

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
“ओशियन वैली”, प्रगति नगर (बी.ओ), निज़ामपेट (एस. ओ), हैदराबाद - 500 090
दूरभाष सं. 040-2388 6002 / 23886074 फ़ैक्स : 040-2389 2910 / 2389 5001
INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES
Ministry of Earth Sciences, Government of India
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090
Phone No.040-2388 6002/23886074 Fax: 040-2389 2910/2389 5001

इंकोईस: क्रय: 57/2025
Ref. INCOIS: PUR: 57/2025

दिनांक: 12.09.2025
Date: 12.09.2025

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।

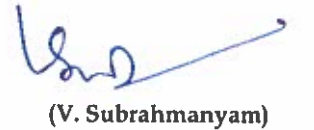
Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through **Government E- Market Place (GeM) <http://gem.gov.in/>** only. The brief details of NIT are appended below.

क्र.सं SNo.	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
	'इंकोईस हैदराबाद में विभिन्न सम्मेलन/संयोजित आयोजित करने के लिए इवेंट प्रबंधन एजेंसी का चयन Selection of Event Management Agency for conducting of various conference/symposium at INCOIS, Hyderabad	इंकोईस: क्रय: 57/2025 INCOIS: PUR: 57/2025	जीईएम/2025/बी/6677620 दिनांक: 12.09.2025 GEM/2025/B/6677620 dated 12.09.2025	03.10.2025 17:00:00

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	03-10-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-10-2025 17:30:00
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
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Conferences; Venue Development; Buyer premise; 12
अनुबंध अवधि /Contract Period	3 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	22 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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 मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
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	4200000
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	90000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने 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, Ministry of Earth Sciences, Govt. of India, Pragathi Nagar, 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. 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.
2. 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.
3. 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 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 the credentials of the service provider are validated online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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.
5. 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 - [1757674430.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:3

During the (full) duration of contract or contract period Service provider must have a dedicated team of manpower strength of XX to conduct events:50

Scope of Work to be uploaded by the Buyer:[1757674474.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
26-09-2025 11:00:00	INCIOS HYERABAD

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Conferences; Venue Development; Buyer Premise; 12 (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Conferences
Category of work required	Venue Development
Event premises	Buyer premise
Duration of event	12
Coverage of the event	Photography , Videography
Boarding	Not Required
Inclusion for the event	Laptop , Mike and Sound Setup , Backdrop Standees , Stage
Seating arrangement	Cluster/Banquet Seating

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	250

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

परेषितो/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषितो/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	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	3	N/A

केता 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Selection of an Event Management Agency for conducting of various conferences/ symposiums at INCOIS, Hyderabad

Payment terms:

- On signing/acceptance of the contract, up to **30%** of the PO value shall be paid in as a mobilization advance against submission of an advance bank guarantee from a nationalized/scheduled bank for 110% of the like amount. BGs shall remain effective until the advance payment has been fully repaid/ adjusted.
- Balance 70% of the payment shall be made after completion of the entire event, after receipt of the invoice and satisfactory performance of the entire work.

OR

- 100% of the payment shall be made after completion of the entire event, after receipt of the

invoice and satisfactory performance of the entire work

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

3. 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 या 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---

Request for the Proposal of "Selection of Event Management Agency for conducting of various conference/ symposium at INCOIS, Hyderabad"

Dear Sirs,

On behalf of the 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 similar material like "Event Management Agency (EMA)". The offers, in the prescribed format, shall be submitted through the 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 the Government E Marketplace.

1.	Name of the work	:	Selection of an Event Management Agency for conducting of various conferences/ symposiums at INCOIS, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 57/2025
3.	Submission of Bid	:	Please note that the subject tender has to be submitted online via the Government E Marketplace at http://gem.gov.in
4.	Earnest Money Deposit (EMD)	:	Rs 90,000/- (Rupees ninety thousand only) as per clause 5 of the General Terms and Conditions under section 6.
5.	Last date for seeking the clarifications	:	On or before 15 00Hrs of September 23, 2025
6.	Pre-Bid meeting	:	On 1100Hrs of September 26, 2025 at INCOIS, Hyderabad
7.	Bid submission due date online	:	On or before 1700 Hrs of October 03, 2025
8.	Bid opening date	:	After 17 30 Hrs of October 03, 2025
9.	Completion period	:	Federation of Indian Geosciences Associations (FIGA) - November 06-08, 2025 International Tsunami Symposium (ITS)-November 12-14, 2025 International Indian Ocean Science Conference (IIOSC)- December 01-05, 2025
10.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 15 days from the date of issue of the PO/Order.

