

राष्ट्रीय अंटार्कटिक एवं  
समुद्री अनुसंधान केन्द्र  
(पूर्वकी विज्ञान मंत्रालय  
भारत सरकार)  
हेड लैंड सडा, वास्को डा गामा  
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR  
ANTARCTIC & OCEAN RESEARCH**

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**PROCUREMENT SECTION**

**INDIGENOUS ENQUIRY**

**M/s.**

**Ref. No.:**

PR-1385

**Date:**

17.03.2017

**Due Date:**

06.04.2017

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.

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>
01	DESKING-ARRIVE: Executive Desk: W3600xD1080xH750 Mobile Side Unit: W1900xD480xH550 Mobile Pedestal: W480xD640xH600	01
	Credenza: W1000xD480xH2035	01
02	SEATING: Halo-Very High Back Chair	01
	Leoma-Visitor Chair	04
03	Vertical Filing Cabinet Model-4 drawer VFC W470xD620xH1320	02
04	Glass Sliding Door Cupboard H1830xW900xD450 (GLASS DOOR-Full Ht.)	02
05	Desking-Enterprise without CPU HANGER Model-desk 2: W1350xD750xH720	03
06	DESKING MAYFAIR Executive Desk – 1350x750x750 Mobile Pedestal – 390x435x529 Side Unit – 1200x450x750	01 01 01
07	Chair-Regency Mid back Regency Visitor with Arm rest	04 04
08	Vida Sofa: 03 seater 02 seater	01 01
09	Crystalline Coffee Table 1000x600x450	01
10	Crystalline Corner Table 600x600x450	02

**Your offer should contain the following information:**

1. Terms of Price.
2. Validity period of quotation.
3. Quantity / Trade discounts, if any.
4. Delivery Schedule.
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. Guarantee/ Warranty.

**Also confirm “the rates quoted by you are reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients”.**

Yours faithfully,

Sd/-

Head (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 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/-**  
**Head (Procurement & Stores)**  
**For and on behalf of Director, NCAOR**