राष्ट्रीय अंटार्कटिक एवं समुद्री अनुसंधान केन्द्र पृथ्वी विज्ञात 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

Ref. No.:

AES-11313

Date:

19.06.2015

Due Date:

07.07.2015

Dear Sirs,

We require the following items for XXXV - Indian Antarctic Expedition. Manufacturers, dealers, distributors/authorized agents are requested to quote for the following items as per the terms and conditions mentioned below and in Annexure II.

Sr. No	Description	Qty
1	Stationery 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 Schedules.
- 4. Terms of Price.
- 5. Mode of Despatch.
- 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. Guarantee / Warrantee:
- 9. Please specify Brand/Make Model of the items:

Also confirm that "the rates quoted by you are reasonable and lowest charged to any of your customer".

Please submit your quotation strictly as per the format given in Annexure-I.

Yours faithfully,

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

SR. NO.	NAME OF ITEM	QTY.	BRAND/ MAKE	UNIT OF MEASU- REMENT	Unit RATE (₹)	DISCOUNT	Unit rate after discount	TAXES / VAT	Unit rate after discount with taxes/VAT	AMOUNT (₹)
1	2	3	4	5	6	7	8	9	10	11*
1	Self Adh. Transparent Tape 1", 12mm x 9mtr " Cello"	50 Nos								
2	Dispenser for Cello-tapes (1")	6 Nos								
3	Envelope (white 90 gsm paper) 4" x 9"	200 Nos								
4	Alkaline Batteries-MN 1604, 9V, Duracell	50 Nos								
5	AA Batteries, Duracell	200 Nos								
6	AAA Batteries, Duracell	200 Nos								
7	D Batteries (pairs), Duracell	30 Pairs								
8	Reynold 045 fine Carbure Pen Blue,	100 Nos								
9	Reynold 045 fine Carbure Pen Red,	50 Nos								
10	Reynold 045 fine Carbure Pen Black,	50 Nos								
11	Gel Pen Classmate Octane Blue	100 Nos								
12	Gel Pen Classmate Octane Black	50 Nos								
13	Gel Pen Classmate Octane Red	50 Nos								
14	Ball Pen Classmate B Speed Blue	100 Nos.								
15	Ball Pen Classmate B Speed Black	50 Nos.								
16	Ball Pen Classmate B Speed Red	50 Nos.								
17	Gift papers (Multicolor)	100 Nos								
18	Sketch Pens (12 shade set) "Camlin"	10 set								
19	Xerox Paper A4 "JK" (Reams 500 sheets)	50 Reams								
20	Executive Bond paper 80 gms (BILT) (Reams 100 sheets)	20 Reams								
21	Paper Cutters with lock for safety. Blade size 100mm x 18mm (Natraj)	25 Nos								
22	Blade for paper cutter size 100mm x 18mm (Natraj)	10 (5 Blade per pkt)								
23	Stock Register (2 quire)	10 Nos								
24	Scissor 6"	6 Nos								
25	Scotch Tape 3M with dispenser 19mm 3M/Scotch	40 Nos								
26	Scotch Tape 3M (19mm x 32 mtr) 3M/Scotch	20 Nos								
27	Glossy paper sheets photo-quality A4 130 GSM	200 Nos								
28	Blank DVD 4.7 GB "Moserbear"	300 Nos								
29	Blank CD 700 MB "Moserbear"	200 Nos								
30	Fevicol Tubes (25 gms/ml tube)	50 Nos.								

