

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

ईकोईस:क्रय: 25/2026
Ref. INCOIS: PUR: 25/2026

दिनांक: 09. 09.2026
Date: 09. 09. 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।

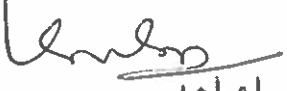
Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through Government E- Market Place (GeM) <http://gem.gov.in/> only. The brief details of NIT are appended below.

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)	ईकोईस हैदराबाद में फाइटोप्लांकटन पिगमेंट और अवशोषण विश्लेषण के लिए व्हाटमैन जी. एफ./एफ. फिल्टर पेपर की आपूर्ति। "Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad".	ईकोईस:क्रय: 25/2026 INCOIS: PUR: 25/2026	जीईएम/2026/बी/8016833 दिनांक: 09.09.2026 GEM/2026/B/8016833 dated 09.09.2026	30.09.2026 17:00:00

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) / श्री संतोष कुमार (ईमेल: santosh.kumar@incois.gov.in;))

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);/Mr. Santosh Kumar (email: santosh.kumar@incois.gov.in).




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

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-09-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-10-2026 17:00:00
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: santosh.kumar@incois.gov.in
कुल मात्रा/Total Quantity	351
वस्तु श्रेणी /Item Category	Supply of Whatman GF F filter papers for phytoplankton pigment and absorption analysis at INCOIS
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	WHATMAN FILTER PAPER
GeMARPTS में खोज गया परिणाम / Searched Result generated in GeMARPTS	Cellulose Nitrate Filter Paper (V2), Laboratory Filter Papers (V2), FTA Card, Bag filter, Syringe Filter, Filter Cartridge, Shredding Machine/Paper Shredder, Filter Sand, Pollen filter, Computer Paper (V3) Conforming to IS 12766 (In Packet)
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	- Cellulose Nitrate Filter Paper (V2) - FTA Card
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	23.6 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 पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 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
अनुमानित बिड मूल्य / Estimated Bid Value	4720000
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	94000

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 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 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
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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 financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

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 QM 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 :

PRICE BID - 1788952045.xlsx

Supply Of Whatman GF F Filter Papers For Phytoplankton Pigment And Absorption Analysis At INCOIS (351 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	Download
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	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	351	30

Buyer added Bid Specific Additional Scope of Work

क्र.सं./S.No.	Document Title	Description	रिवर्स प्रमाण के अनुसार जीएसटी/Applicable I.r.o. Items
1	Supply of WHATMAN Filter papers View	Scope of work ,Technical Specifications and list of deliverables	Supply Of Whatman GF F Filter Papers For Phytoplankton Pigment And Absorption Analysis At INCOIS(351)

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 (Increased quantity + Original quantity) × 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 uploaded ATC document [Click here to view the file.](#)

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad.

Delivery period - 30 days from the date of acceptance of order.

1. a **Payment terms:** 100% payment will be released within 30 days upon satisfactory and acceptance of the materials along with the receipt of original Ink Signed commercial invoice.

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

Inspection: Material on its arrival at our site will be inspected by our inspection department and their decision in this matter will be considered as final. Any defective/ damaged material is to be replaced by the supplier within 3 weeks without any extra charges

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 कार्यवाई 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: 25 /2026

09.09.2026

Open Tender Enquiry for "Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad."

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Single Packet System" from Contractors with appropriate registration having adequate resources and setup for Supply of Whatman GF/F filter papers.

1.	Name of the work	:	Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 25/2026 dt 09.09.2026
3.	Earnest Money Deposit (EMD)	:	Rs.94,000/- (Rupees Ninety four thousand only)
4.	Last date for seeking clarifications	:	13.09.2026
5.	Due date Bid submission	:	30.09.2026 at 16:00 Hrs
6.	Bid opening date	:	01.10.2026 at 16:00 Hrs

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; PhoneNo. 040 23886022)/Mr. Dasari Prasad (email: dasariprasad@incois.gov.in PhoneNo. 040-23886082)

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

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1. Introduction

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

2. **Scope of Work:** Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad.

3. Technical Specifications :

Sl. No.	Product Name
1	Whatman Glass Fiber GF/F filter papers Product code: 1825-047 Diameter: 47 mm Pore size: 0.7 microns
2	Whatman Glass Fiber GF/F filter papers Product code: 1825-025 Diameter: 25 mm Pore size: 0.7 microns

The tenderer must supply as per specifications mentioned above. All materials will be rejected if found not satisfactory during the acceptance after the supply.

