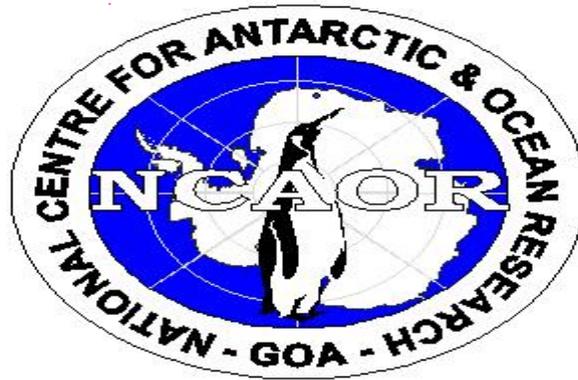


# TENDER DOCUMENT FOR



## SUPPLY OF SHORT VINYL CHAIRS

*NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH*

*(Ministry of Earth Sciences, Govt. Of India)*

*Headland Sada, Vasco-da-Gama*

*GOA -403 804, INDIA*

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**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH**  
**(Ministry of Earth Sciences, Govt. Of India),**  
**HEADLAND SADA, VASCO-DA-GAMA, GOA - 403 804**

**TENDER NO. NCAOR/LAB-1933/PT-25**  
**TENDER FOR SUPPLY OF SHORT VINYL CHAIRS WITH THREE LEVERS**  
**ERGONOMIC ARMS.**

1.	<b>Supply of Short Vinyl Chairs with Three Levers Ergonomic Arms.</b>	
	<b>Specifications</b>	As per Annexure-I
	<b>Quantity</b>	04 Nos.
2.	General Terms and Conditions	As per Annexure II
3.	Cost of Tender Documents (In Person)	₹ 500.00
4.	Cost of Tender Documents (By Post)	₹ 550.00
5.	Tender Documents	<b>Tender documents can be downloaded by tenderers from NCAOR website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of Bank Draft in a separate envelope along with the tender.</b>
6.	Last Date and time for issue of tender documents	<b>MONDAY</b> 25.02.2013 1600Hrs (IST)
7.	Last Date and time for submission of sealed quotations	<b>TUESDAY</b> 26.02.2013 1700Hrs (IST)
8.	Date and time of tender opening	<b>WEDNESDAY</b> 27.02.2013 1000Hrs (IST)

**Short Vinyl chairs with Three Levers-Ergonomic Arms**

Seat Height Range: 17" – 22"

With

**a) Standard adjustments:**

- 1) Pneumatic Seat Height Adjustment
- 2) Adjustable footrest height, except chrome bases which have a fixed height footring
- 3) Back cushion swivels to conform to back angle

**b) Three Lever controls:**

- 1) Seat tilt with single lever.
- 2) Seat tilt tension by knob under seat for safe adjustment.
- 3) Seat back angle with single lever.
- 4) Back cushion height.

**c) Ergonomic Arms**

- 1) Pads slide forward and rearward.
- 2) Pads rotate on horizontal axis.
- 3) Adjust up and down by pushing button.
- 4) Adjust farther apart with adjustment screw.

**TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** from the reputed firms for the **“SUPPLY OF SHORT VINYL CHAIRS WITH THREE LEVERS ERGONOMIC ARMS”** at NCAOR, GOA.
- 2) The tender should be submitted in sealed covers, super scribing **tender for SUPPLY OF SHORT VINYL CHAIRS WITH THREE LEVERS ERGONOMIC ARMS ”** sealed and addressed to the Director, National Centre for Antarctic and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa-403 804. **Offer sent through fax will not be accepted.**
- 3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**
- 4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
- 5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.
- 6) Quotation should be **valid for a period of 90 days** from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part their of upto maximum of 5%.
- 7) Please **specify the Make/Brand** and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.
- 8) NCAOR is not entitled to issue form **“C/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 bids and same is legally leviable.
- 9) NCAOR is **exempted from the payment of Excise Duty / Custom Duty** as per Govt. notification. Hence, the rates should be split into basic cost and Excise Duty if any.
- 10) **Bid should contain** all details and specifications, delivery schedule, payment term, user-list details of the price(s) of the item(s).
- 11) Please submit your quote on F.O.R. destination basis.
- 12) The **warranty period** should be indicated.
- 13) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.
- 14) A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the

specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

15) **No advance payment** will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance of the material.

16) **The submission of tender** shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

17) **Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:

a) The tenderer has understood all requirements as described in our Tender document.

b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.

c) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.

18) NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.

19) **NCAOR will not be responsible for any postal delays.**

20) Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.

21) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

22) The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

**QUESTIONNAIRE**

- a. **Name of the Manufacturer / Tenderer**
- b. **Full postal address with Telephone, Telefax, Email**
- c. **Please specify whether Public Limited, Company, Private Organization or Partnership Firm**
- d. **Nature of the Business**
- e. **Date of Establishment**
- f. **Present Turnover**
- g. **Permanent Income Tax Ref. No.**
- h. **C.S.T. / S.T. NO.**
- i. **Address & Telephone Nos. Of your branch office in GOA (please specify whether Distributing/ Servicing/ Marketing the products)**
- j. **Reference of reputed Customers**
- k. **Details of the highest order executed and value thereof**
- l. **Authorization from Manufacturer/Supplier attached**
- m. **Tender fee submitted/enclosed.**
- n. **Infrastructure facilities required for installation & commissioning attached**
- o. **Technical Specifications/Literature/Brochure attached**
- p. **Tender Acceptance**

**TENDER ACCEPTANCE UNDERTAKING**

To

The Director,  
NCAOR, Headland Sada  
Vasco - Goa

Having examined the tender document for **SUPPLY OF SHORT VINYL CHAIRS WITH THREE LEVERS ERGONOMIC ARMS**, we the undersigned, hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender document.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

**(Signature of Bidder)**

**Name :**

**Designation :**

Seal

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PUBLIC TENDER

Director, National Centre for Antarctic & Ocean Research (NCAOR) invites sealed tenders super scribing Tender No. Item and due date from well established/ reputed manufacturers / authorized and bonafide vendors for supply of the following:-

Sl. No.	Tender No.	Item Description	Qty.	Cost of Tender Doc.
1	NCAOR/ LAB-1933/PT-25	Supply of Short Vinyl Chairs	04 Nos.	₹ 500.00

Last date for issue of tender documents : **25.02.2013**

Last date for submission of quotation : **26.02.2013**

The details of tender documents are also available in our website <http://www.ncaor.gov.in> and **Central Public Procurement Portal <http://eprocure.gov.in>**. Interested suppliers may download the details and submit the quotation on or before the due date along with tender fee.

**The quotation without tender fee will not be considered.**

Tender forms can be obtained from the Procurement section of NCAOR on all working days either by post or in person between 1000 – 1600 hours on payment of tender fees in the form of crossed Demand Draft payable at Vasco-da-gama only, from a Nationalized bank drawn in favor of NCAOR along with separate requisition indicating tender number and item. Tender forms can be obtained by speed post by remitting ₹ 50/- by bidders in addition to the cost of tender documents.

The Director, NCAOR is not responsible for any transitional/postal delays.

The quotations will be **opened on 27.02.2013** in the presence of tenderers or their authorized representatives.

The Director, NCAOR reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Sd/-**  
**For & on behalf of NCAOR**