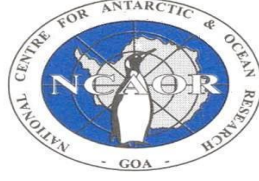


राष्ट्रीय अंटार्कटिक एवं
समुद्री अनुसंधान केन्द्र
पृथ्वी विज्ञान मंत्रालय
भारत सरकार)
हेड लैण्ड सडा, वास्को डा गामा
गोवा- ४०३ ८०४ भारत



**NATIONAL CENTRE FOR
ANTARCTIC & OCEAN RESEARCH**
Ministry of Earth Sciences
Government of India)
Headland Sada, Vasco da Gama
Goa - 403 804 - INDIA

**Tel/Fax No.: 0091 0832 2525573
Email: procurement@ncaor.gov.in**

(प्रापण विभाग)

ADVERTISED TENDER

M/S.

Ref. No.:	PR-1486
Date:	03.08.2018
Due Date:	29.08.2018
Opening Date:	30.08.2018

Dear Sirs,

You are requested to send your offer in your official letter head (to be quoted in the price bid format as at Annexure-I) on F.O.R NCAOR, Vasco-Da-Gama basis for the following items as per the terms and conditions mentioned in Annexure-II.

SR. NO.	ITEM DESCRIPTION	QUANTITY
1.	Printing & Supply of NCAOR Annual Report 2017-2018 (Specifications as per Annexure -II)	600 copies (200 Hindi & 400 English)

Your offer should contain the following information:

1. Terms of Price: To be quoted as per price bid format at Annexure -I.
2. Validity period of quotation: 90 days from due date.
3. Expected Delivery within 30 days from the date of purchase order, please indicate delivery date.
4. Mode of Dispatch: Door delivery to NCAOR, Vasco-Da-Gama, Goa.
5. 'C' / 'D' form is not available; Copy of Registration certificate for GST and PAN card to be provided.
6. Specify Brand/Make Model of the quoted item (Catalogue, brochures & leaflets etc. of the quoted item to be enclosed)
7. Guaranty/Warranty: 1 year

**Yours faithfully
Sd/-**

**Joint Manager (Procurement & Stores)
For and on behalf of Director, NCAOR**

Enquiry No.: NCAOR/ PR-1486

ANNEXURE I

PRICE BID FORMAT

- To be quoted in the following format only on F.O.R, NCAOR, Vasco Da Gama, Goa Basis.

Sr. No.	Item Description & Specifications	Quantity	Unit rate Quoted in INR (after offering maximum discount)	Total (Col.1x Col.2)	GST Amount & % applied	Total Quoted Amount in INR (should not be more than MRP) (Col.3 + Col.4)
		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1.	Printing & Supply of NCAOR Annual Report 2017-18					
	Grand Total					
	Total amount inclusive of GST in words: _____					

- GSTN: _____
- 1. Validity: 90 days from the due date of tender.
- 2. Delivery on or before (Please Specify): _____
- I/We accept all the terms & conditions of the enquiry and in case of award of purchase order we will supply goods as above.

Signature:

Designation:

Bidders Name with address & Seal:

Phone No.:

Email Address:

Date:-

Printing & Supply of ESSO-NCAOR Annual Report 2017-18

No. of copies: 600 (Hindi 200 and English 400)

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 shall contain 130 pages including the account statements of coloured heading/subheadings of text, black one colour running text, colour graphics and photographs. All internal pages should be printed in 210 x 297mm size printed in multicolour 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 will be provided in typed MS-Word file format.

Binding: Perfect binding for all the 600 copies.

Hindi Translation: The complete translation including account statements of English Version will be undertaken by the printer.

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 (03) 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 the final corrected proof for printing. Printer also has 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 Organizations 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 only in given price bid format (Annexure I)** 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. **EMD: Indian Bidders** shall submit EMD either by DD drawn in favour of NCAOR, on any nationalized bank for a sum of Rs. 8,000.00/- (Rupees Eight Thousand only) payable at Vasco-da-Gama or in the form of a bank guarantee for a sum Rs. 8,000.00/- (Rupees Eight Thousand only) from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing tender as per the proforma enclosed. The scanned copy of DD/BG is to be uploaded in the CPP Portal while submitting the bid.

The Original DD/BG towards EMD should reach NCAOR within the bid submission date and time for the tender.

Bids received without EMD will be rejected.

The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract.

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 Custom duty as per Government notification.**

12. **Duties / Taxes:** Percentage charged should be clearly mentioned in the price bid.

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 within 30 days after receipt & acceptance of ordered material against submission of original invoice. 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.

21. NCAOR will not responsible for any postal delays.

22. The bid will be opened at NCAOR, Goa on 30-08-2018 in presence of tenderer or his representative if any.

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