

राष्ट्रीय अंटार्कटिक एवं
समुद्री अनुसंधान केन्द्र
पृथ्वी विज्ञान मंत्रालय
भारत सरकार
हेड लैण्ड सडा, वास्को डा गामा
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR
ANTARCTIC & OCEAN RESEARCH**

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PROCUREMENT SECTION

INDIGENOUS ENQUIRY

Ref. No.: AES-11242

Date: 02.07.2014

Due Date: 24.07.2014

Dear Sirs,

We require the following items for XXXIV - Indian Antarctic Expedition. Manufacturers, dealers, distributors/authorized agents are requested to quote for the following items as per the terms and conditions mentioned below and in Annexure II.

Sr. No	Description	Qty
1	Stationery items (As per Annexure-I)	(As per Annexure-I)

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery Schedules.
4. Terms of Price.
5. Mode of Despatch.
6. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
7. Indicate if Excise Duty included or extra and Rate/Not Applicable.
8. Guarantee / Warrantee:
9. Please specify Brand/Make Model of the items:

NOTE: Please enclose a copy of valid Authorized Dealership/Distributor Certificate obtained from OEM. Quotation received without valid authorization certificate will be rejected.

Also confirm that "the rates quoted by you are reasonable and lowest charged to any of your customer".

Please submit your quotation strictly as per the format given in Annexure-I.

Yours faithfully,

**Sd/-
Executive (Procurement)
For and on behalf of Director, NCAOR**

30	Fevicol Tubes (25 gms/ml tube)	50 Nos.								
31	Gum Tubes (50 ml tube)	25 Nos.								
32	Black Binder Clips 15mm	10 Dozen								
33	Black Binder Clips 19mm	10 Dozen								
34	Black Binder Clips 25mm	10 Dozen								
35	Push Pins Hexagon Shape (50 Pcs Pack)	10 Nos.								
36	Push Pins Damroo Shape (100 Pcs Pack)	10 Nos.								
37	Cover it correction pen Camlin	10 Nos								
38	Nataraj Handy Cutter	50 Nos								
39	Kangaroo Stapler HD 45	10 Nos								
40	Kangaroo Stapler HD 10D	25 Nos								
41	Kangaroo Punch DP 52	10 Nos								
42	A4 Glossy Sticker paper 80 GSM	10 (Reams of 100 Sts)								
43	Classmate Long Scale- 30cm (Broad)	30 Nos.								
44	Classmate Drawing Books-Sketch 420 x 297mm (40 pages book) (2000198)	36 Nos.								
45	Classmate Long Book Single Line, Design Plain Brown 172 Pages (2000330)	30 Nos.								
46	Classmate Regular Sharpener Jar (50 pcs per unit)	1 unit								
47	Classmate Long point Sharpener Jar (50 pcs per unit)	1 unit								
48	Classmate Big eraser	50 Nos								
49	Pencil HB (Apsara) (Box of 10)	50 Nos								
50	Pencil 2B (Apsara) (Box of 10)	30 Nos								
51	Pencil 4B (Apsara) (Box of 10)	20 Nos								
52	Pencil 2H (Apsara) (Box of 10)	10 Nos								
53	Pencil 4H (Apsara) (Box of 10)	10 Nos								
54	Stamp pad ink 100ml purple (Kores/Camlin)	3 Bottles								
55	Stamp pad ink 100ml Red (Kores/Camlin)	3 Bottles								
56	Staple Pin No 10 (Kores/Kanagroo)	50 Pkts								
57	Staple Pin No 24/6 (Kores/Kanagroo)	50 Pkts								
58	Highlighter Pen Set (set of 5 color) (Camlin)	90 Nos								
59	Permanent Marker Pen- BLACK	100 Nos								
60	Permanent Marker Pen- BLUE	100 Nos								
61	Permanent Marker Pen- RED	50 Nos								
62	Whiteboard Marker Pen BLUE	100 Nos								
63	Whiteboard Marker Pen RED	50 Nos								

64	Whiteboard Marker Pen GREEN	100 Nos								
65	Whiteboard Marker Pen BLACK	100 Nos								
66	Transparent Tape 48mm x 45 mtr	200 Nos								
67	Self Adhesive Notes 3" x 3" Yellow	50 Nos								
68	Self Adhesive Notes 3" x 5" Yellow	50 Nos								
69	Self Adhesive Notes 2 x 1.5 Yellow	50 Nos								
70	Glue Stick 25 gms (Fevistick/Kores)	50 Nos								
71	Glue Stick 15 gms (Fevistick/Kores)	50 Nos								
72	Transparency 100 gsm	100 Nos								
73	Longlife Stamped 90 x 159 (L) PURPLE	10 Nos								
74	Longlife Stamped 90 x 159 (L) RED	10 Nos								

NOTE: Recently manufactured products only will be accepted.