4. List Of Deliverables :

SL	Type	Quantity
1	Whatman Glass Fiber GF/F filter papers Product code: 1825-047 Diameter: 47 mm Pore size: 0.7 microns	50 Nos
2	Whatman Glass Fiber GF/F filter papers Product code: 1825-025 Diameter: 25 mm Pore size: 0.7 microns	300 Nos

5. Eligibility Criteria

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

- a) The Bidders must be a Company registered under Indian Company Act 1956/Companies Act, 2013 or firms registered under any applicable Indian statute (Proprietary, Partnership Act, LLP Act etc). Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.
- b) Bidder shall provide a single point of contact (SPOC) and escalation matrix (name/phone/email) for coordination during execution of Contract.
- c) The bidder should provide profile of their company including its infrastructure.
- d) The bidder should provide Full Bank Details/ Bank Mandate Form.
- e) The Bidder must be OEM or Authorized dealer/Distributor the proof of the same (MAF) to be submitted (Annexure- V).
- f) Bidders should have past experience in similar nature of work in last three years ending previous day of last date of submission of the online Bid. Out of which.
 - i) one work of value Rs. 37.76 Lakh or more
 - ii) two works of value Rs. 23.60 Lakh or more
 - iii) three works of value Rs. 18.88 Lakh. or more

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

Similar Nature of Work means: Supply of various Whatman filter papers Bidder should provide list of clients and their contact details and the installation/commissioning reports.

- g) The Bidder should submit Eligibility Declaration (Annexure –I).
 - h) **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.
 - i) 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.
 - j) Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS and The bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender document (Annexure – II)
6. **Contents of the Bid:** The quote should be submitted in a Single Packet format containing both technical compliance documents and the price schedule.

Table 1: Technical Compliance Statement

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
General				
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			

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
5.	Full Bank Details: <i>(Note: Bank Details provided cannot be changed during Contract, unless special request from the company)</i>			
6.	Single Point of Contact : Name E-mail: Ph No.			
7.	The bidder should provide profile of their company including its infrastructure.			
8.	The bidder should provide Full Bank Details/ Bank Mandate Form.			
9.	The Bidder must be OEM or Authorized dealer/Distributor the proof of the same (MAF) to be submitted (Annexure- V).			
10.	Bidders should have past experience in similar nature of work 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. 37.76 Lakh or more b) two works of value Rs. 23.60 Lakh or more c) three works of value Rs. 18.88 Lakh. or more Client certificates / Work Completion Certificate / Experience certificate along with the P.O no. as a reference to be enclosed in this regard. Similar Nature of Work means: Supply of various Whatman filter papers Bidder should provide list of clients and their contact details and the installation/commissioning reports.			
11	Earnest Money Deposit (EMD)			
12	The Bidder should submit Eligibility Declaration (Annexure -I).			
13	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.			
14	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS and The bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender			

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
	document (Annexure -II)			

Price Schedule :

Table 2: Compliance Statement (Un-Priced bid format)

Sl.	Particulars	Qty	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) Strictly do not mention/quote prices here.
1	Whatman Glass Fiber GF/F filter papers Product code: 1825-047 Diameter: 47 mm Pore size: 0.7 microns Product Code : 1825-047	50	
2	Whatman Glass Fiber GF/F filter papers Product code: 1825-025 Diameter: 25 mm Pore size: 0.7 microns Product Code : 1825- 025	300	
3	Any other charges if any Please mention in price bid	1	

7. General terms and Conditions:-

Point No.	Details
1.	Delivery period: within 30 days from the date of acceptance of the order
2.	* Acceptance of the order by successful bidder upon AOC: 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 as accepted and binding to the successful bidder.
3.	Payment terms: 100% payment will be released within 30 days upon satisfactory and acceptance of the materials along with the receipt of original Ink Signed commercial invoice. <i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i>
4.	Earnest Money Deposit (EMD): Rs.94,000/- (Rupees Ninety four thousand 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 bid validity period. 5. BG Format for Bid Security (Annexure- III) 6. 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. Micro and Small Enterprises (MSEs) and Startups recognized by DPIIT are exempted from submission of EMD upon submission of valid registration certificates/Bid Securing Declaration.
5.	Any bidder from a country which shares a land border with India shall be eligible to bid in this tender only if the bidder is registered with the Competent Authority, i.e. the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), in terms of Department of Expenditure O.M. No. F.7/10/2021-PPD dated 23.02.2023 read with O.M. F.No. 6/18/2019-PPD dated 23.07.2020 and the amendments thereto. The bidder shall submit a certificate to this effect in the bid. If the certificate is found false, this would be a ground for immediate termination and further legal action in accordance with law.
6.	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.
7.	Inspection: Material on its arrival at our site will be inspected by our inspection department and their decision in this matter will be considered as final. Any defective/ damaged material is to be replaced by the supplier within 3 weeks without any extra charges
8.	The supplies shall be made from the latest lot with sufficient usage period before expiry date.
9.	All relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.