Being a GeM procurement, the bid must be submitted online through the GeM portal i.e., <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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9.	Bid Securing Declaration form (Annexure)	Annexure I
10.	Site Visit certificate	Annexure II

1. Introduction

Indian National Centre for Ocean Information Services (INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24x7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modelling.

INCOIS is hosting three conferences/symposiums at its location, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad, during November - December 2025 as detailed below. These events will bring together scientists, engineers, policy makers and stakeholders from India and abroad to present and discuss the latest research and developments in various scientific disciplines in Earth System Science.

The following events will be held at the INCOIS Campus:

1. 4th Triennial Congress of the Federation of Indian Geosciences Association (FIGA) on "Geosciences for Sustainable Blue Economy - Potential of Indian Ocean (06 - 08 November 2025)
2. International Tsunami Symposium (ITS) (12-14 November 2025)
3. International Indian Ocean Science Conference (IIOSC-2025) (01-05 December 2025)

In this regard, INCOIS is planning to engage an Event Management Agency to make all the necessary arrangements for conducting these three conferences.

2. Scope of the Work:

2.1 4th Triennial Congress of the Federation of Indian Geosciences Association (FIGA) on "Geosciences for Sustainable Blue Economy - Potential of Indian Ocean

This event will be held for THREE days from 6-8 November 2025 at Atal Bhavan (ITCOocean) in INCOIS Campus. The requirements to be arranged at the First Floor Plenary Hall for Inaugural & Technical Sessions and the Ground Floor Plenary Hall for Exhibition.

The details of the requirements are provided in the BoQ at page 7.

2.2 International Tsunami Symposium (ITS)

This event will be held for THREE days from 12-14 November 2025 at the INCOIS Auditorium in the Main Building. The requirements to be arranged at the auditorium for Inaugural & Technical Sessions and Ground Floor Plenary Hall at Atal Bhavan, ITCOocean for Exhibition.

The details of the requirements are provided in the BoQ at page 7

2.3 International Indian Ocean Science Conference (IIOSC-2025)

This event will be held for FIVE days from 01-05 December 2025 at Atal Bhavan (ITCOcean) in INCOIS Campus. The requirements to be arranged at the First Floor Plenary Hall for Inaugural & Technical Sessions and the Ground Floor Plenary Hall for Exhibition.

The details of the requirements are provided in the BoQ at page 7

INCOIS will provide un interrupted Internet & Power supply.

3. PENALTIES:-

3.1 It would be first and foremost the responsibility of the EMA to ensure that the services are provided satisfactorily & contract is executed as per agreed terms and conditions.

3.2 In case of delayed or unsatisfactory services, INCOIS may impose a penalty as per the details below:-

S. No	Problem	(Rs) per instance
1	Problem in stage for any of the conference event	1 lakh
2	Problems in technical systems like sound, light, screen, trussing (below optimum quality, echo etc)	1 lakh

3.3 In case the supply/delivery/services is delayed and the delay is attributed to the Successful Bidder or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right to recover/impose penalty upto 10% of the total amount. Penalties on Individual items are detailed below:

- a) Non-Compliance of the terms of reference and supply of items of sub-standard quality will attract penalty @2% of the actual tendered value.
- b) Non-Compliance of the targets in time would attract penalty@2% of the actual tendered value.
- c) Improper illumination of the Exhibitions area will attract penalty @1% of actual tendered value.
- d) Any physical damage to the INCOIS premises/ properties to be made good otherwise necessary recoveries will be made during settlement of bills.
- e) To purchase elsewhere, after due notice to the Tenderer Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or
- f) To cancel the order or a portion thereof and if so desired to purchase the stores / services at therisk and cost of the defaulting supplier and also.

