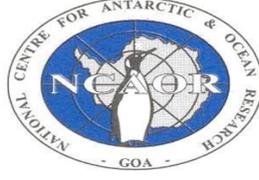


राष्ट्रीय अंटार्कटिक एवं  
समुद्री अनुसंधान केन्द्र  
(पृथ्वी विज्ञान मंत्रालय  
भारत सरकार)  
हेड लैण्ड सडा, वास्को डा गामा  
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR  
ANTARCTIC & OCEAN RESEARCH**  
Ministry of Earth Sciences  
Government of India)  
Headland Sada, Vasco da Gama  
Goa - 403 804 - INDIA

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

(प्रापण विभाग)

**LIMITED TENDER**

**Ref. No.:**

**PR-1470**

**Date:**

**26.03.2018**

**Due Date:**

**24.04.2018**

**M/s.**

**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-III.

<b>SR. NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>
<b>01.</b>	<b>STATIONERY ITEMS Specification as per Annexure I</b>	<b>As per Annexure I</b>

**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. Expected Delivery within 30 days from the date of purchase order, 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)

**Yours faithfully**

**Sd/-**

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

<b>Sr. No</b>	<b>Description</b>	<b>Quantity</b>
<b>1</b>	Cello tape 1”	200 Nos
<b>2</b>	Duster cloth White	200 Nos
<b>3</b>	Paper Cutter	100 Nos
<b>4</b>	White Board Marker	200 Nos
<b>5</b>	Correction Pen	100 Nos
<b>6</b>	Scissor medium	100 Nos
<b>7</b>	Stapler Machine No.10	100 Nos
<b>8</b>	Register 200 Pages. (Long Size) (Hard Cover Plastic coated)	100 Nos
<b>9</b>	Permanent Marker Blue & Black	100 Each
<b>10</b>	Blue Pen	1000 Nos
<b>11</b>	Scale Stainless Steel 30 cms.	50 Nos
<b>12</b>	Binder clip big size 32mm	100 Box
<b>13</b>	Plastic Folder with Both side pocket A4 size	1000 Nos
<b>14</b>	Gem Clips (Plastic coated)	100 Box
<b>15</b>	Duster Cloth Orange	200 Nos
<b>16</b>	File board with two side flap	1000 Nos
<b>17</b>	Battery AA	200 Nos
<b>18</b>	Battery AAA	200 Nos
<b>19</b>	Stapler Pin No.10	200 Box
<b>20</b>	Stapler Pin 24/6	200 Box
<b>21</b>	Cardboard Box files	500 Nos
<b>22</b>	Prompt 1x3	200 Pkt.
<b>23</b>	Plastic L Folder	1000 Nos
<b>24</b>	Paper Punch Single hole	100 Nos
<b>25</b>	Stick on Pad 3x3	200 Pkt
<b>26</b>	Brown Tape 2”	200 Nos
<b>27</b>	Register 300 Pages. (Long Size) (Hard Cover Plastic coated)	50 Nos

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)
1	Cello tape 1"	200 Nos				
2	Duster cloth White	200 Nos				
3	Paper Cutter	100 Nos				
4	White Board Marker	200 Nos				
5	Correction Pen	100 Nos				
6	Scissor medium	100 Nos				
7	Stapler Machine No.10	100 Nos				
8	Register 200 Pages. (Long Size) (Hard Cover Plastic coated)	100 Nos				
9	Permanent Marker Blue & Black	100 Each				
10	Blue Pen	1000 Nos				
11	Scale Stainless Steel 30 cms.	50 Nos				
12	Binder clip big size 32mm	100 Box				
13	Plastic Folder with Both side pocket A4 size	1000 Nos				
14	Gem Clips (Plastic coated)	100 Box				
15	Duster Cloth Orange	200 Nos				
16	File board with two side flap	1000 Nos				
17	Battery AA	200 Nos				
18	Battery AAA	200				

		Nos				
19	Stapler Pin No.10	200 Box				
20	Stapler Pin 24/6	200 Box				
21	Cardboard Box files	500 Nos				
22	Prompt 1x3	200 Pkt.				
23	Plastic L Folder	1000 Nos				
24	Paper Punch Single hole	100 Nos				
25	Stick on Pad 3x3	200 Pkt				
26	Brown Tape 2"	200 Nos				
27	Register 300 Pages. (Long Size) (Hard Cover Plastic coated)	50 Nos				
<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 only in given price bid format (Annexure II)** 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:** 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. NCAOR will not responsible for any postal delays.

22. The bid will be opened at NCAOR, Goa on 25-04-2018 in presence of tenderer or his representative if any.

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