



PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.:

AES-11482

Date:

14.08.2017

Due Date:

07.09.2017

Dear Sirs,

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

SL. NO.	ITEM DESCRIPTION	QUANTITY
01.	Stationery Items (As per Annexure-I & II)	(As per Annexure-I & II)

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. Terms of Payment.
7. Taxes applicable with Full Rate/Percentage. ('C' / 'D' form not available) Copy of Registration certificate for GST and PAN card.
8. Indicate if Excise Duty included or extra and Rate/Not Applicable.
9. Guarantee / Warrantee:
10. 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/-

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

SR. NO.	NAME OF ITEM	QTY.	BRAND/ MAKE	UNIT OF MEASUREMENT	Unit RATE (₹)	DISCO UNT	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*
	Stationery Items									
01.	Executive Note Books (NB505)	20 Nos	Solo							
02.	Staples Wiro Notebook A4 Size(pack of 4)	15 Nos	Staples							
03.	Staples Wiro Executive B5 Size Notebook	30 Nos	Staples							
04.	Small Dairies (~14 X9.5 cm)	50 Nos								
05.	Paper Cutter with safety lock (big)	50 Nos	Claro / Natraj							
06.	Cutter Blades Spare small (set of 10 pcs)	6 Pack								
07.	Gorilla Scissors	10 Nos								
08.	Staples Magnetic Board Duster(Large)	5 Nos	Staples							
09.	White Board Clean Shine Liquid	12 Nos	Camlin/ Classmate/ Natraj							
10.	Home & Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 1"	5 Bundles	Scotch							
11.	Home & Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 3"	5 Bundles	Scotch							
12.	Tape Dispenser (2")	3 Nos								
13.	Scotch Magic Tape with dispenser (3")	10 Nos	Scotch							
14.	Scotch Magic Tape without dispenser (3")	10 Nos	Scotch							
15.	Transperent Tapes Big 3"	24 Nos								
16.	Transparent Tapes Small (1")	25 Nos								
17.	Staples 3" Brown Tapes 50 meter (pack of 4)	24 Nos	Staples							
18.	Staples 2" Brown Tapes 50 meter(pack of 6)	24 Nos	Staples							
19.	Aluminium Foil Tape (TOLEXO) 72MM	72 Nos								
20.	Electrical Insulation self Adhesive tapes; 1 inch width, ~9 M	12 Nos								
21.	Highlighter (set of 5 colour)	5 Pack	Camlin / Classmate							
22.	Permanent Markers (Blue, Red, Black)	12 Nos	Kores / Camlin /Faber Castell							
23.	Correction Pens	10 Nos	Kores / Camlin							
24.	Solo White Board Marker Pens(pack of 4)	30 Nos	Solo							
25.	Ball Pen Red, Blue Black	80 Nos	Raynold							

	and Green (20 each colour)		s/Cello/ classma te / Rotomac							
26.	Gel Pens -Free Flo (Blue/Black/Red) (20 nos each colour)	60 Nos	Cello/ Classma te/ Rotomac							
27.	Apsara 4B Pencils (Setof 10)	10 Box	Apsara							
28.	Linc Long Sharpener	1 Box	Linc							
29.	Sharpener	60 Nos	Camli/ Classma te							
30.	X-Acto Model KS-Table or Wall Mount Pencil Sharpener(1031)	5 Nos								
31.	Eraser (Non dust)	1 Pack	Apsara / Classma te / Camlin							
32.	Scales Plastic (30 cm)	1 Box	Camlin/ Classma te /Natraj							
33.	Scales steel (30 cm) (set of 10)	1 Box	Classma te / Camlin/ Natraj							
34.	Fevistick Glue (15gm)	24 Nos	Fevistic k							
35.	Fevikwik (1gm)	24 Nos	Fevikwik							
36.	Energizer MAX Alkaline Battery E92BP8 AAA(PACK OF 8)	10 Nos	Energize r							
37.	Duracell 9v Square cells	30 Pack	Duracell							
38.	Duracell 1.5v Big Round cells	30 Pack	Duracell							
39.	Duracell AAA/2	170 Nos	Duracell							
40.	Duracell AA Cells	320 Nos	Duracell							
41.	Duracell 9v Square cells for Multimeter	24 Nos	Duracell							
42.	Duracell 12v Battery Cells	24 Nos	Duracell							
43.	Binder Clips 19mm	4 Box								
44.	Binder Clips 15mm	2 Box								
45.	Thread Strong	24 Bundle								
46.	Machantosh for Dinner Table	12 Nos								
47.	Folder Files	24 Nos								
48.	A4 Paper (75 GSm, 500Sheet)	10 Nos								
49.	Poster Colours (15 ml, 12 shades)	5 Box	Camlin/ Faber Castell							
50.	Drawing Brushes (set of 12)	50 Nos								
51.	Scientific Calculators (FX 991ES)	5 Nos	Casio							
52.	Calenders, 2018	30 Nos								
53.	Handicrafted Door Torans for each room and station doors	30 Nos								
54.	Solo Document Cases	60 Nos	Solo							
55.	Solo Sheet Protectors	60 Nos	Solo							

21.	Permanent Marker Pen (Blue, Black, Red)	20 Nos	Kores/ Camlin /Faber Castell							
22.	Eraser (non dust)	30 Nos	Apsara / Natraj/ classmate							
23.	Paper Clip 26mm (box)	05 Nos								
24.	Novajet A4 label self adhesive (100 sheet)	01 Nos	Novajet							
25.	Brown Packing tape (2 inch , 65 m)	20 Nos								
26.	Packing Tape Transparent 2" (good quality, pack of 10)	100 Nos								
27.	Tape dispenser for packing tape (4 inch)	02 Nos								
28.	Tape dispenser for small and medium tape	05 Nos								
29.	Round brush set	05 Nos	Camlin /classmate /Faber Castell							
30.	Kangaro Staple Tacker with pin (TS-2313A)	02 Nos	Kangaro							
31.	Kores Sticking Notes (50 X 50 mm)	100 Nos	Kores							
32.	Sheet protector SP401	100 Nos	Solo							
33.	SOLO Document Envelope CH117	20 Nos	Solo							
34.	SOLO Premium NoteBOOK NB505	300 Nos	Solo							
35.	SOLO RF 102 Report File	500 Nos	Solo							
36.	Solo CH 107 plastic folder with thread/ button	400 Nos	Solo							
37.	Solo Secure campnion	200 Nos	solo							
38.	Solo EF886 folder	200 Nos	solo							
39.	Solo Diaries NA633	200 Nos	solo							
40.	Solo Lever Arch file LA 512	200 Nos	solo							
41.	Laser Pointer	04 Nos								
Freight charges if any										
Grand Total										

* Amount in column no. 11 to be mentioned multiplying the quantity with unit rate arrived at column no. 10 i.e. after discount and taxes if any (column 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 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 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.

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