Second Hose							
Black Binder Clips 19mm	31						
Black Binder Clips 25mm	32						
34 Black Binder Clips Zhom Daven	22	Black Binder Clins 10mm					
Dozen Doze		•	Dozen				
(GO Pes Peck) Nos. 6 Push Pris Darrico Shape Od (100 Pes Peck) Nos. 7 Cover it correction pen Obe Nos (100 Pes Peck) Nos. 8 Nataraj Handy paper 50 Nos (100 Pes Peck) Nos. 8 Nataraj Handy paper 50 Nos (100 Pes Peck) Nos. 9 Kangaroo Stapler HD 10D 25 Nos (100 Pes Peck) Nos. 10 Kangaroo Stapler HD 10D 25 Nos (100 Pes Peck) Nos. 11 Kangaroo Stapler HD 10D 25 Nos (100 Pes Peck) Nos. 12 Af Clessy Sticker paper (10 Reams of 100 Pes Peck) Nos. 13 Olem (Broad) Nos. 14 Clessy Sticker paper (10 Reams of 100 Pes Peck) Nos. 15 Olem (Broad) Nos. 16 Olessmate Long Scale. Nos. 17 Olessmate Long Scale. Nos. 18 Olessmate Nos (100 Pes Peck) Nos. 19 Olessmate Nos (100 Pes Peck) Nos. 19 Olessmate Nos (100 Pes Peck) Nos. 10 Olessmate Nos (100 Pes Peck) Nos (100 Pes Pe	34	Black Binder Clips 25mm					
Tesh Pins Damroo Shape Od (100 Ps Pech Nos N	35						
Cover Cover Cover Cover Cover Cover Cover	36	Push Pins Damroo Shape	04				
Camin	37	(100 Pcs Pack) Cover it correction pen					
Cutter All Kangaroo Stapler HD 10D 25 Nos All Kangaroo Stapler HD 10D 25 Nos All Kangaroo Funch DF 52 04 Nos All Classmate Long Scale- 30 Nos All Classmate Drowngh (40 pages book) (2000198) All Classmate Drowngh Nos All Classmate Long Book 30 Nos Single Line, Design Plain Brown 172 Pages (2000320) All Classmate Regular (50 pcs per unit) All Classmate Regular (50 pcs per unit) All Classmate Blg Graser 50 Nos All Classmate Blg Graser 50 Nos 90 N		Camlin	Nos				
A0		Cutter					
A1		-					
42							
80 GSM		-					
A3 Classmate Long Scale 20 30cm (Broad) Nos.	42		(Reams of 100				
Addition	43		20				
ASSISTANCE CONTINUE CONTINU	44	Classmate Drawing	36				
45 Classmate Long Book Single Line, Design Plain Brown 172 Pages (2000330) 46 Classmate Regular Sharpeners Jar (50 pcs per unit) 47 Classmate Regular Sharpeners Jar (50 pcs per unit) 48 Classmate Big raser 50 Nos 49 Pencil HB (Apsara) 50 Nos (Box of 10) 50 Pencil 2B (Apsara) 30 Nos (Box of 10) 51 Pencil 4B (Apsara) 20 Nos (Box of 10) 52 Pencil 4B (Apsara) 10 Nos (Box of 10) 53 Pencil 4B (Apsara) 10 Nos (Box of 10) 10 Nos			Nos.				
46 Classmate Regular Sharpeners Jar (50 pcs per unit) 47 Classmate Long point Sharpeners Jar (50 pcs per unit) 48 Classmate Big eraser 50 Nos 49 Pencil HB (Apsara) 50 Nos (Box of 10) 50 Pencil B (Apsara) 30 Nos (Box of 10) 51 Pencil B (Apsara) 20 Nos (Box of 10) 52 Pencil B (Apsara) 10 Nos (Box of 10) 52 Pencil B (Apsara) 10 Nos (Box of 10) 53 Pencil B (Apsara) 10 Nos (Box of 10) 54 Stamp pad ink 100ml purple (Kores/Camlin) Bottles 55 Stamp pad ink 100ml Pencil Red (Kores/Camlin) Bottles 56 Staple Pin No 10 (Kores/Kanagroo) Pkts 57 Staple Pin No 24 (6	45	Classmate Long Book Single Line, Design Plain Brown 172 Pages					
Sharpeners Jar (50 pcs per unit) 48 Classmate Big eraser 50 Nos 49 Pencil HB (Apsara) 50 Nos (Box of 10) 50 Pencil 28 (Apsara) 30 Nos (Box of 10) 51 Pencil 49 (Apsara) 20 Nos (Box of 10) 52 Pencil 2H (Apsara) 10 Nos (Box of 10) 53 Pencil 4H (Apsara) 10 Nos (Box of 10) 54 Stamp pad ink 100ml 2 purple (Kores/Camlin) Bottles 55 Stamp pad ink 100ml 2 Red (Kores/Camlin) Bottles 56 Staple Pin No 10 20 (Kores/Kanagroo) Pkts (Kores/Kanagroo) Pkts (Kores/Kanagroo) Pkts (Kores/Kanagroo) Pkts (Kores/Camlin) Bottles 58 Highilighter Pen Set (set of 5 color) (Camlin) Set of 5 color) (Camlin) Set of 5 Set of	46	Classmate Regular Sharpeners Jar (50 pcs	1 unit				
Pencil HB (Apsara) 50 Nos (Box of 10)	47	Sharpeners Jar (50 pcs per unit)					
Box of 10 So Pencil 2B (Apsara) 30 Nos Box of 10 So Box of 1	48	_					
Dencil 2B (Apsara) 30 Nos (Box of 10)	49		50 Nos				
Description	50	Pencil 2B (Apsara)	30 Nos				
52	51	Pencil 4B (Apsara)	20 Nos				
53	52	Pencil 2H (Apsara)	10 Nos				
Stamp pad ink 100ml	53	Pencil 4H (Apsara)	10 Nos				
purple (Kores/Camlin) Bottles 55		(Box of 10)	2				
Red (Kores/Camlin) Bottles 56		purple (Kores/Camlin)	Bottles				
56 Staple Pin No 10 (Kores/Kanagroo) Pkts 57 Staple Pin No 24/6 20 (Kores/Kanagroo) Pkts 58 Highlighter Pen Set (set of 5 color) (Camlin) 59 Permanent Marker Pen-BLACK Kores/Camlin/Reynold/Classmate 60 Permanent Marker Pen-BLUE Kores/Camlin/Reynold/Classmate 61 Permanent Marker Pen-RED Kores/Camlin/Reynold/Classmate	55	Red (Kores/Camlin)					
57 Staple Pin No 24/6 (Kores/Kanagroo) Pkts 58 Highlighter Pen Set (set of 5 color) (Camlin) 59 Permanent Marker Pen-BLACK Kores/Camlin/Reynold/Classmate 60 Permanent Marker Pen-BLUE Kores/Camlin/Reynold/Classmate 61 Permanent Marker Pen-RED Kores/Camlin/Reynold/Classmate	56	Staple Pin No 10	20				
58 Highlighter Pen Set (set of 5 color) (Camlin) 59 Permanent Marker Pen-BLACK Nos Nos Samate 60 Permanent Marker Pen-BLUE Nos	57	Staple Pin No 24/6	20				
of 5 color) (Camlin) 59 Permanent Marker Pen- BLACK Kores/Camlin/Reynold/Cla ssmate 60 Permanent Marker Pen- BLUE Kores/Camlin/Reynold/Cla ssmate 61 Permanent Marker Pen- RED Kores/Camlin/Reynold/Cla ssmate	58						
BLACK Kores/Camlin/Reynold/Cla ssmate 60 Permanent Marker Pen- BLUE Kores/Camlin/Reynold/Cla ssmate 61 Permanent Marker Pen- RED Kores/Camlin/Reynold/Cla ssmate		of 5 color) (Camlin)					
60 Permanent Marker Pen- BLUE Kores/Camlin/Reynold/Cla ssmate 61 Permanent Marker Pen- RED Kores/Camlin/Reynold/Cla ssmate	39	BLACK Kores/Camlin/Reynold/Cla					
61 Permanent Marker Pen- RED Kores/Camlin/Reynold/Cla ssmate	60	Permanent Marker Pen- BLUE Kores/Camlin/Reynold/Cla					
	61	Permanent Marker Pen- RED Kores/Camlin/Reynold/Cla	50 Nos				
BLUE Nos	62	Whiteboard Marker Pen	100				

