



PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.:

AES-11477

Date:

04.09.2017

Due Date:

26.09.2017

Dear Sirs,

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

Sr. No.	Description	Qty.
	Kitchen Cooking and Other Items	
1	COOKING UTENSILS Pigeon/ Prestige / Hawkins / Mosaic	As per Annexure -1
2	STORAGE CONTAINERS/TRAYS Farberware / Royals	As per Annexure -2
3	OTHER KITCHEN ITEMS Rena /Bulfyss / Noor / Dynamic store / OMADA / CUMI/ Milestone/ Krishnam steel / The Elephant Company /Remco/ Milton/ Electrolux /Kenwood /Jocular /Borosil	As per Annexure -3
4	DISPOSABLE ITEMS	As per Annexure -4

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:

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/-

Head (Procurement & Stores)
For and on behalf of Director, NCAOR

ANNEXURE- I

AES-11477

SR. NO.	NAME OF ITEM	QTY.	BRAND/ MAKE	UNIT OF MEASUREMENT	Unit RATE (₹)	DISCO-UNT	Unit rate after discount	TAXES /VAT	Unit rate after discount with taxes/VAT	AMOUNT (₹)
1	2	3	4	5	6	7	8	9	10	11*
COOKING UTENSILS										
1.1	Cast Iron pan, 8" Aluminium	1No.								
1.7	Iron Kadai, 28 x 23 x 11 cms Brand: Mosaic	1 No.								
Freight charges if any										
Grand Total										

* 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.

ANNEXURE- II
AES-11477

SR. NO.	NAME OF ITEM	QTY.	BRAND/ MAKE	UNIT OF MEASUREMENT	Unit RATE (₹)	DISCOUNT	Unit rate after discount	TAXES /VAT	Unit rate after discount with taxes/VAT	AMOUNT (₹)
1	2	3	4	5	6	7	8	9	10	11*
	STORAGE CONTAINERS/TRAYS									
2.1	GN PAN 1/1 with lid, 530x325x200 mm, Stainless steel	4 Nos.								
2.2	GN PAN 1/1 with lid, 530x325x150 mm, Stainless Steel	2 Nos.								
2.3	GN PAN 2/1 with lid, 650x530x150 mm, Stainless Steel	3 Nos.								
2.4	GN PAN 1/2 with lid, 325 × 265x150 mm, Stainless Steel	4 Nos.								
2.5	GN PAN 1/2 with lid (perforated), 325 × 265x100 mm, Stainless Steel	2 Nos.								
2.6	GN PAN 1/1 with lid (Perforated), 530x325x100 mm, Stainless Steel	2 Nos.								
2.7	Muffin tray, Farberware Nonstick Bakeware 12-Cup Mini Muffin Pan, 30.7 x 20.1 x 2.3 cm ; 386 g Brand: Farberware	2 Nos.								
2.8	Muffin mould, ROYALS SILICONE ROUND MUFFIN MOULD 6pc, 6.5 x 6.5 x 3.5 cm ; 68 g Brand: Royals	1 No.								
									Freight charges if any	
									Grand Total	

* 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.

	Company									
3.19	Weighing Scale (Kitchen), Dimensions: (9.65x 6.7 x1.38)in/ (24.5 x 17 x 3.5)cm , Power : 1.5 V X 2 AA Battery (Included), Min weight: 1g/ 0.0353oz. Max weight: 10kg Brand: Bulfyys /Remco	1 No.								
3.20	Plastic storage bags, 5 kg vacuum sealed packing	50 Nos.								
3.21	Squeeze bottles , 500ml, Plastic	5 Nos.								
3.23	Bain marie, 1200w, 3 x 1/3 x 150mm deep Gastro Pans & Lids Included, 13 amp plug attached, wet heat machine. Easy clean and operation. 5.7 ltr per pot, 57 X 35 X 27 cms, Full Stainless Steel, CE Certification/1 Year warranty Brand: Electrolux	1 No.								
3.24	Bread maker, Kenwood BM450 780-Watt Bread Maker, Aluminium Brand: Kenwood	1 No.								
3.25	Rumali roti tava	2 Nos.								
3.26	Brass / Copper Degchi 10-15 Lts	2 Nos.								
3.27	Brass Kadai, 10 lts	2 Nos.								
3.28	Brass Kadai, 5lts	1 Nos.								
3.29	Silver Kadai, 10kg	1 Nos.								
3.33	Tea cups, Marble finish tabla shape tea cups. 120 - 150 MI, ceramic Brand: Jocular	100 Nos.								
3.36	Decanter , Capacity - 5 litres , Fancy, Glass	3 Nos.								
3.40	Roti Jali Roast grill 20cms	5 Nos.								
3.42	Gas stove top Regulator with Pipe	2 Nos.								
3.43	Masala Box, 500 grms each pot	2 Nos.								
3.48	Gujiya maker	10 Nos.								
3.49	Microwave dish , Square Dish with Lid and Storage 3-Pieces (500ml, 800ml, 1.6ltr) Set , borosilicate glass, temperatures upto 300 deg centigrade, microwave, oven, fridge, freezer and dishwasher safe Brand: Borosil	1 No.								
										Freight charges if any
										Grand Total

* 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.

ANNEXURE- IV
AES-11477

SR. NO.	NAME OF ITEM	QTY.	BRAND/ MAKE	UNIT OF MEASUREMENT	Unit RATE (₹)	DISCO-UNT	Unit rate after discount	TAXES /VAT	Unit rate after discount with taxes/VAT	AMOUNT (₹)
1	2	3	4	5	6	7	8	9	10	11*
	DISPOSABLE ITEMS									
4.1	Disposable Ripple wall Coffee and tea cup, 12 ounces or 350 ml (Kraft /White)	500								
4.2	Disposable Ripple wall Coffee and tea cup, 4 ounces or 110 ml (Kraft /White)	1000								
4.3	Disposable Silver coated hand paper plate 9"	1000								
4.4	Disposable Silver coated hand paper plate 10"	1000								
4.5	Disposable spoon 6"	500								
	Freight charges if any									
	Grand Total									

* 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 a sealed envelope super scribed with Enquiry Number and Due Date and the same must reach our office on or before the Due Date. 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 labeled 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. Dispatching 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 issued 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 dispatched 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/-

Head (Procurement & Stores)
For and on behalf of Director, NCAOR