4. Eligibility Criteria :

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

- a) The Bidder must be a Company registered under the Indian Company Act 1956 or a registered firm.
- b) Bidder should provide a profile of their company, including its infrastructure, technical manpower and their expertise.
- c) Bidder should provide an escalation matrix with full contact details
- d) The proposed bidder shall be in existence of the Event management services for more than 5 years as on 31.03.2025
- e) The applicant shall have, over the past 5 (five) years as on 31.08.2025, undertaken a minimum of 5 (five) similar assignments of work in the field of Organizing national and international scientific event management services. Copies of work orders/completion certificates need to be furnished in respect to the same. Documentary proof (copy of Agreement / Work order / Completion Certificate etc
- f) The Bidder should have an average annual financial turnover of Rs.. 22.5 lakhs or more during the last three years ending March 31, 2025. The bidding companies should be earning profit for at least two (02) years in the last three (03) years.
- g) Bidder should have past experience and should have successfully completed similar nature of works i.e., Organizing national and international scientific event management service given in this tender

document, in last three years ending on the previous day of the last date of submission of the online Bid. Out of which one work of value Rs 36.00 lakhs or above or two works of value Rs. 27.00 lakhs each or above or three works of value Rs.18.00 lakhs Cr 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.

- h) Similar nature of works means Organizing national and international scientific event management services.
- i) The Bidder should have an operating branch/office (or) a registered office at Hyderabad prior to the bid closing date. The bidder should furnish proof of office setup/address, GST registration certificate copy showing the specified address.
- j) **Considering the complexity of the tender, bidders are required to undertake a mandatory site visit prior to submission of their bid.** The bidder must visit along with the Certificate for the site Inspection (as per Annexure 2) printed on their letterhead. The duly signed and stamped certificate shall serve as proof of site visit and must be uploaded along with the bid. This requirement is to ensure better understanding and familiarity with the scope of work involved.
- k) Earnest Money Deposit (EMD) as per section 6, Clause 05.
- l) As the services of technically competent and experienced agencies are vital for the smooth conduct of the above conferences and for ensuring the ease of technical and administrative operations at INCOIS, Hyderabad, MSE/MSME/Startup firms shall not be exempted from the requirements of prior turnover and prior experience criteria.

NOTE:

- Offers of bidders which do not fulfil the eligibility criteria or fail to submit documentary proof for all the points under the 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 6 under section 10 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 formats.

- (i) Technical Bid and (ii) Commercial Bid

Technical Bid: The Technical bid should contain all the information as listed below, without which the offer will not be considered further.

NOTE:

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

8.1 . Technical Compliance Statement

Sl No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/Deviations, if any
1.	Name of the Bidder			
2.	The bidder is a 1) Registered Indian under the 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.	MSME / NSIC certificate details if any Registration/ License from the			

Sl No.	Description	Compliance status Yes/No	Page number against the Proof attached.	Remarks/ Deviations, if any																
	Government: GST Registration No. PAN Number																			
5.	Single point of Contact : E-mail: Ph No.																			
6.	Full Bank Details: <i>(Note: Bank Details provided cannot be changed during the Contract, unless a special request is made by the company)</i>																			
7.	The Bidders must be a Company registered under the Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of the company, PAN and ST certificates to be submitted.																			
8.	The bidder should provide a profile of their company, including its infrastructure, technical manpower and their expertise.																			
9.	The bidder should provide an escalation matrix with full contact details																			
10.	The applicant shall have, over the past 5 (five) years as on 31.08.2025, undertaken a minimum of 5 (five) similar assignments of work in the field of Organizing national and international scientific event management services. Copies of work orders/completion certificates need to be furnished in respect to the same. Documentary proof (copy of Agreement / Work order / Completion Certificate etc																			
11.	<p>The Bidder should have an average annual financial turnover of Rs. 22.5 lakhs or more during the last three years ending March 31, 2025. The bidding companies should be earning profit for at least 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.</p> <table border="1"> <thead> <tr> <th>Financial year</th> <th>Details of Turn over</th> <th>Details of Profit</th> <th>Details of Net worth</th> </tr> </thead> <tbody> <tr> <td>2024-25</td> <td></td> <td></td> <td></td> </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> </tbody> </table>	Financial year	Details of Turn over	Details of Profit	Details of Net worth	2024-25				2023-24				2022-23						
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12.	Bidder should have past experience and should have successfully completed similar nature of works i.e., Organizing national and international scientific event																			

