

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



**NATIONAL CENTRE FOR
ANTARCTIC & OCEAN RESEARCH**

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Government of India)
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PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.: PR-1406

Date: 11.07.2017

Due Date: 25.07.2017

Dear Sir,

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

SL. NO.	Description	Quantity
01	Printing & Supply of NCAOR Annual Report 2016-2017 (Specifications as per Annexure -I)	400 copies (200 Hindi & 200 English)

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery.
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.

Yours faithfully,

Sd/-

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

Annexure -I

Printing & Supply of ESSO-NCAOR Annual Report 2016-17

No. of copies: 400 (Hindi 200 and English 200)

Cover Page: Separate cover page in English and Hindi Version of Annual Report has to be designed and printed in 210x297 mm size with minimum 300 GSM fine quality paper. The graphics and text should be preferred by one side complete lamination/both side spot laminations.

Running Text and Coloured Graphics of the Annual Report: For both Hindi and English version 75 copies of 100 pages and 125 copies of 125 pages (including the account statements) containing coloured heading/subheadings of text, black one colour running text, colour graphics and photographs. All internal pages should be printed in 210x297 mm size printed in multi-colour using 130-150 GSM Matt Art Papers. In case increase in total number of pages, pro-rata (approved)/pages will be considered for payment. Note: Text matters of English and Hindi will be provided in typed MS-Word file format.

Binding: Perfect binding for all the 400 copies.

Hindi Translation: The complete translation including accounts statement of English Version of the report to Hindi will be provided to the printer in typed MS-Word file format (either hard copy or soft copy).

Printing Matters and File Formats: Soft copy of English report in MS office format (MS word & Ms Excel) will be provided to the printer. Printer shall arrange the reformatting and professional designing of the report in the printing format

Proofs: Proof should be provided at NCAOR for correction. Three proof readings including page layouts should be provided to 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 the final corrected proof for printing. Printer also have to submit the soft copy of the final report in printing (.CDR) format/PDF format.

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

Printing and Paper Quality Standards: The report must be printed in well calibrated colour of high resolution and superfine qualities of papers.

Vendor should also quote the following:

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

The bidder have to submit the following along with the tender quote:

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

*The quotation received without the above will not be considered.

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