

Tel/Fax No.: 0091 0832 2525573
Email: procurement@ncaor.gov.in

(Procurement Section)

Advertise Tender

M/s.

Ref. No.:

AES-11509

Date:

12.06.2018

Due Date:

09.07.2018

Dear Sir,

We require the following items for XXXVIII Indian Antarctic Expedition. You are requested to send your offer in your official letter head (to be quoted in the price bid format as at Annexure-I on F.O.R NCAOR, Vasco-Da-Gama basis for the following items as per the terms and conditions mentioned in Annexure-II.

SR. NO.	ITEM DESCRIPTION	QUANTITY
01	Stationery Items (only below mentioned Brands): Solo, Staples, Claro, Natraj, Camlin, Classmate, Luxor, Renata, Novajet, Scotch, Kores, Faber Castell, Raynolds, Cello, Rotomac, kangaro, Apsara, Linc, Fevistick, Fevikwik, Energizer, Duracell, Casio	As per Annexure-I

Your offer should contain the following information:

1. Terms of Price: To be quoted as per price bid format at Annexure -I.
2. Validity period of quotation: 90 days from due date.
3. Delivery within 30 days, please indicate delivery date.
4. Mode of Dispatch: Door delivery to NCAOR, Vasco-Da-Gama, Goa.
5. Bidders shall submit EMD either by DD/BG drawn in favor of NCAOR, for a sum of Rs. 17,050/- (Seventeen Thousand Fifty Only) payable at Vasco-da-Gama, Goa only. Bids received without EMD will be rejected.
6. 'C' / 'D' form is not available; Copy of Registration certificate for GST and PAN card to be provided.
7. Specify Brand/Make Model of the quoted item.

Yours faithfully,

Sd/-

**Joint Manager (Procurement & Stores)
For and on behalf of Director, NCAOR**

Enquiry No.: _____

ANNEXURE I**PRICE BID FORMAT**

- To be quoted in the following format only on F.O.R, NCAOR, Vasco Da Gama, Goa Basis.
- No optional item to be quoted and It is not turnkey based.

1)

Sr No	Item Description & Specifications	Specify Brand/ Make	Quantity/ Unit	Unit rate Quoted in INR (after offering maximum discount)	Total (Col.1x Col.2)	GST Amount & % applied	Total Quoted Amount in INR (should not be more than MRP) (Col.3 + Col.4)
	Stationery Items for Maitri Station		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Executive Note Books (NB505)		20 Nos				
2	Staples Wiro Notebook A4 Size(pack of 4)		15 Nos				
3	Staples Wiro Executive B5 Size Notebook		30 Nos				
4	Small Dairies (~14 X9.5 cm)		50 Nos				
5	Paper Cutter with safety lock (big)		50 Nos				
6	Cutter Blades Spare small (set of 10 pcs)		6 Pack				
7	Gorilla Scissors		10 Nos				
8	Staples Magnetic Board Duster(Large)		5 Nos				
9	White Board Clean Shine Liquid		12 Nos				
10	Home &Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 1"		5 Bundles				
11	Home &Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 3"		5 Bundles				
12	Tape Dispenser (2")		3 Nos				
13	Scotch Magic Tape with dispenser (3")		10 Nos				
14	Scotch Magic Tape without dispenser (3")		10 Nos				
15	Transparent Tapes Big 3"		24 Nos				
16	Transparent Tapes Small (1")		25 Nos				
17	Staples 3" Brown Tapes 50 meter (pack of 4)		24 Nos				
18	Staples 2" Brown Tapes 50 meter(pack of 6)		24 Nos				
19	Aluminium Foil Tape (TOLEXO) 72MM		72 Nos				
20	Electrical Insulation self		12 Nos				

