



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 फैक्स : 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: 12/2025

Ref. INCOIS: PUR: 12/2025

दिनांक: 13.06.2025

Date: 13.06.2025

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

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

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

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

क्र. सं. Sl. No	कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
(1)	मुख्य भवन और अतिथि गृह में 30 महीने के लिए 8 यात्री और उपकरण लिफ्टों की 02 संख्या की सभी सहित CAMC, INCOIS, हैदराबाद में स्थापित की गई। All-in-All" CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months at INCOIS, Hyderabad	इंकोईस: क्रय: 12/2025 INCOIS PUR: 12/2025	जीईएम/2025/बी/6340774 दिनांक: 13.06.2025 GEM/2025/B/6340774 dated 13.06.2025	04.07.2025 13:00.00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात् 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; दूरभाष सं. 040 2388 6022)/ श्री श्री दसारी प्रसाद (ईमेल: dasariprasad@incois.gov.in; दूरभाष सं 040-2388 6082)

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



(V. Subrahmanyam)

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

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-07-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-07-2025 13:30:00
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
क्रेता ईमेल/Buyer Email	manyam@incois.gov.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - CAMC OF 8 PASSENGER LIFTS
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Operation And Maintenance Of Lifts (Elevators)
अनुबंध अवधि /Contract Period	2 Year(s) 6 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 4 (Requested in ATC) *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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ में नू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	11 Days
अनुमानित बिड मूल्य /Estimated Bid Value	990000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup 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	19000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (x)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (मह) /Duration of ePBG required (Months).	32

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

लाभार्थी /Beneficiary :

DIRECTOR

Payable at Hyderabad, Indian National Centre for Ocean Information Services, Pragati Nagar, Nizampet, Hyderabad-90
(Director, Incois)

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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.

8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the-bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

PRICE BID - [1749798783.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1749796863.pdf](#)

Instruction To Bidder:[1749797034.pdf](#)

Scope of Work:[1749797142.pdf](#)

Payment Terms:[1749797205.pdf](#)

GEM Availability Report (GAR):[1749797610.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1749798239.pdf](#)

Custom Bid For Services - CAMC OF 8 PASSENGER LIFTS (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CAMC OF 8 PASSENGER LIFTS
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addons	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
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	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

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

3. Service & Support

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

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Payment Terms:

Payment will be released on quarterly basis, against submission of the invoice in triplicate (Original, Duplicate and Triplicate) along with service reports and subject to satisfactory performance.

The following documents are to be accompanied while submitting the quarterly invoice:-

- Joint Log Report for the quarter,
- Tax payment copies as applicable

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

Contract period: The CAMC Contract Period is 30 Months from the date of acceptance of the order. Bidder must undertake to complete all aspects of the work as detailed in the Tender Document to the best satisfaction of INCOIS

5. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

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

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in 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---

इंकोइस: पी यू आर : 12/2025
INCOIS: PUR: 12/2025

दिनांक: 13.06.2025
Date: 13.06.2025

Request of Proposal for 'All-in-All' CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months at INCOIS, Hyderabad. "

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Techno Commercial Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with the maintenance of equipment/ similar service like "CAMC for Passenger cum Equipment Lifts ". The offers, in the prescribed format, shall be submitted through online Government e-Marketplace at <http://gem.gov.in>. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Government E Marketplace

1.	काम का नाम Name of the work	:	All-in-All" CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months at INCOIS, Hyderabad.
2.	बीआईडी संदर्भ सं. BID Reference No.	:	INCOIS: PUR: 12/2025
3.	बोली प्रस्तुत करना Submission of Bid	:	Please note that the subject tender has to be submitted online via Government E Marketplace at http://gem.gov.in
4.	बयाना धन जमा (EMD) Earnest Money Deposit (EMD)	:	Rs.19,000/- (Rupees nineteen thousand only) as per clause 8 of the General Terms and Conditions under section 7.
5.	Last date for seeking the clarifications	:	On or before 1500Hrs of June 24, 2025
6.	बोली जमा करने की देय तिथि ऑनलाइन Bid submission due date online	:	On or before 15 00 Hrs of July 04, 2025
7.	बोली खुलने की तारीख Bid opening date	:	After 15 30 Hrs of July 04, 2025
8.	अनुबंध की अवधि Contract period	:	For a period of 30 Months from the date of acceptance of PO/Order
9.	एओसी पर सफल बोलीदाता द्वारा आदेश की स्वीकृति Acceptance of the Order by the successful bidder upon AOC	:	Within 10 days from the date of issue of the PO/Order.

