Bid submission	:	20.07.2026 at 03.00 p.m
6.	Bid opening date	:	20.07.2026 at 03.30 p.m

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

For any assistance, please contact help line of GeM portal.

The following officials may also be contacted

Mr. V. Subrahmanyam (email: [manyam@incois.gov.in](mailto:manyam@incois.gov.in); PhoneNo. 040 23886022)/

Mr. Santosh Kumar (email: [santosh.kumar@incois.gov.in](mailto:santosh.kumar@incois.gov.in) PhoneNo. 040-23886056)

Postal / 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, Ph.No.040-2388 6000

**Index:**

SI No.	Description	Page No.
1.	Introduction	02
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3.	Eligibility Criteria	03
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5.	Quality Checks and Digital Deliverables	04
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8.	General Terms and Conditions	07
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10.	Bank Guarantee format for bid security	Annexure –I

**1. Introduction**

- 1.1 Indian National Centre for Ocean Information Services (INCOIS), an autonomous body under 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 JNTU Kukatpally, Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090, 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 work:** The Bidder must provide an end-to-end service execution framework meeting the following mandates:

➤ **Typesetting:**

- The bidder shall be responsible for the complete typesetting, page layout design, formatting, and professional presentation of the Annual Report based on the content provided by INCOIS in Microsoft Word format. The bidder shall transform the supplied content into a visually appealing, publication-quality document with a consistent design, appropriate typography, graphics placement, tables, figures, info graphics, and overall layout.
- The design and formatting shall be of a standard comparable to the Annual Reports published by INCOIS during the previous three years, available on the INCOIS website. The bidder shall ensure that the final report is aesthetically attractive, error-free, print-ready, and suitable for both digital and hard-copy publication.
- The scope shall include the incorporation of photographs, charts, illustrations, captions, tables, cover pages, section dividers, indexing, pagination, proofreading of typesetting errors, and all necessary revisions as directed by INCOIS until final approval is obtained.
- The bidder shall submit the initial draft of the designed Annual Report in digital PDF format for review and proofreading by INCOIS. During the review process, INCOIS officials shall examine the accuracy and consistency of the text, tables, figures, photographs, captions, page layouts, and other content elements and provide comments, corrections, and suggestions, as necessary. There will be multiples round review.
- The bidder shall incorporate all corrections, modifications, and design changes suggested by INCOIS and submit revised versions of the document for further review. This process shall continue until the document is finalized and approved by INCOIS. No additional cost shall be payable for revisions required to achieve the final approved version.
- The final page count will be considered based on the typesetting document based on the line space, font size, margin and figure size prescribed by the INCOIS.
- The typesetting shall also include ensuring consistency in the use of abbreviations, nomenclature, names of persons, designations, institutes/organizations, headings, and other terminology throughout the document. The bidder shall ensure uniform formatting, spelling, and presentation of all such elements in the final publication.
- The bidder may submit their previous work in the similar line to evaluate the nature and quality of their previous work.

- **Translation Services:** Complete, accurate, and context-aware translation of the approved English manuscript text into Hindi. This includes translating scientific tables, figure captions, oceanography charts, and technical maps.
- **Vetting and Proofreading:** Professional grammar, technical terminology checklist verification, and stylistic proofreading of both English and Hindi scripts to eliminate errors.
- **Creative Conception:** Design of three (3) distinct, high-impact cover page options and internal layout themes reflecting marine science and data analytics. The vendor should discuss and incorporate the necessary suggestions as provided by INCOIS.
- **Formatting and Layout:** Multi-column typesetting, custom info graphic creation, vector chart mapping, and page formatting using Adobe In Design or comparable software.
  - Formatting, Translating and Printing of Reports.
  - Designing of Annual Report FY 2025-26 in English Language.
  - Designing of Annual Report FY 2025-26 in Hindi Language.
  - Printing of 200 No's of INCOIS Annual Report FY 2025-26 in English Language.
  - Printing of 100 No's of INCOIS Annual Report FY 2025-26 in Hindi Language.

3. **Eligibility criteria:-**Bidders must upload scanned, self-attested copies of the following documents to qualify. Only those bidders fulfilling the following criteria should respond to the tender.

