



राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केन्द्र

पृथ्वी प्रणाली विज्ञान संगठन
पृथ्वी विज्ञान मंत्रालय (भारत सरकार)

हेडलैण्ड सडा, वास्को-डा-गामा, गोवा-४०३ ८०४, भारत



NATIONAL CENTRE FOR POLAR OCEAN RESEARCH

Earth System Science Organisation

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

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PROCUREMENT SECTION

INDIGENOUS ENQUIRY

Enquiry No.: AES-11754

Date: 04.11.2020

Due Date: 11.11.2020.

M/s.

Dear Sir,

We require the following items for XL - 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 II.

SL. NO.	ITEM DESCRIPTION	QUANTITY
01.	Food Items. (Coffee, Milk & Ghee) (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: Material required at NCPOR latest by 30.11.2020. Please confirm.
4. Terms of Price: _____
5. Mode of Despatch: _____
6. Terms of Payment : _____
7. Taxes/GST applicable with Full Rate/Percentage. ('C' / 'D' form not available) Copy of Registration certificate for sales tax, GST and PAN card.
8. 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/-

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

PRICE BID FORMAT

To be quoted in the following format only on F.O.R, NCPOR, Vasco Da Gama, Goa Basis.

Sr. No.	Item Description	Qty.	Unit Of Measurement	Brand/ Make	MRP	Unit Rate	Unit Rate after Discount	GST	Unit Rate after Discount with GST	Amount in INR
1	2	3	4	5	6	7	8	9	10	11
All food items should be the high quality standards and natural, no artificial color, preservatives and polishing. Item should have applicable FSSAI or/and AGMARK food standards. Packing should be preferable Nitrogen flushing and quality packing. No local packing is acceptable.										
Food Items. (Coffee, Milk & Ghee)										
1	NESCAFÉ CLASSIC (100 gms Btl)	100	No							
2	NESCAFÉ Gold (200 gms Btl)	150	No							
3	NESCAFÉ CAPPUCCINO (8X 15gms sachets Pkt)	250	Pkt							
4	Condensed Milk (400 gms Tin)	150	kg							
5	Desi Ghee (1 Ltr Tin/Jar)	600	Litres							
									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).

Signature:

Bidders Name with address & Seal:

Phone No.:

Email Address:

Date:

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 only in given price bid format (Annexure I)** in a 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: NCPOR 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. **NCPOR 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 NCPOR 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 NCPOR
19. In case an order placed by the NCPOR based on the quotation submitted by the supplier is not executed by him, the NCPOR 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, NCPOR**