



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

(Procurement Section)

**Advertise Tender**

M/s.

Ref. No.:

AES-11511

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	Tissue Rolls and Tissue Papers (Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)	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. 8600/- (Eight Thousand Six Hundred 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.

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

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

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.

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)
	<b>Tissue Rolls and Tissue Papers</b>		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Tissue Rolls, 2 Ply, Soft, Absorbant, ~10 cms X 40 mts <b>(Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)</b>		3500 Rolls				
2	Super Delux Tissue Papers, Soft, Absorbant, Size ~30 x 30 cms, (100 sheet pkt) <b>(Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)</b>		2500 Pkt (100)				
3	Premium Tissue paper. 100 Pulls-2 Ply, Sheet size ~200 X 200 cm <b>(Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)</b>		2000 box				
4	Kitchen Tissue Rolls, 2 Ply, soft, Absorbant <b>(Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)</b>		1000 Rolls				
5	C-fold Sheets Sheet Size ~300mm X 200mm (150 sheet pkt) <b>(Brand: Abania/Jobania/Lotus/Wintex/ GreenLime/National)</b>		1000 Pkt				
<b>Grand Total</b>							
<b>Total amount inclusive of GST in words: _____</b>							

- 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:**

**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 single bid 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. **NCAOR is not entitled to issued Form C or D.** No Taxes 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 Custom duty as per Government notification.**
12. **Duties / Taxes:** Percentage charged should be clearly mentioned in the price bid.
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 within 30 days after receipt & acceptance of ordered material against submission of original invoice. 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.
21. Bidders shall submit **EMD** along with their tender, either By DD drawn in favor of NCAOR, for a sum of **8,600/- (Rupees Eight Thousand and Six hundred only)** payable at Vasco-da-Gama only or in the form of a bank guarantee for a sum of **8,600/- (Rupees Eight Thousand and Six hundred only)** from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing of the tender as per the proforma enclosed (Annexure III). This bank Guarantee in original shall be submitted along with the bid only. Tender without EMD in the envelope containing bid shall be summarily 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 bidder withdraws or amends, impairs or derogates from the tender if any respect within the period of validity of his tender.
22. The bid will be opened at NCAOR, Goa on 10-07-2018 in presence of tenderer or his representative if any.
23. NCAOR will not be responsible for any postal delays.

Sd/-

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

**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**