Eligibility Declarations

(To be submitted as part of Single bid Packet)

(On Company Letter-head)

(Along with supporting documents)

Ref: Your Tender Document No. INCOIS: PUR: 25/2026; Tender Title: **Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad**

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of tender document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:

Legal Entity of Bidder: _____**Bidder/ Agent Status:** _____

We solemnly declare that we (including our affiliates or subsidiaries or constituents):

- (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- (b) (including our Contractors/ subcontractors for any part of the contract):
 - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
 - ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- (c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
- (d) We certify that we fulfil any additional eligibility Criteria mentioned prescribed in Tender Document.
- (e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;

we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

MSME Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. /PSU/ Others:.....
- b) We attach herewith, Udyam Registration Certificate with the Udyam Registration Number as proof of our being MSE registered on the Udyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

Start-up Status

we confirm that we are/ are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers).Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age

Location(s) of value addition

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/
- ☐ Class-II Local Supplier/
- ☐ Non-Local Supplier.

b) We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
- ☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
[name & address of Bidder and seal of company]

**Self - Declaration
(on Letter Head With Authorized Signatory and Stamp)**

I, _____ son / daughter of _____, sole proprietor / managing partner / director of M/s _____, having read and understood tender No. INCOIS: PUR: 25/2026, hereby undertake that I agree to and shall abide by the terms and conditions prescribed therein for the Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad

Signature and date;
name;
office seal;
address.

Note: the bidder shall sign and stamp every page and upload the same; clarifications only through GeM.

Bank Guarantee Format for Bid Security

Whereas.....¹ (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of(being the provision of Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad, under tender No. INCOIS: PUR 25/2026)(herein after 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 upto the above amount up on receipt of its first written demand, with out 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 45 days 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

**BID-SECURING DECLARATION FORM
(For (EMD) Exemption Bidders only)**

Bid No. INCOIS: PUR: 25/2026 date 08.09.2026 "Supply of Whatman GF/F filter papers for phytoplankton pigment and absorption analysis at INCOIS, Hyderabad"

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

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

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

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

Dated on _____ day of _____

Signature of the Tenderer/Authorized Signatory & date

Name of the authorized signatory:

OFFICE SEAL,

Designation:

Name of the Bidder:

Address:

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

OEM's Authorization Format

(On Company Letter Head)

(To be submitted as part of Single bid Packet)

OEM's Name _____

[Address and Contact Details]

OEM's Reference No. _____ Date _____

The Director,

INCOIS

[Complete address of the Procuring Entity]

Dear Sirs,

Ref. Your Tender Document No. _____; Tender Title: _____

We, _____, are proven and reputable manufacturers of the Tendered Goods. We have factories at _____
 _____ We hereby authorize Messrs _____ (name and address of the authorized dealer) to
 submit a bid, process the same further and enter into a contract with you against above referred Tender Process
 for the supply of above Goods manufactured by us. Their registration number with us is _____ dated/ since _____

We further confirm that no Contractor or firm or individual other than Messrs. _____ (Name and
 address of the above-authorized dealer) is authorized for this purpose.

As principals, we commit ourselves to extend our full support for warranty obligations, as applicable as per the
 Tender Document, for the Goods and incidental Works/ Services offered for supply by the above firm against
 this Tender Document.

Our details are as under:

Name of the Company: _____

Complete Postal Address: _____

Pin code/ ZIP code: _____

Telephone nos. (With country/ area codes): _____

Fax No.: (with country/ area codes): _____

Mobile Nos.: (with country/ area codes): _____

Contact persons/ Designation: _____

Email IDs: _____

We enclose herewith, as appropriate, our _____ (Bye-Laws/ Registration Certificate/ Memorandum of
 Association/ Partnership Agreement/ Power of Attorney/ Board Resolution)

Yours faithfully,

[Signature with date, name, and designation]

for and on behalf of Messrs. _____

[name & address of the OEM and seal of company]