	Kores/Camlin/Reynold/					
	Classmate					
63	Whiteboard Marker Pen	50 Nos				
	RED					
	Kores/Camlin/Reynold/					
	Classmate					
64	Whiteboard Marker Pen	100				
	GREEN	Nos				
	Kores/Camlin/Reynold/					
	Classmate					
65	Whiteboard Marker Pen	100				
	BLACK	Nos				
	Kores/Camlin/Reynold/					
	Classmate					
66	Bopp packing Transparent	200				
	Tape 40mm x 48 mtr	Nos				
67	Scotch Bopp packing Tape	200				
	Tan 48mm x 50mtrs	Nos				
68	Self Adhesive Notes 3" x	25 Nos				
	3" Yellow					
69	Self Adhesive Notes 3" x	25 Nos				
	5" Yellow					
70	Self Adhesive Notes 2 x	25 Nos				
	1.5 Yellow	50 N				
71	Glue Stick 25 gms	50 Nos				
7.0	(Fevistick/Kores)	50 N				
72	Glue Stick 15 gms	50 Nos				
70	(Fevistick/Kores)	100				
73	Transparency 100 gsm	100				
7.	Langlifa Chamanad OO v	Nos		+		
74	Longlife Stamped 90 x 159 (L) PURPLE	10 Nos				
75	Longlife Stamped 90 x	10 Nos				
	159 (L) RED					

NOTE: Recently manufactured products only will be accepted.

*	Amount in o	column no	o. 11 to be	mentioned	multiplying	g the qu	uantity with	n unit ra	ite a	rrived
а	it column no.	10 i.e. a	fter discou	nt and taxe	es if anv (co	lumn 3	x column	10).		

(RUPEES)
Signature:	
Date:	
Seal:	

- Note: 1. Please submit your rates for the items exactly as per the format by providing the necessary details in each column duly signed and sealed.
 - 2. Quotations should preferably be typed and without any corrections and over writings.

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 an envelope super scribed with Enquiry Number and Due Date and the same must reach our office on or before the Due Date by 17.30 hrs (IST). 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 Indiaenous. 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 labelled 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. Despatching 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 issue 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 despatched 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.