



PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.: CLCS-0183

Date: 07.11.2017

Due Date: 29.11.2017

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.	Description	Quantity
01	Paper Shredding Machine with CD destroyer Model as offered with the Technical Specifications as below Shred Type: Crosscut Power: Electronic Sheet Capacity (75gsm/A4): 15 sheets or more Shredded Size (mm): 4.0 X 40.0 mm or less Throat Width (mm): 225mm or more Average Shredding Speed (ft/min): 7.0 ft/min or more Noise Level (dB): 75 Db or less Shreds Clips & Staples: Yes Shreds CD: Yes Shreds Cardboard: Yes. Bin Capacity (Liters): 20 Liters or more Electronic Auto-Start: Yes Manual/Auto Reverse: Manual / Auto Pull-out wastebasket: Yes Overheat protection: Yes Bin-Full Indication: Yes Duty cycle: 15 Min on (Minimum)/30 Min off (maximum) Security Level: P-4 or more Warranty: 1 year comprehensive	01

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)

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 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 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:** 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.

Sd/-

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

Tender No.: _____

ANNEXURE II

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.	Paper Shredding Machine with CD destroyer Model as offered with the Technical Specifications as below or higher specifications: Shred Type: Crosscut Power: Electronic Sheet Capacity (75gsm/A4): 15 sheets or more Shredded Size (mm): 4.0 X 40.0 mm or less Throat Width (mm): 225mm or more Average Shredding Speed (ft/min): 7.0 ft/min or more Noise Level (dB): 75 Db or less Shreds Clips & Staples: Yes Shreds CD: Yes Shreds Cardboard: Yes. Bin Capacity (Liters): 20 Liters or more Electronic Auto-Start: Yes Manual/Auto Reverse: Manual / Auto Pull-out wastebasket: Yes Overheat protection: Yes Bin-Full Indication: Yes Duty cycle: 15 Min on (Minimum)/30 Min off (maximum) Security Level: P-4 or more Warranty: 1 year comprehensive	1				

- **GSTN:** _____

1. Validity: 90 days from the due date of tender.

2. Delivery by: _____

Signature:

Designation:

Bidders Name with address & Seal:

Phone No.:

Email Address:

Date:-