* Amount in column no. 11 to be mentioned multiplying the quantity with unit rate arrived at column no. 10 i.e. after discount and taxes if any (column 3 x column 10).

(RUPEES.....)

Signature:

Date:

Seal:

Note: 1. Please submit your rates for the items exactly as per the format by providing the necessary details in each column duly signed and sealed.

2. Quotations should preferably be typed and without any corrections and over writings.

PURCHASE ENQUIRY – GENERAL TERMS AND CONDITIONS

1. This quotation and any order resulting from this Enquiry shall be governed by Terms and Conditions mentioned in this enquiry.
2. Where counter terms and conditions of business have been offered by this supplier, we shall not be deemed to be governed by these unless our specific written/ acceptance there of has been given.
3. No conditions and terms notice of which has not been given by the Supplier while submitting quotation will be considered by us if put forward in subsequent correspondence.
4. Quotation : Quotation should be submitted in an envelope super scribed with Enquiry Number and Due Date and the same must reach our office on or before the Due Date by 17.30 hrs (IST). Quotations should preferably be typed and without any corrections and over writings.
5. Specifications : Materials should be offered strictly conforming to our specification. The deviation in specification if any should be clearly indicated by the supplier in his quotation. The supplier should also indicate make/type No. of the materials offered. Vague terms such as Best Indian, Best Indigenous. Imported Make should not be used.
6. The rate quoted against each should be in units stated in the Enquiry. Where quotations are in terms of units other than those specified, relationship between the two sets of units must be furnished.
7. Samples : Samples where asked for shall be submitted, free of all charges and should reach us before the Due Date of the Enquiry. Sample must be carefully packed and labelled clearly with enquiry No. & due date. We shall not be responsible in any way for the loss or damage of samples due to any reasons whatsoever. In the event of the non-acceptance of offer, supplier will have to remove the samples at his own expenses.
8. Terms of prices : Quotation should be submitted on F.O.R. Vasco or F.O.R. Destination price including transit Insurance. Preference will be given to such quotations. For quotations Ex-Works, Ex-godown/F.O.R. Despatching Station, the approximate packing, forwarding & freight should be indicated by the supplier. Quotations from Local Suppliers should be delivered at our stores.
9. Validity : The quotation should remain valid for a minimum period of 90 days from the Due Date of the Enquiry.
10. Sales Tax : NCAOR is not entitled to issue Form C or D. No Sales Tax or any other tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their quotation and same is legally leviable.
11. NCAOR is exempted from payment of Excise duty / Custom duty as per Government notification hence the rate should be split into Basic Cost and Excise Duty, if any.
12. Duties / Taxes : Approximate percentage to be charged should be clearly mentioned in the quotation.
13. Insurance : The supplier will be responsible for and should cover, the insurance for all transit risks if the terms of prices are F.O.R. Vasco or F.O.R. Destination unless otherwise stated specifically by the supplier in his quotation.
14. Delivery : Preference will be given to Ex-Stock offers Suppliers submitting quotation on forward delivery basis must indicate earliest firm delivery date by which the materials will be despatched by them from the date of receipt of order. Offer such as "Ex-stock Subject to prior Sale" or "Delivery at the earliest" may not be entertained.
15. Inspection : Material on its arrival at our site will be inspected by our Inspection Department and their decision in the matter will be considered final and binding on the Supplier.
16. Payment : Payment for accepted quantity will be made as agreed to while placing order. Discount, Rebate, if any, for early Payment should be clearly stated.
17. Director NCAOR reserves the right to reject any or all the offers received or to accept any offer wholly or in a part of order of a lesser quantity without assigning any reason. The tenders shall be bounded to execute such an order.
18. In case the supplier does not deliver the goods according to the delivery schedule, he will be liable to pay 0.5% of the value of the goods not delivered according to schedule, as liquidated damages for delay of week or party thereof subject to maximum 5% of the value of goods not delivered, without prejudice to the right of NCAOR
19. In case an order placed by the NCAOR based on the quotation submitted by the supplier is not executed by him, the NCAOR may buy the ordered goods from elsewhere and recover, the additional amount if may have to spend in procuring the stores plus 10% to cover the incidental expenses.
20. All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in Goa only.

Sd/-
Executive (Procurement)
For and on behalf of Director, NCAOR