- a. 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.
- b. **Non-Blacklisting Declaration** Self-declaration that the firm is not currently blacklisted or debarred by Ministry of Earth Sciences or its Organizations self-declaration signed and stamped by the authorized signatory.
- c. Bidder should have past experience in similar nature of works of similar volume Bid in last three years ending previous day of last date of submission of the online Bid, out of which
  - a. one work of value Rs.16.29 lakhs or above or
  - b. two works each of value Rs.10.18 lakhs or above or
  - c. three works each of value Rs. 8.14 lakhs or above.

Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.

- d. The Bidder should have an average annual financial turnover of Rs.10.18 lakhs or more during the last three years ending March 31, 2026. Proof of turnover issued by the chartered accountant to be submitted.
- e. The Bidder should submit Self-declaration confirming ownership or tie-up with a fully equipped state-of-the-art multi-color offset printing press facility.
- f. Bidder must submit technical compliance statement for all the specifications without technical compliance will not be considered.
- g. The Bidder should submit Full Bank Details / Bank Mandate Form.
- h. The Bidder should submit the Single point of contact, Name, Contact No. and Email ID.
- i. Earnest Money Deposit (EMD): As per clause 5 of the General Terms and Conditions under section 8.
- j. Escalation matrix with full contact details, for the resolution of reported issues during contract period.
- k. **Start ups:** In order to promote make in India and startups, the prior turnover for all startups shall be relaxed partially 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 for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry.
- l. Bidder's offer is liable to be rejected if they don't upload any of the certificates/ documents sought in the Bid document, ATC and corrigendum if any.

4. **Technical Specification:**

Sno.	Description	Specifications
1	Size	Standard A4 size (210 mm × 297 mm)
2	Page Budget	200 –400 pages (approx) ± 20 pages per book (inclusive of flyleaves and cover)
3	Cover Page	Printing of the front and back cover pages in A4 portrait size on 300 gsm papers with a glossy finish.
4.	Inner Pages	A4-size portrait 135 gsm paper with an additional 2-inch width provision for section stitching and Polyurethane Reactive (PUR) binding..
5.	Binding	Polyurethane Reactive (PUR) binding

**5. Quality Checks and Digital Deliverables:**

- **Approval Loop:** Delivery of complete digital drafts for textual correction, followed by one full-scale physical dummy proof of both versions before final press runs.
- **Digital Files:** Interactive, web-optimized PDFs containing hyperlinked tables of contents, alongside uncompressed, packaged source files (fonts, linked assets, layout structures).

**6. List of Deliverables:**

Sl.	Description	Qty
1	Designing, Formatting, Translation, Printing and Supply of INCOIS Annual Report for FY 2025-26 in Hindi Language	100
2	Designing, Formatting, , Printing and Supply of INCOIS Annual Report for FY 2025-26 in English Language	200

**7. Contents of the Bid:**

The Bid shall be submitted in Single packet bid containing Technical and commercial details.

**NOTE:**

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

**Table 1: Technical Compliance Statement**

**a) General**

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.	MSE / NSIC certificate details if any  Registration/ License from the Government:  GST Registration No.  PAN Number																			
5.	Bank details of the firm:																			
6.	Single Point of Contact : Name E-Mail Ph No.																			
7.	Bidder shall provide a single point of contact (SPOC) and escalation matrix (name/phone/email) for coordination during execution and warranty period																			
8.	The bidder should have an average annual financial turnover of Rs .10.18 lakhs or more during the last three years ending March 31, 2026..Proof of turnover issued by the chartered accountant to be submitted.																			
	<table border="1"> <thead> <tr> <th>Financial year</th> <th>Details of Turnover</th> <th>Details of Profit</th> <th>Details of Net worth</th> </tr> </thead> <tbody> <tr> <td>2025-26</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2024-25</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Financial year	Details of Turnover	Details of Profit	Details of Net worth	2025-26				2024-25				2023-24						
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9.	<p>Bidder should have past experience in similar nature of works of similar volume Bid in last three years ending previous day of last date of submission of the online Bid, out of which</p> <ol style="list-style-type: none"> <li>one work of value Rs.16.29 lakhs or above or</li> <li>two works each of value Rs.10.18 lakhs or above or</li> <li>three works each of value Rs. 8.14 lakhs or above.</li> </ol> <ol style="list-style-type: none"> <li>Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.</li> <li>Copies of Annual Reports printed shall be submitted along with the Bid.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl.No.</th> <th>Contract Order details</th> <th>Scope of work</th> <th>Period of contract</th> <th>Contract Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl.No.	Contract Order details	Scope of work	Period of contract	Contract Value								
Sl.No.	Contract Order details	Scope of work	Period of contract	Contract Value										
10.	<b>Non-Blacklisting Declaration</b> Self-declaration that the firm is not currently blacklisted or debarred by Ministry of Earth Sciences or its Organizations self-declaration signed and stamped by the authorized signatory.													
11.	The Bidder should submit Self-declaration confirming ownership or tie-up with a fully equipped state-of-the-art multi-color offset printing press facility													
12.	Bidder must submit technical compliance statement for all the specifications bids without technical compliance will not be considered.													
13.	Earnest Money Deposit (EMD) : As per clause 05 of the General Terms and Conditions under section 08.													
14.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.													
15.	<b>Start ups:</b> In order to promote make in India and startups, the prior turnover for all startups shall be relaxed partially 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 for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce& Industry													

