



PROCUREMENT SECTION

**INDIGENOUS ENQUIRY**

M/s.

Ref. No.:

PR-1174

Date:

13.09.2014

Due Date:

30.09.2014

Dear Sir,

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

SL. NO.	Description	Quantity
1.	Kitchen items (As per Annexure-I)	(As per Annexure-I)

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery Schedule.
4. Terms of Price.
5. Mode of Dispatch.
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.
8. Specify Brand/Make Model of the item.
9. Warranty / Guarantee.

Yours faithfully,

Sd/-

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

Sr. No	Description	Quantity
01	Stainless Steel Buffet Stand with Accessories (Inclusive of food warmer) Reputed Brand	4 set
02	Cooking Vessels (Bhagona with lid, 5 kgs.) Reputed Brand	1 no
03	Frying Vessel (Kadai) with copper base, cap: 5 kgs. Reputed Brand	1 no
04	Vessel washing stand, size: 22"x 18" Reputed Brand	1 no
05	Casseroll Cap: 2000 ml Reputed Brand	1 no
06	Tea Can, Stainless Steel, (CAP 05 Ltrs) Reputed Brand	2 nos
07	Iron Kadai (normal) 3 It Reputed Brand	2 nos
08	Iron Kadhai (deep) 5 It Reputed Brand	1 no
09	Floor Duster (Duster Cloth) Reputed Brand	50 nos
10	Aluminium Tope with Lid No.29* (Aluminium Bhagona with lid) Reputed Brand	1 no
11	Aluminium Tope with Lid No.31* (Aluminium Bhagona with lid) Reputed Brand	1 no
12	Aluminium Tope with Lid No.35* (Aluminium Bhagona with lid) Reputed Brand	1 no
13	Aluminium Tope with Lid No.33* (Aluminium Bhagona with lid) Reputed Brand	1 no
14	M.S Tava* (for chapatti) Reputed Brand	1 no
15	Cutting Board 12x18x1 @ Reputed Brand	2 nos
16	Carting Scissor * (Scissor Big Size) Reputed Brand	4 nos
17	Coconut Scrapper Reputed Brand	2 nos
18	Salt/Pepper Stand with Shaker Reputed Brand	10 nos
19	Gas Stove (High Pressure Bhatti Three burner) S.S Reputed Brand	1 no
20	Dinner Plate (Gold Rim) (Fine Bone China) ~ (Plate for meals)	50 nos
21	Bowl bone china	100 nos
22	Quarter Plate (Gold Rim) (Fine Bone China) ~ (Plate for meals)	50 nos
23	Jug (Borosilicate Glass) ~ Borosil Vision Jug, 1.3 Litres	6 nos
24	Cups & Saucers La opala	09 sets
25	Dinner Set (Bone China) La Opala	01 set
26	Carpet Obsessions Contemporary Carpet Maroom, Beige & Red (5.67 feet (68 inches), Width: 4 feet (48 inches)	02 nos
27	S.S Copper Bottom Sauce Pan (Tea Pan – Big size, 2.5 ltrs) Prestige	02 nos

**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.

**Sd/-**  
**Executive Procurement**  
**For and on behalf of Director, NCAOR**