Sl No.	Description	Compliance status Yes/No	Page number against the Proof attached.	Remarks/ Deviations, if any										
	<p>management service given in this tender document, in last three years ending on the previous day of the last date of submission of the online Bid. Out of which one work of value Rs 36.00 lakhs or above or two works of value Rs. 27.00 lakhs each or above or three works of value Rs.18.00 lakhs Cr 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.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Contract Order details</th> <th>Scope of work</th> <th>Period of contract</th> <th>Contract Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Contract Order details	Scope of work	Period of contract	Contract Value								
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13.	The Bidder should have an operating branch/office (or) a registered office at Hyderabad prior to the bid closing date. The bidder should furnish proof of office setup/address and a GST registration certificate copy showing the specified address.													
14.	Considering the complexity of the tender, bidders are required to undertake a mandatory site visit prior to submission of their bid. The bidder must visit along with <u>Certificate for the site Inspection (as per Annexure 2)</u> printed on their letterhead. The duly signed and stamped certificate shall serve as proof of the site visit and must be uploaded along with the bid. This requirement is to ensure better understanding and familiarity with the scope of work involved.													
15.	Earnest Money Deposit (EMD): A bid securing declaration to be submitted on the bidding firm's letterhead head duly signed and stamped by the authorized signatory as per Annexure and as per clause 5 of the General Terms and Conditions under section 6													
16.	Escalation matrix with full contact details, for the resolution of reported issues during the warranty period.													
17.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.													

Commercial Bid:**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 .xls (MS Excel) format). Also in the following format on the bidder letterhead 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.

8.2. Price Bid format

S.No.	Particulars	Qty	Please confirm whether prices are quoted in a commercial bid or not. (Yes/No) Please do not mention prices here.
1.	FIGA - Venue Branding-Conference Banner Standees - 12ft x 8ft- 1 time	2	
2.	FIGA - Venue Branding-Standees for Hall Entrances - 4ft x 8ft -1 time	4	
3.	FIGA - Venue Branding-Supply of Podium with Branding at plenary hall- 3 days	1	
4.	FIGA - Plenary hall Stage & Fabrication- Stage with Grey Carpet - 32ft x 16ft x 1ft- 3 days	1	
5.	FIGA - Plenary hall Stage & Fabrication-Stage front and Sides Masking with black cloth - 64ft x 1ft- 3 days	1	
6.	FIGA - Plenary hall Stage & Fabrication-Steps with masking	4	
7.	FIGA - Plenary hall Stage & Fabrication-Console Setup - 3 days	1	
8.	FIGA - AV Requirement-LED Backdrop of Size - 24ft x 8ft - 3 days	1	
9.	FIGA - AV Requirement-55" TV's on Stands for delay screens (On stage 1 no., sides 2 nos.) - 3 days	3	
10.	FIGA - AV Requirement-Q-Commander - 3 days	1	
11.	FIGA - AV Requirement-Laptops - 3 days	3	
12.	FIGA - AV Requirement- VJ - 3 days	1	
13.	FIGA - AV Requirement-Watchout Software - 3 days	1	
14.	FIGA - AV Requirement-Switcher - 3 days	1	
15.	FIGA - Sound Requirements-Conference PA for upto 500 Pax - 3 days	1	
16.	FIGA - Sound Requirements-Stage Audio Monitors - 3 days	2	
17.	FIGA - Sound Requirements-Podium Mikes- 3 days	1	
18.	FIGA - Sound Requirements-Cordless Mikes - 3 days	2	
19.	FIGA - Sound Requirements-Headset- 3 days	2	
20.	FIGA - Sound Requirements-Audio Mixer - 3 days	1	
21.	FIGA - Sound Requirements-Vocal Microphone with stand for singing - 1 days	5	
22.	FIGA - Sound Requirements-Cabling & Technicians - 3 days	1	
23.	Smog machine for cultural -1 day	1	
24.	FIGA - Light Requirements- LED Par - 3 days	8	
25.	FIGA - Light Requirements- LED Par - 1 days	2	
26.	FIGA - Light Requirements- Warm LED for Face Lighting- 3 days	12	
27.	FIGA - Light Requirements- Profile Spots- 3 days	2	
28.	FIGA - Light Requirements-Sharpies- 1 days	2	
29.	FIGA - Light Requirements-T-stand - 3 days	2	
30.	FIGA - Cabling & Technicians- 3 days	1	
31.	FIGA - Flower Decorations-First Floor Plenary Hall Stage Front Flower Decoration - 3 time	1	
32.	FIGA - Flower Decorations-First Floor Plenary Hall Podium Decoration- 1 time	1	