Being a GeM procurement, the bid has to be submitted online through the GeM portal ie., <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; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasari.prasad@incois.gov.in Phone No. 040-2388 6082)

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

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

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1. Introduction

- 1.1 Indian National Centre for Ocean Information Services (ESSO 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.
- 1.3 There are two OTIS make 8 Passenger cum Equipment Lifts installed at INCOIS each at Main Building & Guest house Building. Now the requirement is Comprehensive AMC of these Lifts for a period of 30 Months as per the detailed scope of work mentioned below.

2. Scope of Work:**2.1. Comprehensive AMC of two OTIS make 8 Passenger cum Equipment Lifts installed at Main Building and Guest house of INCOIS, Hyderabad:-**

- a) Vendor shall deploy trained and appropriately skilled personnel which it directly employs and/or supervises. The deployed manpower should be qualified to keep THE EQUIPMENT properly adjusted and should use all reasonable care to maintain THE EQUIPMENT in efficient, reliable and safe operating condition.
- b) **PLANNED MAINTENANCE:** Vendor shall in accordance with the terms hereof, regularly examine, lubricate and adjust THE EQUIPMENT and generally carry out planned maintenance in a systematic and controlled manner using developed techniques and expertise. The frequency of examination & servicing is monthly for each lift.
- c) **EQUIPMENT COVERED :** Vendor shall renew all wire ropes and chains (Where fitted) as often as required to maintain an adequate factor of safety, to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoistway and machine room elevator wiring.

2.2. Systematically examine and adjust the following components:

- Machine, Worm Gear, Thrust Bearings, Drive Sheave, Drive Sheave Bearings, Brake Contact, Linings and Components.
- Motor, Motor Generator, Motor windings, Rotating Elements, Commutator, Brushes, Brush Holders, Bearings, Coils, Resistance for Operating and Motor Circuits, Magnet frames and other Mechanical parts.
- Controller, Selector, Leveling Devices, Cams, Relays, Solid state Components e.g PCBs, Transducers, Resistors, Condensers, Power Amplifiers, Transformers, Contacts, Leads, Dashpots, Timing Devices, Steel Selector Tapes and Mechanical and Electrical Driving Equipment.

- Governor, Governor Sheave, Shaft Assembly, Bearings, Contacts and Governor Jaws; Car and Hall Mechanical Buttons, Car and Hall Position Indicators, Hall Lanterns, Car direction Indicators and all other Car and Landing Signal Fixtures.
 - Deflector or Secondary Sheave, Bearings, Car and Counterweight Guide Rails and Buffers, Top and Bottom Limit Switches, Governor Tension Sheave Assembly, Compensating Sheave Assembly, Car, Counterweight and Counterweight Guide shoes including Rollers or Gibs.
 - Interlocks on Hoistway Door Hangers, Guides, and Automatic Power Operated door Operator, Car Door Hanger, Car Door contact, Safety shoe, Load Weighing Equipment, Car Safety Mechanism and Platform.
 - Furnish lubricants compounded to OEM specifications/ schedule.
 - Examine periodically all safety devices and governors and make all customary safety tests.
- d) **SPARE PARTS INVENTORY:** Vendor during the term of this contract maintain, in its local service depot, a reasonable stock of frequently used replacement parts and lubricants selected to meet the specific requirements of the units. Vendor shall further agree to maintain a supply of major components available for express delivery in case of emergencies in its service centre.
- e) **QUALITY CONTROL:** Vendor shall perform an annual survey of the equipment to verify that it conforms to quality standards requirements. Vendor shall also conduct periodic field audits of its personnel to maintain quality standards. Vendor field engineers shall provide technical assistance, technical information, and code consultation to support its maintenance organization.
- f) **SAFETY TESTS:** Vendor during the monthly preventive maintenance shall examine safety devices and governor of the equipment to ensure user safety. In addition, Vendor shall conduct an annual no load safety on the equipment.
- g) **PRIORITY:** Vendor shall give priority in its service , repair and manufacturing facilities to restoring the equipment to normal service.
- h) **WORK SCHEDULE:** All work and services provided are to be performed during normal working hours on normal working days.
- i) **EXCLUSIONS:** The following list of items are not included in the scope of CAMC contract:-Car enclosure, door panels, hung ceiling, care gates, light diffusers, light bulbs, fluorescent tubes, hand rails, starters, chokes, floor coverings, carpets, other architectural features, hoistway enclosure, hoistway gates, door frames, doors, sills, batteries, security system, external wiring to elevator and hoistway/ machine room.
- j) **SERVICE:** Vendor shall assign a representative who will periodically visit buildings and will be available for consultation in any matter relating to the maintenance of the elevators. Vendors's service representative should be available to discuss with the INCOIS, the elevator needs in the areas of modernization and proper use and care of the elevators.
- k) CAMC of 8 Passenger cum Equipment Lifts includes carrying out monthly preventive maintenance of all the Lifts, unlimited no. of service calls in case of breakdown, repair / replacement of all spares like Electronic Boards etc except the exclusions mentioned above at S.No. (j).
- l) The Vendor at all times will be responsible, during the entire period of contract for satisfactory performance of all Lifts (including accessories). The maintenance services should be available during normal working hours from 0930 hrs to 1800 hrs on all working days excluding Saturday, Sunday and holidays, while the breakdown services should be available on 24X7 basis.
- m) Vendor shall repair/replace system components, boards/cards and parts as & when required for the installed Lifts under CAMC.
- n) Vendor shall provide the telephonic consultation with product specific and system specific specialists during normal working hours and in emergency cases if required.
- o) Vendor shall undertake the measures to restore the system to working condition after the repairs, including tracing of the cause of the fault incase of problems, elimination of problems in the hardware, carrying out necessary installation and de-installation operations and also restoring the Lifts back to normal operation.
- p) INCOIS will ensure Power supply up to the power point near to Lifts systems. From there onwards, satisfactory functioning of the lifts shall be under the scope of Vendor.
- q) The contract shall commence from the date of issue of work order and the contract period shall be for a period of 30 months, extendable further at the discretion of INCOIS.
- r) At present the systems are being maintained by M/s OTIS Pvt. Ltd. In case of a new prospective vendor a joint mutual inspection shall be conducted and any defects noticed shall be recorded for rectification by the existing vendor.

