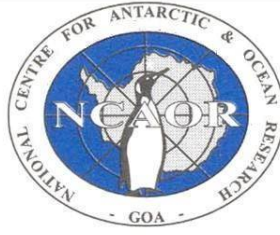


राष्ट्रीय अंटार्कटिक एवं  
समुद्री अनुसंधान केन्द्र  
पृथ्वी विज्ञान मंत्रालय  
भारत सरकार)  
हेड लैण्ड सडा, वास्को डा गामा  
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR  
ANTARCTIC & OCEAN RESEARCH**

Ministry of Earth Sciences  
Government of India)  
Headland Sada, Vasco da Gama  
Goa - 403 804 - INDIA

Tel/Fax No.: 0091 0832 2525573

Email:warlu62@ncaor.gov.in

**PROCUREMENT SECTION**

**INDIGENOUS ENQUIRY**

M/s.

Ref. No.:

**AES-11439**

Date:

**10.09.2016**

Due Date:

**27.09.2016**

**Dear Sirs,**

We require the following items for XXXVI - Indian Antarctic Expedition. Manufacturers, dealers, Bonafide vendors, distributors/authorized agents are requested to send offer 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. Terms of Payment.
7. Taxes/VAT applicable with Full Rate/Percentage. ('C' / 'D' form not available)  
Copy of Registration certificate for sales tax, VAT and PAN card.
8. Indicate if Excise Duty included or extra and Rate/Not Applicable.
9. Guarantee / Warrantee:
10. Please specify Brand/Make Model of the items:

**NOTE: Please enclose a copy of valid registration certificate of the firm, copy of Authorized Dealer, Agent, stockist.**

**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





	Transparent Tape 40mm x 48 mtr									
67	Bopp packing Tape Tan 48mm x 50mtrs	200 Nos	Scotch							
68	Self Adhesive Notes 3" x 3" Yellow	25 Nos								
69	Self Adhesive Notes 3" x 5" Yellow	25 Nos								
70	Self Adhesive Notes 2 x 1.5 Yellow	25 Nos								
71	Glue Stick 25 gms	25 Nos	Fevistick/ Kores							
72	Glue Stick 15 gms	25 Nos	Fevistick/ Kores							
73	Transparency 100 gsm	100 Nos								
74	Longlife Stamped 90 x 159 (L) PURPLE	05 Nos								
75	Longlife Stamped 90 x 159 (L) RED	05 Nos								

**Freight Charges if any**

**Grand Total**

**AES-11313**

1	Self Adh. Transparent Tape 1", 12mm x 9mtr	50 Nos	Cello							
2	Dispenser for Cello- tapes (1")	6 Nos								
11	Gel Pen Classmate Octane Blue	100 Nos								
12	Gel Pen Classmate Octane Black	50 Nos								
13	Gel Pen Classmate Octane Red	50 Nos								
15	Ball Pen Classmate B Speed Black	50 Nos.								
16	Ball Pen Classmate B Speed Red	50 Nos.								
20	Executive Bond paper 80 gms (BILT) (Reams 100 sheets)	20 Reams								
23	Stock Register (2 quire)	10 Nos								
48	Classmate Big eraser	50 Nos	Natraj/ Classmate							
49	Pencil HB (Box of 10)	50 Nos	Natraj/ Apsara							
50	Pencil 2B (Box of 10)	30 Nos	Apsara							
54	Stamp pad ink 100ml purple	2 Bottles	Kores/ Camlin							
67	Scotch Bopp packing Tape Tan 48mm x 50mtrs	200 Nos								

**Freight Charges if any**

**Grand Total**

**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