



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 AND OCEAN RESEARCH

Earth System Science Organisation

Ministry of Earth Sciences, (Government of India)

Headland Sada, Vasco-da-Gama, Goa - 403 804, INDIA



GST No. 30AACFN4991P1ZV

Tel/Fax No.: 0091 0832 2525573

Email: warlu62@ncaor.gov.in

(प्रापण विभाग)

Advertise Tender

M/s.

Ref. No.:

PR-1505

Date:

07.01.2019

Due Date:

18.02.2019

Opening Date:

19.02.2019

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-I) on F.O.R NCPOR, Vasco-Da-Gama basis for the following items

| SR. NO. | ITEM DESCRIPTION | QUANTITY |
|---------|--|------------------|
| 01. | Printing and Supply of Files. Files with clip box type ~ 400 gsm, thickness Colour: Blue (printing matter as per Annexure II) | 2,000 Nos |

Your offer should contain the following information:

1. Terms of Price: To be quoted as per price bid format at Annexure -I.
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 NCPOR, 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, 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 & 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 | Printing and Supply of Files. Files with clip box type ~ 400 gsm, thickness Colour: Blue (printing matter as per Annexure II) | 2,000 Nos | | | | |
| Grand Total | | | | | | |
| Total amount inclusive of GST in words: _____ | | | | | | |

- 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:-

राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केन्द्र
NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
पृथ्वी प्रणाली विज्ञान संगठन
Earth System Science Organisation
पृथ्वी विज्ञान मंत्रालय, (भारत सरकार)
(Ministry of Earth Sciences, Government of India)
हेड लैंड सडा, वास्को-डा-गामा,
Head Land Sada, Vasco-da-Gama,
गोवा - 403804
Goa-403804.

विभाग

DIVISION : _____

फ़ाइल संख्या

FILE NO. : _____

खंड संख्या

VOLUME NO.: _____

मुख्य विषय

MAIN SUBJECT: _____

उप विषय

SUB SUBJECT : _____

प्रारम्भ तिथि

DATE OF OPENING: _____

बंद करने की तिथि

DATE OF CLOSING: _____

संक्षिप्त टिप्पणियां (SHORT NOTES)

| | | | |
|----|--|----|---|
| 1 | Accepted and passed for payment. स्वीकृत और भुगतान के लिए पास किया। | 17 | Approved as proposed संशोधित अनुमोदित। |
| 2 | Accepted provisionally. अस्थायी रूप से स्वीकृत। | 18 | Await further advanced report. अगे और सुधारे/विशेष की प्रतीक्षा करें। |
| 3 | Accord approval/ sanction pl. सुझाव अनुमोदन/ मंजूरी प्रदान करें। | 19 | Await reply. उत्तर की प्रतीक्षा करें। |
| 4 | Action as at A above उपर 'क' के अनुसार कार्यवाई की जाए। | 20 | Bills for signature please. कृपया बिना-विलों पर हस्ताक्षर करें। |
| 5 | Action should be completed by तारीख तक कार्यवाई की जाए। | 21 | Bills passed. बिल पास कर दिए गए। |
| 6 | Action may be taken as proposed. संशोधित कार्यवाई की जाए। | 22 | Brief note is placed below संक्षिप्त नोट नीचे प्रस्तुत है। |
| 7 | Address all concerned to note सभी उपस्थित देखें। | 23 | Budget provision exists बजट में प्रावधान है। |
| 8 | Advise accordingly. तदनुसार सूचित करें। | 24 | Calculation and rates checked गणना और दरों की जांच कर ली गई है। |
| 9 | Advise further development. अगे की प्रगति से अवगत कराएं। | 25 | Call for explanation. स्पष्टीकरण के लिये बुलाया जाय। |
| 10 | Advise telegraphically to report for duty. तार-द्वारा काम पर अगे को पत्राचार दें। | 26 | Call for the file. फाइल मांगई जाए। |
| 11 | Advise the action taken. की गई कार्यवाई से अवगत कराएं। | 37 | Case has been badly delayed. क़ासे में बहुत देर कर दी गई है। |
| 12 | Agenda is approved. कार्यसूची अनुमोदित है। | 28 | Case is put up for orders. मामला आदेश के लिए प्रस्तुत है। |
| 13 | Agenda may be put up. कार्यसूची प्रस्तुत करें। | 29 | Case is under consideration मामला विचारधीन है। |
| 14 | Approval may be accorded. अनुमोदन प्रदान किया जाए। | 30 | Checked and found correct जांच की और सही पाया। |
| 15 | Approved. अनुमोदित। | 31 | Circulate and then file. प्रसारित कर -> फाइल चढ़ाकरे। |
| 16 | Approved as per remarks in the margin. वर्णिक की अनुमति के अनुसार अनुमोदित। | 32 | Concurrence of Deptt. of Finance may be obtained वित्त विभाग की सहमति प्राप्त कर ली जाए। |

