



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

(Procurement Section)

Advertise Tender

M/s.

Ref. No.:

AES-11509

Date:

12.06.2018

Due Date:

09.07.2018

Dear Sir,

We require the following items for XXXVIII Indian Antarctic Expedition. 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
01	Stationery Items (only below mentioned Brands): Solo, Staples, Claro, Natraj, Camlin, Classmate, Luxor, Renata, Novajet, Scotch, Kores, Faber Castell, Raynolds, Cello, Rotomac, kangaro, Apsara, Linc, Fevistick, Fevikwik, Energizer, Duracell, Casio	As per Annexure-I

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. Delivery within 30 days, please indicate delivery date.
4. Mode of Dispatch: Door delivery to NCAOR, Vasco-Da-Gama, Goa.
5. Bidders shall submit EMD either by DD/BG drawn in favor of NCAOR, for a sum of Rs. 17,050/- (Seventeen Thousand Fifty Only) payable at Vasco-da-Gama, Goa only. Bids received without EMD will be rejected.
6. 'C' / 'D' form is not available; Copy of Registration certificate for GST and PAN card to be provided.
7. Specify Brand/Make Model of the quoted item.

Director, NCAOR reserves the right to reject any quotation received without assigning any reasons.

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

Yours faithfully,

Sd/-

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

EnquiryNo.: _____

ANNEXURE I**PRICE BID FORMAT**

- To be quoted in the following format only on F.O.R, NCAOR, Vasco Da Gama, Goa Basis.
- No optional item to be quoted and It is not turnkey based.

1)

Sr No	Item Description & Specifications	Specify Brand/ Make	Quantity/ Unit	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)
	Stationery Items for Maitri Station		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Executive Note Books (NB505)		20 Nos				
2	Staples Wiro Notebook A4 Size(pack of 4)		15 Nos				
3	Staples Wiro Executive B5 Size Notebook		30 Nos				
4	Small Dairies (~14 X9.5 cm)		50 Nos				
5	Paper Cutter with safety lock (big)		50 Nos				
6	Cutter Blades Spare small (set of 10 pcs)		6 Pack				
7	Gorilla Scissors		10 Nos				
8	Staples Magnetic Board Duster(Large)		5 Nos				
9	White Board Clean Shine Liquid		12 Nos				
10	Home &Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 1"		5 Bundles				
11	Home &Office masking Tape 24mmx20m 3M 1D1AB10122142 Core size 3"		5 Bundles				
12	Tape Dispenser (2")		3 Nos				
13	Scotch Magic Tape with dispenser (3")		10 Nos				
14	Scotch Magic Tape without dispenser (3")		10 Nos				
15	Transparent Tapes Big 3"		24 Nos				
16	Transparent Tapes Small (1")		25 Nos				
17	Staples 3" Brown Tapes 50 meter (pack of 4)		24 Nos				
18	Staples 2" Brown Tapes 50 meter(pack of 6)		24 Nos				
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				
22	Permanent Markers (Blue, Red, Black)		12 Nos				
23	Correction Pens		10 Nos				
24	Solo White Board Marker Pens(pack of 4)		30 Nos				
25	Ball Pen Red, Blue Black and Green (20 each colour)		80 Nos				
26	Gel Pens -Free Flo (Blue/Black/Red) (20 nos each colour)		60 Nos				
27	Apsara 4B Pencils (Setof 10)		10 Box				
28	Linc Long Sharpener		1 Box				
29	Sharpener		60 Nos				
30	X-Acto Model KS-Table or Wall Mount Pencil Sharpener(1031)		5 Nos				
31	Eraser (Non dust)		1 Pack				
32	Scales Plastic (30 cm)		1 Box				
33	Scales steel (30 cm) (set of 10)		1 Box				
34	Fevistick Glue (15gm)		24 Nos				
35	Fevikwik (1gm)		24 Nos				
36	Energizer MAX Alkaline Battery E92BP8 AAA(PACK OF 8)		10 Nos				
37	Duracell 9v Square cells		30 Pack				
38	Duracell 1.5v Big Round cells		30 Pack				
39	Duracell AAA/2		170 Nos				
40	Duracell AA Cells		320 Nos				
41	Duracell 9v Square cells for Multimeter		24 Nos				
42	Duracell 12v Battery Cells		24 Nos				
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				
50	Food grade Cling film (min 30 mts roll)		100 Nos				
51	Scientific Calculators (FX 991ES)		5 Nos				
52	Calenders, 2018		30 Nos				
53	Handicrafted Door Torans for each room and station doors		30 Nos				
54	Solo Document Cases		60 Nos				
55	Solo Sheet Protectors		60 Nos				
56	Solo Ring Binders		30 Nos				
57	Solo Certificate Files (20 packets)		60 Nos				

Grand Total

Total amount inclusive of GST in words: _____

2)

