



PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.:

AES-11366

Date:

10.09.2015

Due Date:

19.10.2015

Dear Sirs,

We require the following items for XXXV- Indian Antarctic Expedition. Well established Printers are requested to quote for the following items as per the terms and conditions mentioned below and in Annexure I.

SL. NO.	ITEM DESCRIPTION	QUANTITY
01.	A4 size Letterhead (Executive Bond 80 gsm, 25 pages pad)	500 Nos
02.	Envelopes 100 gsm paper 10" x 4.5" (German Alabaster or Shunshine paper)	5000 Nos
03.	Poly Vinyl Stickers ~120 gsm (Expedition Stickers)	5000 Nos
04.	Folders 170 gsm(German Alablaster or Sunshine papers)	200 Nos
05.	Poly Vinyl ~120 gsm Identification stickers (MAITRI)	1000 Nos
06.	Poly Vinyl ~120 gsm Identification (BHARATI)	1000 Nos
07.	Designing and draft preparation of above items with logo	1 Lump
	Concept layout of logo folder, Identification Stickers are enclosed	

PLEASE SUBMIT THE SAMPLE PAPER ALONG WITH THE QUOTE

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:

Yours faithfully,

Sd/-

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

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 thereof 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).
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



NCAOR

MAITRI

NCAOR

MAITRI

NCAOR

BHARATI

NCAOR

BHARATI



Name: _____

Organization: _____

Date: _____
GOA-MUMBAI-CAPETOWN-ANTARCTICA

Date: _____
ANTARCTICA-CAPETOWN-MUMBAI/GOA

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
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Ministry of Earth Sciences (MoES), Govt. of India
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XXXV INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA
National Centre for Antarctic And Ocean Research
Earth Systems Science Organisation (ESSO),
Ministry of Earth Sciences , Govt. of India



2007 INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA
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Earth System Science Organisation (ESSO),
Ministry of Earth, Space and Atomic Energy,
Government of India (GOI)
Heald Road, Versova, Goregaon,
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Envelop 9 "x 4 "



Folder Outer Draft Design



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Folder Inner Draft Design

