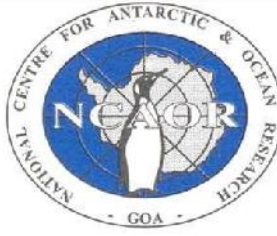


राष्ट्रीय अंटार्कटिक एवं  
समुद्री अनुसंधान केन्द्र  
पृथ्वी विज्ञान मंत्रालय  
भारत सरकार)  
हेड लैंड सडा, वास्को डा गामा  
गोवा- ४०३ ८०४ भारत



NATIONAL CENTRE FOR  
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**PROCUREMENT SECTION**

**INDIGENOUS ENQUIRY**

M/S.

Ref. No.:

CLCS-0158

Date:

26.12.2013

Due Date:

08.01.2014

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below.

SL. NO.	DESCRIPTION	Quantity
1.	ArcGIS (Advanced) Server	01

**Your offer should contain the following information:**

1. Validity Period:
2. Quantity/Trade discounts, if any. :
3. Delivery:
4. Terms of Price:
5. Mode of Despatch:
6. Software Upgrades:
7. Guarantee/Warranty:
8. Installation:
9. Training:
10. Packing:
11. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
12. Indicate if Excise Duty included or extra and Rate/Not Applicable.
13. Enclose brochure/leaflet, Specifications/Sample.
14. Please enclose authorization letter from your principals.
15. Please specify infrastructure facilities required for installation and commissioning of software.
16. **No advance payment** will be made. Payment shall be made within 30 days from the date of receipt, acceptance & satisfactory installation of software. The payment will be authorized after submission of Bank Guarantee for 10% value of the order towards warranty guarantee. The **performance Bank Guarantee** should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India **or** foreign bank operating in India) valid till 60 days after the warranty period.
17. Overwriting and corrections should be attested properly. The quotation should be complete in all respects and should be duly signed. **Incomplete and unsigned quotation will not be considered at all.**
18. A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.
19. Quotation should be **valid for a period of 90 days** 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 and for delays in installation (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof up to a maximum of 5%.
20. **The order acknowledgement** should be from the principals and if the Indian Agent is empowered to quote and to furnish order acknowledgement, a copy of agreement entered by you with the Indian Agent to be furnished.
  21. NCAOR is not entitled to issue form **“C/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 bids and same is legally leviable.
  22. NCAOR is exempted from the payment of Excise Duty / Custom Duty as per Govt. notification. Hence, the rates should be split into basic cost and Excise Duty if any.
  23. 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 software supplied under the Purchase Order/Contract.
  24. A technical Committee constituted by the Director will assess the product supplied/installed 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.
  25. The **quotation should contain** with all details and specifications of the software offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list, service support and the price(s) of the item(s) quoted.
  26. A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the quotations.
  27. The firm to the full satisfaction of the NCAOR should carry out the installation at the NCAOR premises and the time frame for the whole process should be specified in the quotation.
  28. The supplier has to install the software and demonstrate the same at our office. Training/Installation charges should be clearly indicated including the scope of training.
  29. 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.
  30. Two sets of operational, service/troubleshooting manuals and diagrams to be supplied.
  31. Please enclose documentary proof such as latest purchase order copies etc., to substantiate the reasonability of price.

**Also confirm that “the rates quoted by you are reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients”.**

**Yours faithfully**

**Executive (Procurement)  
For and on behalf of Director, NCAOR**