

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



**NATIONAL CENTRE FOR  
ANTARCTIC & OCEAN RESEARCH**

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**PROCUREMENT SECTION**

**INDIGENOUS ENQUIRY**

M/s.

Ref. No.: AES-11489/1

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 Annexure IV.

SL. NO.	ITEM DESCRIPTION	QUANTITY
	Printers, Consumables & Accessories	
01.	Printers (Specification As per annexure I)	As per annexure I
02.	Consumables (Specification As per annexure II)	(As per annexure II)
03.	Computer Accessories (Specification As per annexure III)	(As per annexure III)

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 applicable with Full Rate/Percentage. ('C' / 'D' form not available) Copy of Registration certificate for GST 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 Authorized Dealership/Distributor Certificate obtained from OEM.

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

Director, NCAOR reserves the right to reject any quotation received without assigning any reasons

Please submit your quotation strictly as per the format given in Annexures.

Yours faithfully,  
Sd/-  
Head (Procurement & Stores)  
For and on behalf of Director, NCAOR

ANNEXURE- I  
AES-11489

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*
	<b>Printers</b>									
1	HP officejet Pro8710 Printer; print copy scan fax wireless color printer, Auto duplex printing, Letter-size flatbed, mobile printing, Instant Ink Ready Brand: HP	5 Nos								
									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.



	Brand: HP									
10	HP Ink Cartridge Black 970 for HP officejet Pro X476 MFP Brand: HP	2 Nos								
11	HP Ink Cartridge Cyan 971 for HP officejet Pro X476 MFP Brand: HP	2 Nos								
12	HP Ink Cartridge Magenta 971 for HP officejet Pro X476 MFP Brand: HP	2 Nos								
13	HP Ink Cartridge Yellow 971 for HP officejet Pro X476 MFP Brand: HP	2 Nos								
14	Toner for Escocys printer (Fill the ink base) for ECOSYS FS 2020D Printer (IMS)	1 No								
15	Black toner cartridge for the Xerox work centre 5745; Mfr Part No:Xerox 6R1046,006R01046 Brand: XEROX	2 Nos								
16	Black Standard Capacity Print Cartridge, WorkCentre 3315; Part No: 106R02309 Brand: XEROX	4 Nos								
									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.



	1080p with Mini USB Power									
11	HDMI Extender; Part No. GA-60mHDMIExtender, Gadgets Accessories HDMI Extender Repeater Transmitter/Sender + Receiver over Cat5/Cat 6 Up to 60 Meters (60M Extender Over Single CAT Cable) with 5V 2A Power Adapter for TV Projector	4 Nos								
12	HDMI Cable 2Mtrs & 3Mts; For LED TV to Blu-ray player	4 Nos								
13	VGA Cable; Both Side Male Connector	4 Nos								
14	30m HDMI Converter for 1080P Via Cat5e/6 Cable (HDMI30M); Model No: HMDI30M, Support: 1080P Display, for: Cat5e/6 Cable, Specification: CE, HS Code: 8501109101 Support HDMI source HD-DVD, PS3, STB, Connection transmitter and receiver, Support HDMI display HD-LCD, HD-DLP	2 Nos								
15	1080P HDMI Male to VGA Female Video Converter Adapter Cable for PC DVD HDTV	4 Nos								
16	1080P Audio VGA to HDMI HD HDTV Video Converter Box Adapter for PC Laptop DVD US Plug	4 Nos								
										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 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). 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/-  
Head (Procurement & Stores)  
For and on behalf of Director, NCAOR