3. Inventory Details : The following are the details of the 8 Passenger cum Equipment Lifts installed at Main Building and Guest house of INCOIS:-

3.1. Lift installed at Main Building:-

OTIS makes 8 Passenger Cum Equipment basically comprising of the following major components:-

S.No.	Description	Main Building
1	Make	OTIS Elevator Company (India) Ltd, Gen2-MR-ACD-GRL
2	Number of Lifts	1 nos – Machine Room Less Lift
3	Type of Lift	Passenger cum Equipment Lift
4	Capacity of the Lift	8 Passenger / 544 Kg
5	Speed	1.0 m/s
6	Type of drive	Variable voltage variable frequency drive (VVVF)
7	Type of control system	Microprocessor Based, Single Car Grouping, Selective Collective control with & without attendant
8	Power Supply	415V, +/-10%, 3Phase, 4wire, 50Hz.
9	(i) Travel Distance (ii) Overhead Distance	8.90m (approx) 4150mm (Height above last landing)
10	Number of Floors to be served	G+2 Upper floors
11	Number of Landing Entrances	3
12	Number of Landings	3
13	Position of Lift Machinery	Directly above the lift well
14	Size of the lift Well	1973mm(W) x 1900mm(D) (approx)
15	Lift car inside size	1300mm x 1100mm (approx)
16	Pit Depth	1600mm (approx)
17	Lift car inside finish	Stainless steel in Hair line finish
18	Lift car door finish	Stainless steel in Hair line finish
19	Type of car door	Automatic center opening, Stainless Steel doors
20	Type of Landing Door	Automatic center opening, Stainless Steel doors
21	Type of door protection	Full screen infra red protection
22	Clear car door opening	800mm (W) x 2100mm (H) (approx)
23	Clear landing door opening	800mm (W) x 2100mm (H) (approx)
24	Alarm Button	Alarm Button in case of stoppage to sound alarm at all floor levels.
25	Fire man switch	In the Ground floor lobby.
26	Car Fittings & safety features	LED fittings, Batter operated Emergency light, alarm bell, press & talk Intercom system with speaker, Overload indicator, vinyl flooring, Name plate, ARD, overload, Infrared light curtains

3.2. Lift installed at Guest House Building:-

OTIS make 8 Passenger Cum Equipment basically comprising of the following major components:-