**Note:** any compliance claim without required supporting documents will not be accepted

**Table –II : Commercial Bid /Compliance Statement – 2 (un-priced bid)**

**NOTE:**

- Part/conditional/incomplete quotations will not be accepted.
- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No only in the table given below.

S. No.	Description of work	Unit rate	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) <u>Strictly do not mention/quote prices here.</u>
1	Design, artwork, and typesetting of the front outer	1 page	

	cover page of the annual report. The theme, logo, and necessary materials will be provided by INCOIS (in A4 portrait size)		
2	Design and typesetting of the back outer cover page of the annual report. The theme, logo and necessary materials will be provided by INCOIS (in A4 portrait size)	1 page	
3	Design and typesetting of the front inner cover page of the annual report. The theme and necessary materials will be provided by INCOIS (in A4 portrait size)	1 page	
4	Translation of the front outer, front inner, and back outer cover pages into Hindi.	3 pages	
5	Design for the inner pages and the chapter break pages (in A4 portrait size).	1 unit	
6	Typesetting of text, tables with captions, figures with captions, and charts with captions based on the content provided by INCOIS in a Microsoft Word document (in A4 portrait size). The font size, line spacing, and paragraph spacing will be specified by INCOIS. The page count will be based on the final typeset pages. The figures will be provided as embedded in a Word document. Upon request, high-quality figures will be provided in JPEG format.	1 page	
7	Translation of the English typeset page (S. No. 5) into Hindi.	1 page	
8	Printing of the front and back cover pages in A4 portrait size on 300 gsm paper with a glossy finish.	1 page	
9	Printing of inner pages on A4-size portrait 135 gsm paper with an additional 2-inch width provision for section stitching and Polyurethane Reactive (PUR) binding.	1 Pages	
10	Polyurethane Reactive (PUR) binding for A4 portrait-size documents up to 200 pages, including front and back cover pages.	1 Number	
11	Polyurethane Reactive (PUR) binding for A4 portrait-size documents up to 250 pages, including front and back cover pages	1 Number	
12	Polyurethane Reactive (PUR) binding for A4 portrait-size documents up to 300 pages, including front and back cover pages.	1 Number	
13	Polyurethane Reactive (PUR) binding for A4 portrait-size documents up to 350 pages, including front and back cover pages.	1 Number	
14	Polyurethane Reactive (PUR) binding for A4 portrait-size documents up to 400 pages, including front and back cover pages	1 Number	
15	High-Resolution & Web-Optimized Interactive PDF (including clickable Index, bookmarks, and embedded hyperlinks).	1 LS	
16	Complete Open/Editable Soft Copies (All raw design files, packaged fonts, high-res linked images, and translation assets)	1 LS	

**Note :**

- a) The Final Payment will be released on actual printed pages verified in the final signed layout and document.
- b) For item 10 to 14 Binding: only one binding option (from Item 10 to Item 14) will be paid for per book, depending entirely on where the final page counts lands.
- c) Delivery Medium Specifications for S No. 15 and 16:
  - a) Physical : Two Sets of Brand New, high quality USB 3.0 Flash Drive ( 64 GB Minimum)
  - b) Cloud: One Secured cloud download link (valid for 30 days ) containing structured well named folders of each chapter.

d) **Intellectual Property and soft copy ownership Clause:** All copyrights, design rights, and ownership of the typeset materials, graphics, and layouts created for this project shall rest exclusively with the buyer (INCOIS). The successful vendor must deliver all open source/editable files (e.g., Adobe InDesign .indd, Illustrator .ai, CorelDraw, or Photoshop packages) along with all links, high-resolution source images, fonts used, and Hindi Unicode text files. Final payment will be released only after successful verification and receipt of these source files."

