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PROCUREMENT SECTION

INDIGENOUS ENQUIRY

Ref. No.:

PR-1089

Date:

12.08.2013

Due Date:

28.08.2013

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below and in Annexure I.

Sr. No	Description	Qty
1.	Printing & Supply of NCAOR Annual Reports 2012-13 (Multi Color-No of pages -76) Hindi: - 200 nos English: - 300 nos (Specifications as per Annexure-II)	500 nos

(Material would be ready for printing by 15th September 2013.)

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery: On or Before 30th September 2013.
4. Terms of Price.
5. Mode of Despatch.
6. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
7. Indicate if Excise Duty included or extra and Rate/Not Applicable.

Yours faithfully,

Executive (Procurement)
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 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 **Excise duty / Custom duty** as per Government notification hence the rate should be split into Basic Cost and Excise Duty, if any.
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.

**Executive (Procurement)
For and on behalf of Director, NCAOR**

Printing & Supply of NCAOR Annual Report 2012-2013

No. of Copies: 500 (Hindi 200 and English 300)

Cover Page: Separate cover page for English and Hindi Annual Report, 210 X 297mm size printed in multi colour using 300 GSM good quality Art paper. One side lamination/spot lamination.

Annual Report Inner Pages: For both Hindi and English the total number of inner pages will be approximately 76 pages with colour photographs. All inner pages should be printed in 210 X 297mm size printed in multicolour using 130 GSM Matt Art paper. In case of additional pages pro-rata (approved)/pages will be considered for payment.

Account Statements: 150 copies of each Hindi and English reports will contain additional audited statement approximately 22 pages in Hindi and English respectively.

Binding: Perfect binding.

Hindi Translation: The complete translation including account statements of English version of report to Hindi will be provided to the printer.

Manuscript (Draft): Soft copy of english report in MS office format (MS Word and MS Excel) will be provided to the printer. Printer shall arrange the reformatting of the report in the printing format.

English Version: Soft copy of report in MS office format (MS word and MS Excel) will be provided to the printer. Printer shall arrange the reformatting of the report in the printing format.

Proofs: Proof should be provided at NCAOR for correction. 3 proof readings including page layouts should be provided to the desk for finalizing the printing. Director NCAOR reserves the right to change the layout, addition/deletions in the text/photographs before accepting for making final prints of reports.

Printing and submission of Report (Hard and soft copy): The printer has to complete the printing job satisfactorily without errors/mistakes and supply the printed reports to NCAOR within 15 days from the date of submission of final corrected proof for printing. Printer also has to submit the soft copy of the final report in printable format/PDF format.

Selection of the Printer: Well established printers possessing the experience of printing Annual Report of Scientific organization or scientific publication/ brochure. Proof of printing of three similar reports as above should be submitted along with tender.

Printing and Paper quality standards: The report has to be of high printing and paper quality.

Please also quote:

1. Additional charges for per inner page in multiples of four pages
2. Cover pages charges with one side lamination

The bidders has to submit the following:

- 1) Sample paper
- 2) Sample printing job done.

The quotation received without the above will not be considered.