

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.:

PR-1143

Date:

06.05.2014

Due Date:

29.05.2014

Dear Sir,

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

SL. NO.	Description	Quantity
1.	Stationery items (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 Schedule.
4. Terms of Price.
5. Mode of Dispatch.
6. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
7. Indicate if Excise Duty included or extra and Rate/Not Applicable.
8. Specify Brand/Make Model of the item.
9. Warranty / Guarantee.

Yours faithfully,

Sd/-

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

ANNEXURE - I

Sr. No.	Description	Unit	Qty
01.	Gem Clips Plastic coated	Box	50
02.	Pencil pkt. of 10 pcs.	Box	100
03.	Brown tape 2 "	Nos.	150
04.	Correction pen (6 ml)	Nos.	100
05.	File Tag bunch of 50 tags	Bundle	100
06.	Black Pen	Nos.	300
07.	Blue Pen	Nos.	500
08.	Plastic Folder A4 size with both side pocket	Nos.	500
09.	Register 100 Pages. (Long Size) (Hard Cover Plastic coated)	Nos.	100
10.	Stapler Machine Size 24/6 (Big)	Nos.	50
11.	Stapler pin Size 24/6 (Big)	Nos.	200
12.	Stapler Machine Size 10 (Big)	Nos.	50
13.	Stapler pin size 10	Box	300
14.	Glue Stick 9 gms.	Nos.	300
15.	Binder Clip 19 mm	Box	100
16.	Binder Clip 25mm	Box	100
17.	Scissor medium size	Nos.	25
18.	Paper Cutter medium	Nos.	100
19.	Gum Tube 30 ml.	Nos.	50
20.	Gum 500 ml. bottle	Nos.	10
21.	Battery 1.5 Volt	Nos.	50
22.	Plastic L Folder	Nos.	300
23.	Duster Cloth White	Nos.	300
24.	File Cover color sky blue	Nos.	1500
25.	File Board (Two Flap)	Nos.	300
26.	Plastic Dustbin	Nos.	20
27.	Prompt 1 x 3 (with 3 colours)	Nos.	200
28.	Cello Tape 1" x 65 mtrs	Nos.	200
29.	Cello Tape 1/2" x 65 mtrs	Nos.	200
30.	Highlighter set of 5 nos.	Pkt.	20

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 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. **Sales Tax: NCAOR 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. **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 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 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 part 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/-
Executive Procurement
For and on behalf of Director, NCAOR