

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**  
Ministry of Earth Sciences  
Government of India  
Headland Sada, Vasco da Gama  
Goa - 403 804 - INDIA

**Telefax NO.: +91 832 2525573**  
**Email:warlu62@ncaor.gov.in**

**PROCUREMENT SECTION**

**INDIGENOUS ENQUIRY**

**M/s.**

**Ref. No.:** PR-1420

**Date:** 14.09.2017

**Due Date:** 05.10.2017

**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.

<b>Sr. No.</b>	<b>Item Description &amp; Specifications</b>	<b>Quantity</b>
1	Stationery Items (As per annexure I)	(As per annexure I)

**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.

**Yours faithfully,**

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

**SPECIFICATIONS FOR STATIONERY ITEMS**

<b>Sr. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
01.	Cello tape 1”	Nos.	100
02.	Pencil	Boxes	100
03.	Paper Cutter	Nos.	100
04.	White Board Marker	Nos.	50
05.	Highlighter set of 5 Nos.	Set	50
06.	Blue Gel Pen	Nos.	100
07.	Black Pen	Nos.	500
08.	Eraser	Nos.	200
09.	Correction Pen	Nos.	50
10.	Scissor medium	Nos.	100
11.	Stapler Machine No.10	Nos.	50
12.	Register 100 Pages. (Long Size) (Hard Cover Plastic coated)	Nos.	100
13.	Register 200 Pages. (Long Size) (Hard Cover Plastic coated)	Nos.	100
14	Permanent Marker Blue & Black	Each	100
15	Blue Pen	Nos.	400
16	Paper Punch Double Hole DP 52	Nos.	50
17	Pencil Sharpner (small)	Nos.	200
18	Stamp Pad Blue/Violet Size 95mmx159mm	Nos.	05
19	Binder clip big size 32mm	Box.	50
20	Carbon Paper pack of 100 nos.	Pkt	10

**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**