S.No.	Description	Guest House / Hostel Building
1	Make & Model	OTIS Elevator Company (India) Ltd, Gen2-MR-ACD-GRL
2	Number of Lifts	1 nos - Machine Room Less Lift
3	Type of Lift	Passenger cum Equipment Lift
4	Capacity of the Lift	8 Passenger / 544 Kg
5	Speed	1.0 m/s
6	Type of drive	Variable voltage variable frequency drive (VVVF)
7	Type of control system	Microprocessor Based, Single Car Grouping, Selective Collective control with & without attendant
8	Power Supply	415V, +/-10%, 3Phase, 4wire, 50Hz.
9	(i) Travel Distance (ii) Overhead Distance	11.220m (approx) 4500mm (Height above last landing)
10	Number of Floors to be served	G+3 Upper floors (including terrace level)
11	Number of Landing Entrances	4
12	Number of Landings	4
13	Position of Lift Machinery	Directly above the lift well
14	Size of the lift Well	2100mm(W) x 1900mm(D) (approx)
15	Lift car inside size	1300mm x 1100mm (approx)
16	Pit Depth	1600mm (approx)
17	Lift car inside finish	Stainless steel in Hair line finish
18	Lift car door finish	Stainless steel in Hair line finish
19	Type of car door	Automatic center opening, Stainless Steel doors
20	Type of Landing Door	Automatic center opening, Stainless Steel doors
21	Type of door protection	Full screen infra red protection
22	Clear car door opening	800mm (W) x 2100mm (H) (approx)
23	Clear landing door opening	800mm (W) x 2100mm (H)
24	Alarm Button	Alarm Button in case of stoppage to sound alarm at all floor levels.
25	Fire man switch	Shall be provided in Podium lobby and control room. Required cables to be supplied and installed by the vendor.
26	Car Fittings	LED fittings, Batter operated Emergency light, alarm bell, press & talk Intercom system with speaker, Overload indicator, vinyl flooring, Name plate, ARD, overload, Infrared light curtains

4. **Eligibility Criteria:** Only those bidders fulfilling the following criteria should respond to the tender.

- The bidder must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted.

- b. The Bidder must be OEM or Authorized dealer/Distributor the proof of the same to be submitted.
 - c. The vendor should have service / support centre at Hyderabad and proof of the same to be submitted. (Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise). Vendor should have Dedicated toll Free Telephone No. for Service Support
 - d. Vendor should have competence and adequate experience in CAMC of Lifts and should submit the documentary evidence for the same along with details of past experience.
 - e. The bidder should have an average annual financial turnover of Rs. 4.95 lakhs or more during the last three years ending March 31, 2024. The bidding companies should be earning profit at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
 - e) Tenderer (OEM/SI) should have past experience and should have successfully completed similar nature of works in last three years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs.7.92 lakhs or two works each of value Rs. 5.94 lakhs or three works each of value Rs. 3.96 lakhs. Client certificates/Work Completion Certificate/ Experience certificate/ on-going along with the P.O no. as a reference to be enclosed in this regard.
 - f) Escalation Matrix of Telephone Numbers for Service Support, for the resolution of reported issues during the CAMC period.
 - g) Earnest Money Deposit (EMD) as per section 7, Point No. 8.
- **Start ups:** In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant or should be registered with GeM as startup. Applicable certificate should be enclosed.
 - 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.

NOTE:

- Offers of bidders which do not fulfill the eligibility criteria or fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- No further communication in this regard will be entertained.
- The bids submitted without EMD Declaration (as per clause 08 under section 07 of General terms and conditions) will be summarily rejected and no further communication in this regard will be entertained.

5. Contents of the Bid: The quote should be submitted in two bid format. (i) Technical Bid and (ii) Commercial Bid

- i) **Technical Bid:** Technical bid should contain all the information as listed below without which the offer will not be considered further.
 - Technical bid should contain filled-in Table-1 along with legible documentary proof, without which the offer will not be considered further.
 - Part/conditional/incomplete quotations will not be accepted.

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 in the table given below.