	Adhesive tapes; 1 inch width, ~9 M						
21	Highlighter (set of 5 colour)		5 Pack				
22	Permanent Markers (Blue, Red, Black)		12 Nos				
23	Correction Pens		10 Nos				
24	Solo White Board Marker Pens(pack of 4)		30 Nos				
25	Ball Pen Red, Blue Black and Green (20 each colour)		80 Nos				
26	Gel Pens -Free Flo (Blue/Black/Red) (20 nos each colour)		60 Nos				
27	Apsara 4B Pencils (Set of 10)		10 Box				
28	Linc Long Sharpener		1 Box				
29	Sharpener		60 Nos				
30	X-Acto Model KS-Table or Wall Mount Pencil Sharpener(1031)		5 Nos				
31	Eraser (Non dust)		1 Pack				
32	Scales Plastic (30 cm)		1 Box				
33	Scales steel (30 cm) (set of 10)		1 Box				
34	Fevistick Glue (15gm)		24 Nos				
35	Fevikwik (1gm)		24 Nos				
36	Energizer MAX Alkaline Battery E92BP8 AAA(PACK OF 8)		10 Nos				
37	Duracell 9v Square cells		30 Pack				
38	Duracell 1.5v Big Round cells		30 Pack				
39	Duracell AAA/2		170 Nos				
40	Duracell AA Cells		320 Nos				
41	Duracell 9v Square cells for Multimeter		24 Nos				
42	Duracell 12v Battery Cells		24 Nos				
43	Binder Clips 19mm		4 Box				
44	Binder Clips 15mm		2 Box				
45	Thread Strong		24 Bundle				
46	Machantosh for Dinner Table		12 Nos				
47	Folder Files		24 Nos				
48	A4 Paper (75 GSm, 500Sheet)		10 Nos				
49	Poster Colours (15 ml, 12 shades)		5 Box				
50	Food grade Cling film (min 30 mts roll)		100 Nos				
51	Scientific Calculators (FX 991ES)		5 Nos				
52	Calenders, 2018		30 Nos				
53	Handicrafted Door Torans for each room and station doors		30 Nos				
54	Solo Document Cases		60 Nos				
55	Solo Sheet Protectors		60 Nos				
56	Solo Ring Binders		30 Nos				
57	Solo Certificate Files (20 packets)		60 Nos				
Grand Total							
Total amount inclusive of GST in words: _____							

2)

Sr. No.	Item Description & Specifications	Specify Brand/ Make	Quantity /Unit	Unit rate Quoted in INR (after offering maximum discount)	Total (Col.1x Col.2)	GST Amount & % applied	Total Quoted Amount in INR (should not be more than MRP) (Col.3 + Col.4)
	Stationery Items for Bharati Station		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Premium Note Book (10.8cms x 14cms) A6		25 Nos				
2	Exam pad		12 Nos				
3	Classmate long note book		50 Nos				
4	Registers notebooks (~ 21 X 33 cm, ~125 pages)		10 Nos				
5	Visitor Book (good quality)		2 Nos				
6	Glossy Photo Paper (180 GSm, 20 sheet pack, A 4)		5 pack				
7	Matt finish Photo Paper (240GSm, 100 sheet, A4)		2 Nos				
8	Foodgrade Aluminium foil (18micron, 300mm, 9m)		50 Nos				
9	2B pencil (10 pcs each box)		10 Nos				
10	Black board Chalk (coloured, set of 10 box)		1 Nos				
11	Scale 12 cm (10 pcs each box)		1 Nos				
12	Steel Scale (30cm)		24 Nos				
13	Correction pen		10 Nos				
14	Heavy Duty paper Cutter (big)		10 Nos				
15	Energizer rechargeable extreme AA battery 1.5V		20 Nos				
16	3V lithium Cell (RENATA CR 2450N)		10 Nos				
17	Chargeable Ni MH Battery 400mAh,AAA size		10 Nos				
18	Battery Charger for AAA battery (4 slot)		2 Nos				
19	Battery Charger for AA battery (4 slot)		2 Nos				
20	Alkaline Button Battery Set		2 Nos				
21	Permanent Marker Pen (Blue, Black, Red)		20 Nos				
22	Eraser (non dust)		30 Nos				
23	Paper Clip 26mm (box)		5 Nos				
24	Novajet A4 label self adhesive (100 sheet)		1 Nos				
25	Brown Packing tape (2 inch , 65 m)		20 Nos				

26	Packing Tape Transparent 2" (good quality, pack of 10)		100 Nos				
27	Tape dispenser for packing tape (4 inch)		2 Nos				
28	Tape dispenser for small and medium tape		5 Nos				
29	Round brush set		5 Nos				
30	Kangaro Staple Tacker with pin (TS-2313A)		2 Nos				
31	Kores Sticking Notes (50 X 50 mm)		100 Nos				
32	Sheet protector SP401		100 Nos				
33	SOLO Document Envelope CH117		20 Nos				
34	SOLO Premium NoteBOOK NB505		300 Nos				
35	SOLO RF 102 Report File		500 Nos				
36	Solo CH 107 plastic folder with thread/ button		400 Nos				
37	Solo Secure campanion		200 Nos				
38	Solo EF886 folder		200 Nos				
39	Solo Diaries NA633		200 Nos				
40	Solo Lever Arch file LA 512		200 Nos				
41	Laser Pointer		4 Nos				
42	White Board Clean Shine Liquid		12 Nos				
Grand Total							
Total amount inclusive of GST in words: _____							

3)

Sr. No.	Item Description & Specifications	Specify Brand/ Make	Quantity /Unit	Unit rate Quoted in INR (after offering maximum discount)	Total (Col.1x Col.2)	GST Amount & % applied	Total Quoted Amount in INR (should not be more than MRP) (Col.3 + Col.4)
	Stationery Items for Expedition Members at NCAOR		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Card Case with neck strip, B4 size		300 Nos				
2	Roller Gel pen, Blue colour. Approx 0.7 mm tip		300 Nos				
3	Multi Functional Folder, A4; Six section expanding pocket with tabs on inside cover. Additional net pocket with zip closure for keeping like CD passport etc.		300				

