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PROCUREMENT SECTION

**INDIGENOUS ENQUIRY**

M/s.

Ref. No.: PR-1404

Date: 04.07.2017

Due Date: 24.07.2017

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below and in Annexure I.

SL. NO.	Description	Quantity (Nos)
01	Floor Cleaner (2 Ltrs) Lizol/Blossom	100
02	Glass Cleaner (500 ML) Collin/Cleen/Equivalent	100
03	Hand wash (liquid) (215 ml) Lifebouy/Dettol	150
04	Hand wash Refill (liquid) (185 ml) Lifebouy/Dettol	100
05	Toilet Cleaner (1000 ml) Harpic/Domex	150
06	Bathroom cleaner (1000 ml) Harpic/Domex	150
07	Room freshener spray (250 ml) Odonil/Airwick	150
08	Shampoo (6ml Sachet) Clinic Plus/Sunslik	1000
09	Soap Bar (56/60 grms) Lifebouy Lemon/Haman/Medimex/Dettol	600
10	Batteries Cells for TV Nippo/Eveready/Panasonic	50
11	Batteries for A/C Remote Nippo/Eveready/Panasonic	50
12	Mosquito spray (400 ml) Hit/Mortein	100
13	Crawling Insect Killer Spray (400 ml) Hit/Mortein	100
14	Naphthalene Balls (50 gms) Dzire	50
15	Room freshener (cake) Odonil Lavander/Airwick	200
16	Mosquito Repellent (Refill + Machine) Goodknight/All Out	50
17	Mosquito Repellent Refill Goodknight/All Out	50
18	Tissue Rolls, 2 Ply, Soft, Absorbant, ~ 10 cms x 40 mts Abania/Jobania	1000 Rolls
19	Super Delux Tissue papers, Soft, Absorbant, Size 30 x 30 cms (100 sheet pkt) Abania/Jobania	1000 Pkt
20	Premium Tissue paper: 100 pulls- 2 ply, Sheet size 200 x 200 mm Abania/Jobania	500 Box
21	Garbage Bag XL Size	100 Pkt

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 applicable with Full Rate/Percentage. ('C' / 'D' form not available) Copy of Registration certificate for GST and PAN card.
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

**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