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.,			

S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any																				
4.	MSE / NSIC certificate details if any Registration/ License from the Government: GST Registration No. PAN Number																							
5.	Full Bank Details: (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)																							
6.	Single point of Contact : E-mail: Ph No.																							
7.	The bidder must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted.)																							
8.	The bidder should have their service / support centre along with on-roll support teams in Hyderabad. (Proof of having service / support centre at Hyderabad is to be submitted).																							
9.	The Bidder must be OEM or Authorized dealer/Distributor. The proof of the same to be submitted																							
10.	<div>The Bidder should have an average annual financial turnover of Rs.4.95 lakh during the last three years ending March 31, 2024. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.</div> <table><tr><th>Financial year</th><th>Details of Turnover</th><th>Details of Profit</th><th>Details of Net worth</th></tr><tr><td>2023-24</td><td></td><td></td><td></td></tr><tr><td>2022-23</td><td></td><td></td><td></td></tr><tr><td>2021-22</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Financial year	Details of Turnover	Details of Profit	Details of Net worth	2023-24				2022-23				2021-22										
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11.	<div>The Bidder should have past experience in similar nature of works of similar volume in last three years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 7.92 lakhs or above or two works of value Rs. 5.94 lakh each or above or three works of value Rs.3.96 lakh each or above. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.</div> <div>Experience details: Details are to be provided on the letter head duly signed and stamped by the authorized signatory along with copies of contract orders.</div> <table><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><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Sl.No.	Contract Order details	Scope of work	Period of contract	Contract Value																		
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S No	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
12.	Earnest Money Deposit (EMD) : As per clause 8 of the General Terms and Conditions under section 7.			
13.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.			
14.	Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant or should be registered with GeM as startup. Applicable certificate should be enclosed.			
15.	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			

ii) Commercial Bid:

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

NOTE:

- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No in the table given below.
- Bidder should upload the price breakup (In the commercial bid cover). In the following format on bidder letter head duly signed and stamped by the authorized signatory.
- Part/conditional/incomplete quotations will not be accepted.
- Price bids submitted in any other formats will be summarily rejected.

Sl No.	Item Description	QTY	UOM	Please confirm whether prices are Quoted in commercial bid or not.(Yes / No) <u>Please do not mention prices here.</u>
1	CAMC of 8 Passenger cum Equipment Lift installed at Main Building as per the scope of work, terms & conditions mentioned under tender document.	30	Months.	
2	CAMC of 8 Passenger cum Equipment Lift installed at Guest House Building as per the scope of work, terms & conditions mentioned under tender document.	30	Months.	

6. Penalty Clause:

S No.	Type of Break Down	Period to be attended	Penalty in case of Delay-Day wise
1.	Minor Break Down like noisy bearings, Oil & lubrication needs, Infrared protection etc	Within 48 Hours	Double the amount of quoted rates on pro-rata basis will be recovered per each day of delay after 48 hours.

2.	Major Break Down, such as faulty electronic boards, motor or rope replacements, motor alignments etc	Within 7 Days	Double the amount of quoted rates on pro-rata basis will be recovered per each day of delay after 7 days.
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7. General terms and Conditions:-

Point No.	Details
1.	Quotation: Quotation has to submit online in the Government E Marketplace at http://gem.gov.in .
2.	A two-bid system will be followed in selecting the vendor
3.	INCOIS expects the bids submitted by Bidder should meet the requirements, provisions, specifications, etc. as stipulated in the tender Document without any deviations and exceptions.
4.	Validity Period: Bids/Offer shall have the validity period of 90 days from the tender closing date.
5.	Contract period: The CAMC Contract Period is 30 Months from the date of acceptance of the order. Bidder must undertake to complete all aspects of the work as detailed in the Tender Document to the best satisfaction of INCOIS
6.	* Acceptance of the order by successful bidder upon AOC: Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received within 10days, then PO would be deemed as accepted and binding to the successful bidder.
7.	<p>Payment Terms: Payment will be released on quarterly basis, against submission of the invoice in triplicate (Original, Duplicate and Triplicate) along with service reports and subject to satisfactory performance.</p> <p>The following documents are to be accompanied while submitting the quarterly invoice:- i. Joint Log Report for the quarter, ii. Tax payment copies as applicable</p> <p><i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i></p>
8.	<p>Earnest Money Deposit (EMD): Rs.19,000 /- (Rupees nineteen thousand only) has to be submitted by way of Demand Draft/RTGS from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad". The Scanned copy of the Demand Draft/RTGS/ Bank Guarantee/FDR /Insurance Surety Bond is to be uploaded to the GeM Portal while submitting the offer. Bank Guarantees/Counter Guarantees should be obtained from any of the Nationalized/schedule bank of India with a validity of 6 months from the closing of the bid due date and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad.</p> <p><i>The original DDs/ Financial Instruments if any should reach to INCOIS on or before 14:00 Hrs of 04.07.2025. ie., before closing of the bid submission date. Offers received without EMD & bid securing declaration as per Annexure-1 will be summarily rejected. (RTGS details: Name of the Bank: SBI, HAL campus Branch; Account Name: Director, INCOIS; A/c No. 10442322840; IFSC Code: SBIN0001676)</i></p> <p>Indian Vendors registered with Ministry of Micro Small Enterprises (MSE) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only if the Indian vendor is manufacturing and supplying the tendered products for this NIT. A copy of valid registration certificate should be submitted along with bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure -1</p>
9.	Performance Guarantee: Successful bidder has to submit 05% of the CAMC order value within 15 days of acceptance of order towards Performance Guarantee by means of Demand Draft/NEFT/RTGS drawn in favor of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized/scheduled Bank valid for up to 33 months. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.
10.	<p>Performance Guarantee is liable to forfeiture in the event of:</p> <ol style="list-style-type: none"> Non execution of order during validity period of the contract If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions. Any unilateral revision/decision made by the successful bidder during the validity period of the contract.
11.	Successful bidder has to submit the Service Legal Agreement in prescribed format on Indian non-