33.	FIGA - Seating Arrangements-Cushioned Banquet Chairs - 3 days	400	
34.	FIGA - Videography - 1 days	1	
35.	FIGA - Photography- - 3 days	1	
36.	FIGA - Selfie Point with MS stand- Backdrop of size 5ft x 8ft and platform with red carpet of size 5ft x 8ft - 1 time	1	
37.	FIGA - Exhibition Requirements- Octonorm Stalls of size 3m x 3m with - 3 Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin - 3 days	12	
38.	FIGA - Exhibition Requirements-Octonorm Stalls of size 6m x 3m with - 3 Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin - 3 days	4	
39.	IIOSC-Venue Branding Requirements-Conference Banner Standees - 12ft x 8ft - 1 time	2	
40.	IIOSC-Venue Branding Requirements-Standees for Hall Entrances - 4ft x 8ft- 1 time	4	
41.	IIOSC-Venue Branding Requirements-Supply of Podium with Branding at plenary hall - 5 days	1	
42.	IIOSC-Plenary hall Stage & Fabrication - Stage with Grey Carpet - 32ft x 16ft x 1ft - 5 days	1	
43.	IIOSC-Plenary hall Stage & Fabrication- Stage front and Sides Masking with black cloth - 64ft x 1ft - 5 days	1	
44.	IIOSC-Plenary hall Stage & Fabrication- Steps with masking - 5 days	4	
45.	IIOSC-Plenary hall Stage & Fabrication-Console Setup - 5 days	1	
46.	IIOSC-AV Requirement-LED Backdrop of Size - 24ft x 8ft - 5 days	1	
47.	IIOSC-AV Requirement- 55" TV's on Stands for delay screens (On stage 1 no., sides 2 nos.) - 5 days	3	
48.	IIOSC-AV Requirement-Q-Commander - 5 days	1	
49.	IIOSC-AV Requirement- Laptops - 5 days	3	
50.	IIOSC-AV Requirement-VJ - 5 days	1	
51.	IIOSC-AV Requirement-Watchout Software - 5 days	1	
52.	IIOSC-AV Requirement-Switcher - 5 days	1	
53.	IIOSC-Sound Requirements- Conference PA for upto 500 Pax - 5 days	1	
54.	IIOSC-Sound Requirements- Stage Audio Monitors - 5 days	2	
55.	IIOSC-Sound Requirements- Podium Mikes - 5 days	1	
56.	IIOSC-Sound Requirements-Cordless Mikes - 5 days	2	
57.	IIOSC-Sound Requirements- Headset - 5 days	2	
58.	IIOSC-Sound Requirements- Audio Mixer - 5 days	1	
59.	IIOSC-Sound Requirements-Vocal Microphone with stand for singing - 1 day	5	
60.	IIOSC-Sound Requirements- Cabling & Technicians - 5 days	1	
61.	Smog machine for cultural -1 day	1	
62.	IIOSC- Light Requirements-LED Par - 5 days	8	
63.	FIGA - Light Requirements- LED Par - 1 days	2	
64.	IIOSC- Light Requirements-Warm LED for Face Lighting - 5 days	12	
65.	IIOSC- Light Requirements-Profile Spots - 5 days	2	
66.	IIOSC- Light Requirements-Sharpies - 1 day	2	
67.	IIOSC- Light Requirements-T-stand - 5 days	2	
68.	IIOSC- Light Requirements-Cabling & Technicians - 5 days	1	
69.	IIOSC- Flower Decorations-First Floor Plenary Hall Stage Front Flower Decoration - 1 time	1	
70.	IIOSC- Flower Decorations-First Floor Plenary Hall Podium Decoration- 1 time	1	
71.	IIOSC- Seating Arrangements-Cushioned Banquet Chairs - 5 days	400	
72.	IIOSC- Videography - 1 day	1	
73.	IIOSC- Photography - 5 days	1	
74.	IIOSC- Selfie Point with MS stand- Backdrop of size 5ft x 8ft and platform with red carpet of size 5ft x 8ft - 1 time	1	
75.	IIOSC- Exhibition Requirements- Octonorm Stalls of size 3m x 3m with - 3	12	

	Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin - 5 days		
76.	IIOSC- Exhibition Requirements-Octonorm Stalls of size 6m x 3m with - 3 Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin - 5 days	4	
77.	ITS -Auditorium Branding Requirements-Conference Banner Standees - 12ft x 8ft - 1 time	2	
78.	ITS-Auditorium Branding Requirements-Standees for Hall Entrances - 4ft x 8ft- 1 time	1	
79.	ITS- Sound Requirements -Vocal Microphone with stand for singing - 1 day	5	
80.	ITS-Sound Requirements- Audio Mixer- 1 day	1	
81.	ITS-Light Requirements-Sharpies- 1 day	2	
82.	ITS -Flower Decorations - Auditorium Stage Front Flower Decoration- 1 time	1	
83.	ITS- Flower Decorations-Auditorium Podium Decoration -1 time	1	
84.	ITS- Exhibition Requirements- Octonorm Stalls of size 3m x 3m with - 3 Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin- 3 days	12	
85.	ITS- Exhibition Requirements-Octonorm Stalls of size 6m x 3m with - 3 Spot Lights, 1 Table, 2 chairs, facia upto 26 characters, 5Amp plug points - 4, 1 dust bin - 3 days	4	
86.	FIGA, IIOSC & ITS - Material Transportation & Handling Charges- 1 time	1	

6. General Terms and Conditions

Point No.	Details
1.	Quotation: Bidders shall submit their offers online via the Government E Marketplace at http://gem.gov.in . before the bid submission date.
2.	* Acceptance of the order: The Successful bidder shall formally accept the Purchase order within 10 days from the date of issue of the PO/Order. If the acceptance communication is not received within 15 days, then PO would be deemed as accepted and binding to the successful bidder.
3.	Completion Period : Federation of Indian Geosciences Associations (FIGA) - November 06-08, 2025 International Tsunami Symposium (ITS)-November 12-14, 2025 International Indian Ocean Science Conference (IIOSC)-December 01-05, 2025
4.	Payment terms: <ul style="list-style-type: none"> • On signing/acceptance of the contract, up to 30% of the PO value shall be paid in as a mobilization advance against submission of an advance bank guarantee from a nationalized/scheduled bank for 110% of the like amount. BGs shall remain effective until the advance payment has been fully repaid/ adjusted. • Balance 70% of the payment shall be made after completion of the entire event, after receipt of the invoice and satisfactory performance of the entire work. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 100% of the payment shall be made after completion of the entire event, after receipt of the invoice and satisfactory performance of the entire work <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>
5.	Earnest Money Deposit (EMD): Rs. 90,000/- (Rupees ninety thousand only) has to be submitted by way of Demand Draft/RTGS from any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad" .The scanned copy of the Demand Draft/RTGS/ Bank Guarantee/FDR /Insurance Surety Bond is to be uploaded to the GeM Portal while submitting the offer. Bank Guarantees/Counter Guarantees should be obtained from any of the Nationalized/schedule bank of India with a validity of 6 months from the closing of the bid due date and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad. <i>The original DDs/ Financial Instruments, if any, should reach to INCOIS on or before 14:00 Hrs of 03.10.2025 ie., before closing of the bid submission date. Offers received without EMD & bid</i>