Sr. No.	Item Description & Specifications	Specify Brand/ Make	Quantity /Unit	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)
	Stationery Items for Bharati Station		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Premium Note Book (10.8cms x 14cms) A6		25 Nos				
2	Exam pad		12 Nos				
3	Classmate long note book		50 Nos				
4	Registers notebooks (~ 21 X 33 cm, ~125 pages)		10 Nos				
5	Visitor Book (good quality)		2 Nos				
6	Glossy Photo Paper (180 GSm, 20 sheet pack, A 4)		5 pack				
7	Matt finish Photo Paper (240GSm, 100 sheet, A4)		2 Nos				
8	Foodgrade Aluminium foil (18micron, 300mm, 9m)		50 Nos				
9	2B pencil (10 pcs each box)		10 Nos				
10	Black board Chalk (coloured, set of 10 box)		1 Nos				
11	Scale 12 cm (10 pcs each box)		1 Nos				
12	Steel Scale (30cm)		24 Nos				
13	Correction pen		10 Nos				
14	Heavy Duty paper Cutter (big)		10 Nos				
15	Energizer rechargeable extreme AA battery 1.5V		20 Nos				
16	3V lithium Cell (RENATA CR 2450N)		10 Nos				
17	Chargeable Ni MH Battery 400mAh,AAA size		10 Nos				
18	Battery Charger for AAA battery (4 slot)		2 Nos				
19	Battery Charger for AA battery (4 slot)		2 Nos				
20	Alkaline Button Battery Set		2 Nos				
21	Permanent Marker Pen (Blue, Black, Red)		20 Nos				
22	Eraser (non dust)		30 Nos				
23	Paper Clip 26mm (box)		5 Nos				
24	Novajet A4 label self adhesive (100 sheet)		1 Nos				
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)		2 Nos					
28	Tape dispenser for small and medium tape		5 Nos					
29	Round brush set		5 Nos					
30	Kangaro Staple Tacker with pin (TS-2313A)		2 Nos					
31	Kores Sticking Notes (50 X 50 mm)		100 Nos					
32	Sheet protector SP401		100 Nos					
33	SOLO Document Envelope CH117		20 Nos					
34	SOLO Premium NoteBOOK NB505		300 Nos					
35	SOLO RF 102 Report File		500 Nos					
36	Solo CH 107 plastic folder with thread/ button		400 Nos					
37	Solo Secure campanion		200 Nos					
38	Solo EF886 folder		200 Nos					
39	Solo Diaries NA633		200 Nos					
40	Solo Lever Arch file LA 512		200 Nos					
41	Laser Pointer		4 Nos					
42	White Board Clean Shine Liquid		12 Nos					
Grand Total								
Total amount inclusive of GST in words: _____								

3)

Sr. No.	Item Description & Specifications	Specify Brand/ Make	Quantity /Unit	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)
	Stationery Items for Expedition Members at NCAOR		(Col. 1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)
1	Card Case with neck strip, B4 size		300 Nos				
2	Roller Gel pen, Blue colour. Approx 0.7 mm tip		300 Nos				
3	Multi Functional Folder, A4; Six section expanding pocket with tabs on inside cover. Additional net pocket with zip closure for keeping like CD passport etc. 30 pages Writing pad included. Pockets for business cards & pens. Special matte texture for elegant look & feel.		300				

4	Sticker Paper , A4; Self-Adhesive Sticker Label, Matte Surface Paper for Inkjet and Laser Printer, White colour		300 Sheet					
5	Ivory sheet, 180 GSM, White Colour, A4 size		600 Sheet					
6	3 Subject Note Book-A6 size , ~ 240 pages Paper Size 105x148mm 3 divided sections Multi Index cut Line Ruled		300					
							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: _____

• **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:

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 single bid 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. **NCAOR is not entitled to issued Form C or D.** No Taxes 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. Bidders shall submit **EMD** along with their tender, either By DD drawn in favor of NCAOR, for a sum of **17,050/- (Rupees Seventeen Thousand Fifty only)** payable at Vasco-da-Gama only or in the form of a bank guarantee for a sum of **17,050/- (Rupees Seventeen Thousand Fifty only)** from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing of the tender as per the proforma enclosed (Annexure III). This bank Guarantee in original shall be submitted along with the bid only. Tender without EMD in the envelope containing bid shall be summarily rejected. The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract. The earnest money will be liable to be forfeited, if the bidder withdraws or amends, impairs or derogates from the tender if any respect within the period of validity of his tender.
22. The bid will be opened at NCAOR, Goa on 10-07-2018 in presence of tenderer or his representative if any.
23. NCAOR will not be responsible for any postal delays.

Sd/-

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

BANK GUARANTEE FORMAT FOR FURNISHING EMD

To

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Whereas _____

(Hereinafter called the “tenderer”

has submitted their offer dated _____

for the supply of _____

(Herein after called the “tender”

WE _____ of having our registered office

At _____ are bound unto the NATIONAL

(Hereinafter called the Bank)

CENTRE FOR ANTARCTIC & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. Of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCAOR which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of _____ for which payment will and truly to be made to. NCAOR, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ day of _____ 2018.

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by NCAOR during the period of its validity.
 - 2.a) If the tenderer fails to furnish the Performance security for the due performance of the contract.
 - 2.b) Fails or refuses to execute the contract

We undertake to pay NCAOR up to the above amount upon receipt of its first written demand, without NCAOR having to substantiate its demand, provided that in its demand the NCAOR will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee is valid until the _____ day of _____ 2018.

Signature of the bank