	30 pages Writing pad included. Pockets for business cards & pens. Special matte texture for elegant look & feel.						
4	Sticker Paper , A4; Self-Adhesive Sticker Label, Matte Surface Paper for Inkjet and Laser Printer, White colour		300 Sheet				
5	Ivory sheet, 180 GSM, White Colour, A4 size		600 Sheet				
6	3 Subject Note Book-A6 size , ~ 240 pages Paper Size 105x148mm 3 divided sections Multi Index cut Line Ruled		300				
Grand Total							
Total amount inclusive of GST in words: _____							

- **GSTN:** _____

1. Validity: 90 days from the due date of tender.

2. Delivery on or before: _____

- **I/We accept all the terms & conditions of the enquiry and in case of award of purchase order we will supply goods as above.**

Signature:

Designation:

Bidders Name with address & Seal:

Phone No.:

Email Address:

Date:

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER/ENQUIRY

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) invites quotation/sealed tender from the reputed firms for the **“SUPPLY OF STATIONERY ITEMS”**.
- 2) The tender should be submitted in sealed covers, super scribing tender for **“SUPPLY OF STATIONERY ITEMS”** addressed to the Director, National Centre for Antarctic and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa-403 804. (only for tenders).
- 3) a) Overwriting and corrections should be attested properly. The bid/quotation should be complete in all respects and should be duly signed. **Incomplete and unsigned bids/quotation will not be considered.**

b) **The tenderer/supplier should quote the price in the price bid format as at Annexure I only.** (if it is tender of two bid system then price bid in the price bid format only should be submitted in separate sealed cover with indicating tender number & bidder name on the cover) Any alteration /modification to the price bid format shall liable for rejection of Bid/quotation.
- 4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
- 5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation/tender.

The Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply along with Contact person Telephone No, Fax No, and e mail address of Purchaser. The Bidder should enclose copies of Purchase Orders of recent similar supplies to the other customer.
- 6) Quotation should be **valid for a period of 90 days** from the date of tender opening/date of enquiry due date and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part their of up to maximum of 5%.
- 7) The **warranty period** and the kind of **post-warranty support** should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract.

8) Bidders shall submit EMD either by DD drawn in favour of NCAOR, on any nationalized bank for a sum of Rs. 17,050/- (Rupees Seventeen Thousand Fifty only) payable at Vasco-da-Gama or in the form of a bank guarantee for a sum Rs. 17,050/- (Rupees Seventeen Thousand Fifty only) from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing tender as per the proforma enclosed. The Original DD/BG towards EMD should reach NCAOR within the bid submission date and time for the tender.

Bids received without EMD will be rejected.

The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract.

The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.

9) Please **specify the Make/Brand quoted with full details** and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.

10) The Purchaser requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution:

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;

“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of purchaser, designed to establish bid prices at artificial, noncompetitive levels; and

“coercive practice: means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; The Decision of Director, NCAOR shall be final and binding.

11) NCAOR is not entitled to issue form “**C/D**”. No Taxes shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.

12) To avail duty concessions **Custom Duty** as per Govt. notification 51/96, NCAOR will provide exemption certificates.

13) **Bid/quotation should contain** all details and specifications, delivery schedule, Warranty, Installation,, Post Warranty, payment term, user-list, details of the price(s) of the item(s). **Any conditional bid/quote shall be rejected.**

14) The Prices shall be quoted in Indian Rupees for offers received within India for Goods manufactured in India: However tender/Quotation should contain item-wise prices including total GST, Charges for Inland Transportation, Insurance and other local services required for the delivering the goods **on F.O.R NCAOR GOA.**

15) All quotes in Foreign Currency should be quoted **CIP/CIF basis upto NCAOR.** However tender should contain item-wise prices including total FOB price, overall weight & dimensions of the equipment/item and cost of packing forwarding etc. b) **If the bidder to be quoted in Foreign Currency other than CIP/CIF Goa for any reason** then only customs duty after availing duty concessions as per Govt. notification 51/96 will be reimbursed by NCAOR against submission of paid original Bill of Entry to its nominated party in INR against their bill/debit note and all the other cost involved (viz clearance, insurance, transport etc.) to deliver upto FOR NCAOR, GOA will be on bidder/supplier account & to be quoted accordingly.

16) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer. (only for Tender)

17) A technical Committee constituted by the Director will assess the product supplied/ for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

18) **The submission of tender/Quotation** shall be deemed to be an admission on the part of the tenderer/supplier, had fully acquainted with the specifications, etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

19) **Acceptance of this tender/Quotation** form and submission of the quote within the stipulated time would be treated as:

a) The tenderer/supplier has understood all requirements as described in our Tender/Enquiry document.

b) Acceptance to provide/establish all the facilities mentioned in our tender/Enquiry without any price escalation, if the tenderer/supplier finds it necessary to add any hardware or software or any other materials during implementation.

c) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.

20) NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.

21) Installation charges (wherever applicable) should be clearly indicated & to be quoted in price bid only.

22) NCAOR will not be responsible for any postal delays.

23) Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender/Enquiry Invitation.

24) Tenders/Quotations from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders/Quotations that do not comply with the above criteria and other terms & conditions are liable for rejection.

25) The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

26) All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in Goa only.

27) No optional items to be quoted.

28) If the bidder prefer to quote on **High Sea Sales basis** on supply of foreign manufactured goods should quote in **INR inclusive of all cost delivery upto CIP/CIF NCAOR basis. No GST amount will be reimbursed by NCAOR. NCAOR shall provide only the High Sea Sales agreement as per NCAOR format &** customs duty exemption certificate as per Govt. notification 51/96 as applicable to High Sea Sales.

29) **Payment Terms: No advance payment** will be made.

A) For Indian currency quote: Payment will be made only after submission of PBG (wherever applicable)

1) Payment for INR quotes shall be made within 30 days from the date of receipt & acceptance of the Equipment/item as ordered and completion of Installation (wherever applicable) against submission of original signed invoice in triplicate.

B) For Foreign Currency Quote: i) Payment will be made in foreign currency to Foreign Original Equipment Manufacturer (OEM)/foreign supplier only. ii) Payment will be made only after submission of PBG (wherever applicable)

a) More beneficial & economical payment method for supplier as well as NCAOR would be through Bank Wire Transfer against delivery of the goods as per order & submission of PBG on submission of following proof of dispatch documents:

- 1) Signed Bill of Lading /Airway Bill
- 2) Packing List
- 3) Certificate of Origin
- 4) Insurance Certificate
- 5) Signed Invoice

b) Payment shall be made within 30 days from the date of receipt & acceptance of the Equipment/item as ordered and completion of Installation (wherever applicable) & on submission of PBG (wherever applicable) against submission of original signed invoice in triplicate.

c) By Letter of Credit (LC) as per NCAOR L/C format only (enclosed as Annexure IV) will be opened only after receipt of order acceptance and submission of PBG (wherever applicable)

d) Bidder should mention the preferred payment option for **foreign currency quote** out of above a,b & c in the techno-commercial bid document.

30) Card rate of bills selling rate as advised by SBI, Commercial Branch, Vasco-da-gama, Goa will be applied as on opening date of the Techno-Commercial bid for all conversion of foreign currency to INR wherever applicable.

31) For foreign supplies quoted in foreign currency, the Purchase Order(PO)/contract/agreement will be placed/entered to/with OEM/foreign supplier only, if need the PO may be routed through their Indian authorised bidder/authorised dealer/agent etc.

32) If Indian authorised bidder/ authorised dealer/agent etc. would like to quote partial supplies in INR then may quote under INR column of the Price bid format and should indicate supplier details from India provided all the responsibilities for such supplies etc. would be rest with original bidder/OEM supplier/main foreign bidder/supplier only. Undertaking to that effect should be provided in the techno-commercial bid.

33) All bank charges within India will be borne by NCAOR, Goa and outside India will be borne by beneficiary for the foreign payments.

TENDER ACCEPTANCE UNDERTAKING

To

The Director,
NCAOR, Headland Sada,
Vasco – Goa.

Having examined the tender document for **“SUPPLY OF STATIONERY ITEMS”** we the undersigned hereby offer to supply the items in conformity with all specifications and conditions set out in the tender document and price as quoted in the price bid.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

(Signature of Bidder)

Name :

Designation :

Seal

BANK GUARANTEE FORMAT FOR FURNISHING EMD

To

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Whereas _____

(Hereinafter called the “tenderer”

has submitted their offer dated _____

for the supply of _____

(Herein after called the “tender”

WE _____ of having our registered office

At _____ are bound unto the NATIONAL

(Hereinafter called the Bank)

CENTRE FOR ANTARCTIC & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. Of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCAOR which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of _____ for which payment will and truly to be made to. NCAOR, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ day of _____ 2018.

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by NCAOR during the period of its validity.
 - 2.a) If the tenderer fails to furnish the Performance security for the due performance of the contract.
 - 2.b) Fails or refuses to execute the contract

We undertake to pay NCAOR up to the above amount upon receipt of its first written demand, without NCAOR having to substantiate its demand, provided that in its demand the NCAOR will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee is valid until the _____ day of _____ 2018.

Signature of the bank