**8. General terms and Conditions**

Point No.	Details
1.	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
2.	* <b>Acceptance of the order:</b> The Successful bidder shall formally accept the Purchase order Within 10 days from the date of issue of the PO/Order. If the acceptance communication is not received within 10 days, then PO would be deemed to have been accepted and binding on the successful bidder.
3.	<b>Delivery and completion Timelines:</b> a. Submission of initial translated text draft and layout concepts: Within 20 days from the date of PO . b. Final physical dummy book confirmation after INCOIS review comments: Within 40 days from the date of PO. c. Final print production along with soft copies and delivery @destination i.e INCOIS, Hyderabad / MoES, New Delhi Within 60 days from date of PO.
4.	<b>Payment terms:</b> 100% payment will be released within 15 days of successful delivery, inspection and written acceptance of all 300 copies along with open source/editable files as per IP and Softcopy ownership clause, authorized by the INCOIS committee.
5.	<b>Earnest Money Deposit (EMD):</b> Bid Security (BS) Rs.40,000/- (Rupees forty only) has to be submitted as per the following form/ options: 1. Demand Draft 2. Insurance Security Bond 3. e-Bank Guarantee 4. Fixed Deposit in favor of Director, INCOIS payable at Hyderabad with validity for a period of 45 days beyond the tender validity period. 5. Online payment through NEFT/RTGS as per Bank details given below: Name of the Bank: SBI, HAL Campus Branch: HAL Campus Account Name: Director, INCOIS Account No.10442322840 IFSC Code: SBIN0001676  The scanned copy of the same is to be uploaded to the GeM Portal while submitting the bid. Bank Guarantee should be sent by the issuing banker directly to the office of INCOIS, Hyderabad. The original DDs / Financial instruments if any should reach to INCOIS within 5 working days of Bid opening, failing which the bid may treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the bidder.
6.	Bidders should fill in and submit the compliance statements along with bid. Offers received without the compliance statements will be summarily rejected. Any falsification/suppression of information could lead to disqualification. Any deviations technically or commercially should be clearly indicated in the technical bid offer only
7.	<b>Validity of Offers:</b> Bid should have a validity period of 90 days from the bid closing date

8.	<b>Start ups:</b> In order to promote make in India and startups, the prior turnover for all startups shall be relaxed partially 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 for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry
9.	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
10.	<b>Liquidated Damages Clause:</b> In case the supply/delivery/services is delayed and delay is attributed to the Successful Bidder or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right. a) To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered. b) To purchase elsewhere, after due notice to the Bidder 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.
11.	<b>Force Majeure Clause:</b> On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week( 7 days) from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the Procuring Entity in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination.
12.	Director, INCOIS reserves the right terminate the contract either whole or part of the contract with one month notice and bidder shall not have any claim whatsoever on this account.
13.	The acceptance of the tender will solely rest with the 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.
14.	In case of any unresolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone. The arbitration process shall commence within 30days of a dispute notice, and the decision of the Arbitrator(s) shall be final and binding on both the parties.

9. **Technical Clarifications through GeM only** : -If bidder requires clarifications on any point in this document, it may be submitted through GeM Portal only and replies will be furnished by INCOIS through GeM Portal.

If any correspondence / Clarifications are received outside GeM, despite above clear instructions such correspondence/ Clarifications will be ignored by INCOIS.

Declaration: I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ aged \_\_\_\_\_ years and residing at \_\_\_\_\_ State and sole proprietor /managing partner /director of \_\_\_\_\_, after having read and understood the tender document No..... dated..... floated by the Institute, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for engagement of service provider for Supply and Installation of **Designing, Formatting, Translation, Printing and Supply of INCOIS Annual Report for FY 2025-26**

Signature of the Bidders/Authorised Signatory & date

Name

OFFICE SEAL,

Address

**Note: The bidder /Bidders 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 will remain in force up to and Including 45days after the period of bid validity i.e, up to..... And any demand in respect thereof should reach the bank not later than this date.

(Signature of the Bank)

Name of the Bidder