

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



**NATIONAL CENTRE FOR
ANTARCTIC & OCEAN RESEARCH**

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PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.:

PR-1391

Date:

26.04.2017

Due Date:

16.05.2017

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.

Sr. No.	Description	Quantity
01	<p>Supplying, providing and installation of Spacio Plus- tile based modular workstation, with partition thickness 50mm and height 1190 mm including powder coated aluminium trims, in below mentioned sizes at a, b as per attached layout. (The <u>work surface</u> should be 25 mm thick of pre laminated particle board with pvc lipping edge banding surrounding work surface , <u>Tiles</u> should be in combination of top tiles are in fabric magnetic/fabric tackable/white board & bottom tiles are in fabric magnetic and <u>Side panels</u> should be cover with of 25mm thick pre laminate particle board with flat pvc lipping edges banding at open end conditions.)</p> <p>The work station should also include - NOVA Mobile metallic drawer pedestal (Free standing BBF pedestal 390(L)x585(B)x646(D) mm) with three drawer and central locking system, Metal CPU trolley with castors and metallic combined key board and mouse tray.</p> <p>Each work station should also be provided with i)Wire manager, ii)Modular electrical fittings with switch and sockets (6A) -03 nos each(ROMA brand), iii)Two LAN points - at the lower part of the work station. Electrical (3X4Sq.mm., Finolex/Polycab) and LAN (UTP CAT6) cables to be provided and drawn from the nearest source to the respective points in the work station.</p> <p>Ref: Layout for seating arrangement as per Annexure I</p>	
a	Recta Work station-1500x600 mm	01 No.
b	Penta Work station -1500 X 1200 X 600 mm	20 Nos.

03	<p>Regency medium back seat (PCH-7002). With Seat and backrest are made up of molded polyurethane foam of right density and thickness, pneumatic height adjustable, center tilt mechanism, tilt locking system and with twin wheel castor.</p> <p>Dimensions: Seat height from floor Minimum 440mm and Maximum 565mm, Back ht. from floor Minimum 805 mm - maximum 925 mm, Seat Depth 750 mm, Seat width (Arms Outer) 750 mm, Back ht. from Seat 480mm and Back width 430 mm</p>	21 Nos.
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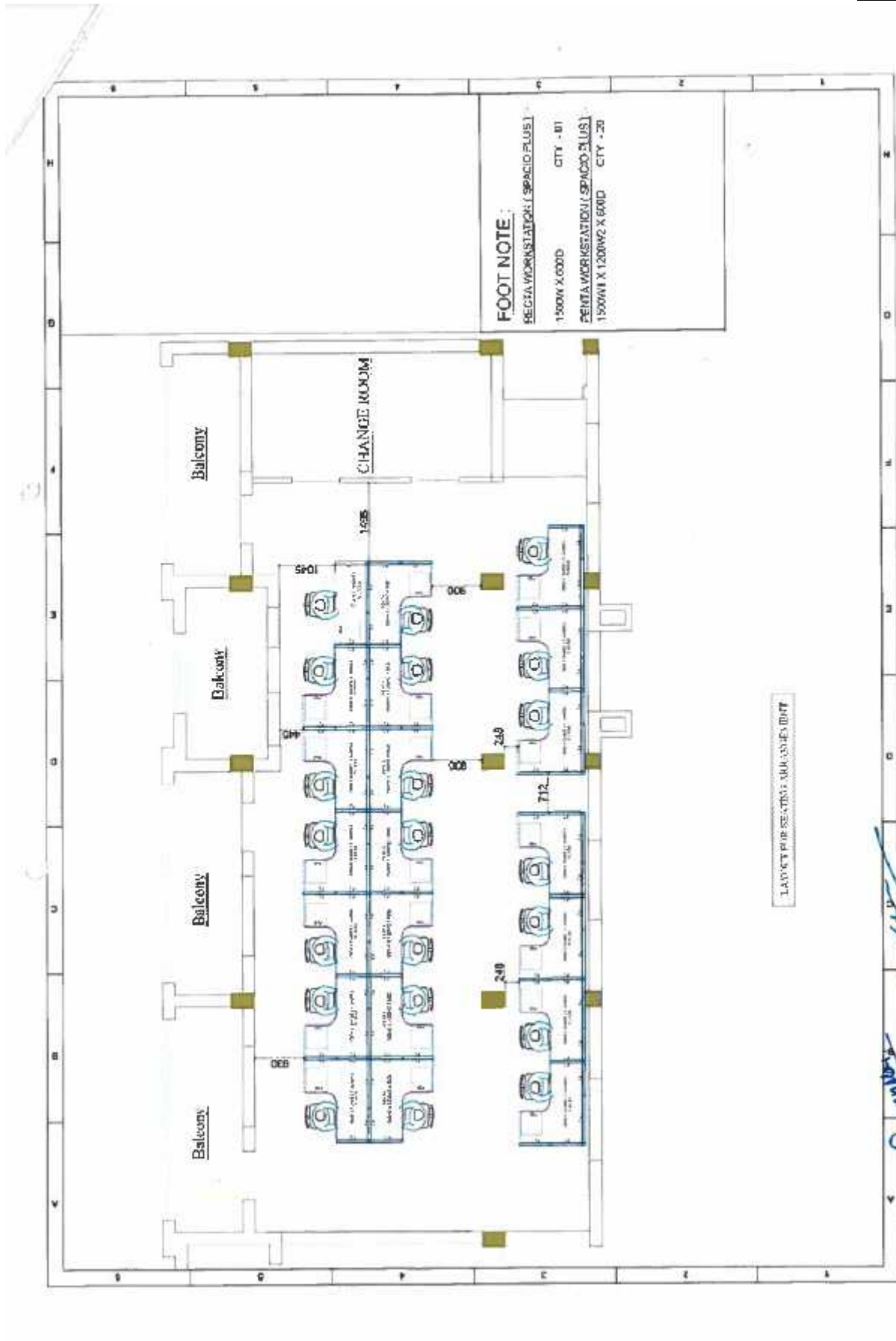
Your offer should contain the following information:

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.

Also confirm "the rates quoted by you are reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients"

Yours faithfully,

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



FOOT NOTE :

REGTA WORKSTATION (SPACIO PLUS) -
 1500W X 600D CTY - 81
 REGTA WORKSTATION (SPACIO PLUS) -
 1500W X 1200W2 X 600D CTY - 29

LAYOUT FOR SEATING ARRANGEMENT

Handwritten notes:
 Approved
 12/10/2013
 C.E.

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