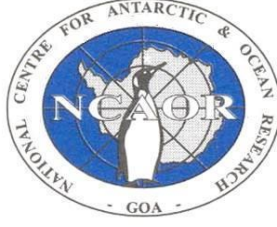


राष्ट्रीय अंटार्कटिक एवं
समुद्री अनुसंधान केन्द्र
पृथ्वी विज्ञान मंत्रालय
भारत सरकार)
हेड लैण्ड सडा, वास्को डा गामा
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR
ANTARCTIC & OCEAN RESEARCH**

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

Telefax NO.: +91 832 2525573
Email: procurement@ncaor.gov.in

(प्रापण विभाग)

INDIGENOUS ENQUIRY

Ref. No.:

PR-1461

Date:

07.03.2018

M/s.

Due Date:

02.04.2018

Dear Sirs,

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

| SR. NO. | ITEM DESCRIPTION | QUANTITY |
|---------|--|----------|
| | Supply & Installation of Modular Furniture Model as offered with the specification as below: | |
| 1 | Spacio Plus System Recta Workstations Providing and placing 50 MM thick 1190 MM high panels in Spacio +System with combination of fabric magnetic, white board tiles, fabric tackable above worksurface, Metal tile below work surface, Intermediate raceway below worktop and skirting (Size-1200 x 600) (As per layout attached) | 12 |
| 2 | Spacio Plus System Penta Workstations Providing and placing 50 MM thick 1190 MM high panels in Spacio +System with combination of fabric magnetic, white board tiles, fabric tackable above worksurface, Metal tile below work surface, Intermediate raceway below worktop and skirting (Size-1500mmWI x 1200mmW2 x 600mmD) (As per layout attached) | 4 |
| 3 | PEDESTAL-NOVA FREE STANDING PEDESTAL WITH FLAT METAL FRONT OF SIZE 390W X 585D X 646HT , 3DR=2 BOX + 1 FILE, CENTRAL LOCKING | 16 |
| 4 | KBPT-Metal | 16 |
| 5 | CPU Trolley | 16 |
| 6 | Glass Half Screen (frosted) without frame | 13 |

| | | |
|---|---|----|
| 7 | Store UP 600W Main 600W x 326D x 785H (3 nos) + 600W ADD On 600W x 326D x 785H(6 nos) with pair of wooden shutters(Door 1-298 x 783 x 18RH side door with lock and 298 x 783 x 18LH side door w/o lock) (Note- for total length 5700mm as required with 3 main and 6 addons) STORE UP 300W MAIN 300W X 326D X 785H (1 nos) STORE UP 300W LH WDN DOOR HL PINE (1 nos) Includes below areas . 1200 L (Purchase Dept) . 3000L (Store Section) . 1500L (Store Section) | 10 |
| 8 | Bravo Mid Back Chair | 16 |
| | Drawing as per Annexure-III | |

Your offer should contain the following information:

1. Terms of Price: To be quoted as per price bid format at Annexure -II.
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. 'C' / 'D' form is not available; Copy of Registration certificate for GST and PAN card to be provided.
6. Specify Brand/Make Model of the quoted item (Catalogue, brochures & leaflets etc. of the quoted item to be enclosed)
7. Warranty: One year

Yours faithfully
Sd/-
Joint Manager (Procurement & Stores)
For and on behalf of Director, NCAOR

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 thereof 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. **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 Custom duty as per Government notification.**
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 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. Tender will be opened on 03.04.2018 at NCAOR,GOA in presence of tenderer or his representative (if any)
22. NCAOR will not responsible for any postal delays.

Sd/-
Joint Manager (Procurement & Stores)
For and on behalf of Director, NCAOR

PRICE BID FORMAT

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

| Sr. No. | Item Description & Specifications | Quantity | 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) |
|----------------|--|-----------------|--|-----------------------------|-----------------------------------|---|
| | | (Col. 1) | (Col.2) | (Col.3) | (Col.4) | (Col.5) |
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| | | | | | | |
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| 8 | Bravo Mid Back Chair | 16 | | | | |

- **GSTN:** _____
- 1. Validity: 90 days from the due date of tender.**
- 2. Delivery by (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:-