	judicial stamp paper worth Rs. 200/- duly signed by authorized signatory within 21 days of the acceptance of the order
12.	If any loss or damage is caused to INCOIS property by workmen deployed by the successful bidder, the cost of the same will be recovered from the agency/contractor.
13.	The Contractor shall ensure safety and security of all workforce employed for this work and equipments provided by him under the Contractor until all the works entrusted are completed in all respects and taken over by INCOIS. In the event of damages except under force majeure clause ie., fire, wind, rain, floods or through any hazards, pilferage, other natural calamities etc., the Contractor shall make good the damaged works and restore the same to the original condition at his own cost
14.	Bidder's from a country which shares a land border with India will be eligible to participate in this tender only, if the bidder is registered with Department for Promotion of Industry and Internal Trade (DPIIT) under Order (Public procurement No. 1) issued by Ministry of Finance, Department of Expenditure in line with OM No. F.No.6/18/2019-PPD dt 23rd July, 2020 and F.18/37/2020-PPD, dt. 08.02.2021 inserting Rule 144 (xi) in GFR 2017.
15.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
16.	Please note that any falsification/suppression of information could lead to the disqualification.
17.	Bidders should fill and submit the technical compliance sheet along with supporting documents along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
18.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
19.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
20.	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
21.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
22.	Before submitting the bid tenderers are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and labor. The Tender(s) shall be well acquainted with the General and Special conditions of Contract and specifications and all other documents which form part of the Agreement. Any misunderstandings of the conditions/rules/regulations/specifications shall not entitle the Tenderer(s) contractor(s) for any sort of compensation
23.	Force Majeure Clause: If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.
24.	If any tenderer withdraws his tender after price bid is opened, with in the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to initiate appropriate action w.r.t bid for forfeit of EMD & bid securing declaration in case of MSEs.
25.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
26.	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.

27.	The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.
28.	Termination Claus: Director, INCOIS reserves the right to terminate the contract either whole or part of the contract with one month notice.
29.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
30.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and tenderer shall not have any claim whatsoever on this account.
31.	In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone

8. Clarifications: -

If firms require clarifications on certain points in this document may be submitted (via e-mail) on or before 09:00 Hrs of June 24, 2025. Note: Firms may submit a consolidated query only once. E-mail: manyam@incois.gov.in and subject should be mentioned as "Queries on All-in-All" CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months at INCOIS, Hyderabad."

1)) Administrative Officer (Purchase)
Indian National Centre for Ocean Information
Services (INCOIS) Ministry of Earth Sciences,
Govt. of India, "Ocean Valley", Pragathi Nagar
(BO), Nizampet (SO), Hyderabad - 500 090, T.S.,
India
Phone No.:040-2388 6022
e-mail: manyam@incois.gov.in

Declaration: I, _____ son/daughter of _____ aged _____ years and residing at _____ State and sole proprietor /managing partner /director of _____ after having read and understood the tender document No. dated floated by the Institute, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for 'All-in-All" CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months at INCOIS, Hyderabad.

Signature of the Tenderer/ Authorized Signatory & date

Name

OFFICE SEAL,

Address

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

BID-SECURING DECLARATION FORM

Bid No. INCOIS: PUR: 12/2025 date 05.06.2025 "All-in-All" CAMC of 02 No. of 8 Passenger cum Equipment Lifts installed at Main Building and Guest house for a period of 30 Months 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)