संक्षिप्त टिप्पणियाँ (SHORT NOTES)

| | |
|----|--|
| 49 | Enquire in to this case and report early इसके बारे में जल्द ही जांच करें और रिपोर्ट दें। |
| 50 | I would like to see मैं देखना चाहूंगा / चाहूंगी |
| 51 | Keep in abeyance अवस्थित रखें। |
| 52 | Keep pending लंबित रखें। |
| 53 | Keep this in view इस दृष्टि में रखें। |
| 54 | Keep with the file फाइल में रखें। |
| 55 | Kindly accord concurrence कृपया सहमति प्रदान करें। |
| 56 | Kindly acknowledge receipt कृपया प्राप्ति स्वीकार करें। |
| 57 | Kindly check कृपया जांच करें। |
| 58 | Kindly confirm/consider कृपया पुष्टि/विचार करें। |
| 59 | Kindly countersign कृपया प्रतिप्रसार करें। |
| 60 | Kindly expedite disposal कृपया शीघ्र निपटारा करें। |
| 61 | Kindly expedite reply कृपया शीघ्र उत्तर दें। |
| 62 | Kindly instruct further कृपया आगे आदेश देकर कार्य जारी रखें। |
| 63 | Kindly look into it कृपया इसे देखें। |
| 64 | Kindly reply कृपया उत्तर दें। |
| 33 | Examine previous papers प्राथमिक दस्तावेजों की जांच करें। |
| 34 | Connect relevant papers and put up संबंधित दस्तावेजों को जोड़ दें। |
| 35 | Consolidated report may be called for. संक्षिप्त रिपोर्ट मांगी जा सकती है। |
| 36 | Convey the decision to all concerned निर्णय को सभी संबंधितों को दे दें। |
| 37 | Copy has been forwarded for information necessary action. प्रमाण के लिए आवश्यक कार्रवाई के लिए प्रतिलिपि भेजी जा रही है। |
| 38 | Copy is enclosed for ready reference फाइल के लिए प्रतिलिपि संलग्न है। |
| 39 | Decision of Hqs. is waited. प्रमुखता के निर्णय की प्रतीक्षा। |
| 40 | Delay in returning the file is regretted फाइल को लौटाने में देरी के लिए अफसोस है। |
| 41 | Discuss with papers दस्तावेजों के साथ चर्चा करें। |
| 42 | Do the needful आवश्यक कार्रवाई करें। |
| 43 | Draft is put up for approval प्रारंभिक प्रस्तावना प्रस्तुत है। |
| 44 | Draft as amended is approved संशोधित प्रस्तावना के लिए प्रस्तुत है। |
| 45 | Draft reply is put up for approval प्रारंभिक उत्तर प्रस्तावना के लिए प्रस्तुत है। |
| 46 | Early action please कृपया शीघ्र कार्रवाई करें। |
| 47 | Early reply is solicited शीघ्र उत्तर देने की प्रार्थना है। |
| 48 | Eligibility is certified योग्यता प्रमाणित की जाती है। |

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:** **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 part 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.

21. NCPOR will not responsible for any postal delays.

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