	<p>securing declaration as per Annexure-2 <i>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. A copy of valid registration certificate should be submitted along with the bid securing declaration to be submitted on the bidding firm's letterhead duly signed and stamped by the authorized signatory as per Annexure.</p>
6.	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 the Department for Promotion of Industry and Internal Trade (DPIIT) under Order (Public procurement No. 1) issued by the 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.
7.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
8.	The successful bidder has to submit the Service level Agreement in the prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by an authorised signatory within 30 days of receipt of the order.
9.	Please note that any falsification/suppression of information could lead to disqualification.
10.	Bidders should fill and submit the technical compliance sheet along with supporting documents, along with the Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
11.	Tenders not in complete shape or not conforming to technical specifications or not confirming to terms and conditions are liable for rejection. All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
12.	Before submitting the bid Bidders are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and labor. The Tender(s) shall be well acquainted with the General and Special conditions of Contract and specifications and all other documents which form part of the Agreement. Any misunderstandings of the conditions/rules/ regulations/specifications shall not entitle the Bidder(s) contractor(s) for any sort of compensation
13.	Proof for fulfilment 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
14.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
15.	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
16.	Before submitting the bids Bidders are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to site of work, surroundings of the Site of work and other prevailing conditions, position of materials and labour. 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 Bidders(s) contractor(s) for any sort of compensation
17.	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 without any additional cost.

18.	The bidder should not have been penalized for poor quality of work or breach of contract in last five years and the bidder should not have been blacklisted by any government department / PSU in the last two years.
19.	Proof for fulfilment 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
20.	Before submitting the bids 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 labour. 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
21.	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 i.e., 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 without any additional cost.
22.	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.
23.	If any Bidders 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 securing declaration.
24.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
25.	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.
26.	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.
27.	Director, INCOIS reserves the right to cancel the tender at any stage due to any technical /administrative reasons. The bidder shall not have any claim under whatsoever reasons.
28.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such Bidders ineligible.
29.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and Bidders shall not have any claim whatsoever on this account.
30.	In case of any unresolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone. The arbitration process shall commence within 30days of a dispute notice, and the decision of the Arbitrator(s) shall be final and binding on both the parties.

7. **Clarifications:-** If firms require clarifications on certain points in this Document may be submitted (via e-mail) on or before 1500 Hrs of September 23, 2025. Note: Firms may submit a consolidated query only once. e-mail: manyam@incois.gov.in. E-mail subject should be mentioned as "Queries Selection of Event Management Agency for conducting of various conferences/ symposiums at INCOIS, Hyderabad."

8. **Pre-Bid conference:** INCOIS has made every effort to bring out the requirements to facilitate the Firms to

make their proposals. However, keeping in view that Firms may have clarifications on certain points in this Document before submitting their Proposal, a Pre-bid meeting will be held at INCOIS, Hyderabad on September 26, 2025 at 11 00 hrs. During the pre-bid meet, a brief presentation will be done by INCOIS on the Bid requirements. All the clarifications will be consolidated and clarified to the vendors during the pre-bid meet and addendum/corrigendum will be added in the tender INCOIS Web site and GeM Portal (if required only). Vendor will be given another reasonable sufficient time to submit their technical and financial quote.

- 1) Division Head, ESA
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 6024
Fax No.: 040-23895001 / 23892910
e-mail: nag@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 engagement of service provider for "Selection of an Event Management Agency (EMA)"

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

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

BID-SECURING DECLARATION FORM

Bid No. INCOIS: PUR:57/2025 date 12.09.2025; Selection of an Event Management Agency (EMA)

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/Authorised 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)

[On the letterhead of the Bidder]
CERTIFICATE FOR THE SITE INSPECTION

GeM Bid No. dt.....

Tender Title : Selection of Event Management Agency for conducting of various conference/ symposium at INCOIS, Hyderabad

I / We (M/s. _____) have certified that we have visited the site (Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar Hyderabad - 500 090) on _____ and assessed the nature and amount of work involved before submitting our offer.

We hereby confirm that, after having read and fully understood the Tender Document No. dated issued by the Institute, and having assessed the site conditions, we undertake as follows:

- We agree to and shall abide by all the terms and conditions prescribed in the said tender document.
- We shall complete the works within the stipulated time frame.
- We shall execute the works in accordance with the prevailing site conditions.

Authorized Signatory of the contractor (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

INCOIS official Signature: _____

Name & title of signatory: _____

***NOTE: Considering the complexity of the tender, bidders are required to undertake a mandatory site visit prior to submission of their bid. Bidder must visit along with Certificate for the site Inspection (as per Annexure 2) printed on their letter head. The duly signed and stamped certificate shall serve as proof of site visit and must be uploaded along with the bid. This requirement is to ensure better understanding and familiarity with the scope of work involved.**