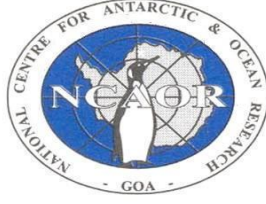


राष्ट्रीय अंटार्कटिक एवं
समुद्री अनुसंधान केन्द्र
पृथ्वी विज्ञान मंत्रालय
भारत सरकार)
हेड लैण्ड सडा, वास्को डा गामा
गोवा- ४०३ ८०४ भारत



**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

M/s.

Ref. No.:

PR-1227

Date:

18.12.2014

Due Date:

05.01.2015

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
1.	Printing & Supply of Files with clip box type ~ 400 gsm , thickness Colour : Blue (Printing matter as per Annexure I, II & III)	2000 Nos.

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery Schedule.
4. Terms of Price.
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. Warranty / Guarantee.

Yours faithfully,

Sd/-

**Executive (Procurement)
For and on behalf of Director, NCAOR**

राष्ट्रीय अंटार्कटिक एवं समुद्री अनुसंधान केन्द्र

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

पृथ्वी प्रणाली विज्ञान संगठन

Earth System Science Organisation

पृथ्वी विज्ञान मंत्रालय, (भारत सरकार)

(Ministry of Earth Sciences, Government of India)

हेड लैंड सडा, वास्को-डा-गामा,

Headland Sada, Vasco-da-Gama,

गोवा - 403804

Goa-403804.

विभाग

DIVISION : _____

फ़ाइल संख्या

FILE NO. : _____

खंड संख्या

VOLUME NO.: _____

मुख्य विषय

MAIN SUBJECT : _____

उप विषय

SUB SUBJECT : _____

प्रारम्भ तिथि

DATE OF OPENING: _____

बन्द करने कि तिथि

DATE OF CLOSING: _____

संक्षिप्त टिप्पणियां (SHORT NOTES)

01. Accepted and passed for payment. स्वीकृत और भुगतान के लिए पास किया।	17. Approved as proposed. यथाप्रस्तावित अनुमोदित।
02. Accepted provisionally. अस्थायी रूप से स्वीकृत।	18. Await further advanced report. आगे और सूचना/रिपोर्ट की प्रतीक्षा करे।
03. Accord approval / sanction pl. कृपया अनुमोदन/मजूरी प्रदान करें।	19. Await reply. उत्तर की प्रतीक्षा करे।
04. Action as at "A" above. उपर के के अनुसार कार्रवाई की जाए।	20. Bills for signature please कृपया बिल/बिलो पर हस्ताक्षर करे।
05. Action should be completed by..... -----तारीख तक कार्रवाई की जाए।	21. Bills passed बिल पास कर दिए गए।
06. Action may be taken as proposed. यथाप्रस्तावित कार्रवाई की जाए।	22. Brief note is placed below. संक्षिप्त नोट नीचे प्रस्तुत है।
07. Address all concerned to note. सभी सम्बन्धित देखें।	23. Budget provision exists. बजट में प्रावधान है।
08. Advise accordingly. तदनुसार सूचित करे।	24. Calculation and rates checked गणना और दरों की जांच कर ली गई है।
09. Advise further development. आगे की प्रगति से अवगत कराए।	25. Call for explanation स्पष्टीकरण के लिये बुलाया जाय।
10. Advise telegraphically to report for duty. तार द्वारा काम पर आने का परामर्श दे।	26. Call for the file. फाइल मगाई जाए।
11. Advise the action taken. की गई कार्रवाई से अवगत कराए।	27. Case has been badly delayed. मामले में बहुत देर कर दी गई है।
12. Agenda is approved. कार्यसूची अनुमोदित है।	28. Case is put up for orders. मामला आदेश के लिए प्रस्तुत है।
13. Agenda may be put up. कार्यसूची प्रस्तुत करे।	29. Case under consideration. मामला विचाराधीन है।
14. Approval may be accorded. अनुमोदन प्रदान किया जाए।	30. Checked and found correct. जांच की और सही पाया।
15. Approved. अनुमोदित।	31. Circulate and then file. प्रसारित कर - फाइल बद्ध करे।
16. Approved as per remarks in the margin. हाशिए की अभ्युक्ति के अनुसार अनुमोदित।	32. Concurrence of Deptt. of Finance may be obtained वित्त विभाग की सहमति प्राप्त कर ली जाए।

33. Connect previous papers. पिछले कागज साथ लगाएं।	49. Enquire into this case and report early. मामले की जांच करे और शीघ्र रिपोर्ट दे।
34. Connect relevant papers and put up. सम्बन्ध कागजों के साथ पेश करें।	50. I would like to see मैं.....देखना चाहूंगा/चाहूंगी
35. Consolidated report may be called for. समेकित रिपोर्ट मंगवा ली जाए।	51. Keep in abeyance. आस्थगित रखा जाए।
36. Convey the decision to all concerned निर्णय की सूचना सभी सम्बन्धितों को दे दें।	52. Keep pending लंबित रखा जाए निर्णयार्थ रोक रखा जाए।
37. Copy has been forwarded for information necessary action. सूचना के लिए/आवश्यक कार्रवाई के लिए प्रतिलिपि अग्रेषित कर दि गई है।	53. Keep this in view इस दृष्टि में रखें।
38. Copy is enclosed for ready reference. तैयार संदर्भ के लिए प्रतिलिपि सलग्न है।	54. Keep with the file. फाइल में रखें।
39. Decision of Hqrs. is waited. मुख्यालय के निर्णय की प्रतीक्षा।	55. Kindly accord concurrence कृपया सहमति प्रदान करें
40. Delay in returning the file is regretted. फाइल को लौटाने में हुई देरी के लिए खेद है।	56. Kindly acknowledge receipt कृपया पावती भेजें।
41. Discuss with papers. सम्बन्धित कागज लाकर विचार विमर्श करें/चर्चा करें।	57. Kindly check कृपया जांच कर लें।
42. Do the needful. आवश्यक कार्रवाई करें।	58. Kindly confirm/consider कृपया पुष्टि/विचार करें।
43. Draft is put up for approval. प्रारूप अनुमोदनार्थ प्रस्तुत है।	59. Kindly countersign कृपया प्रतिहस्ताक्षर करें।
44. Draft as amended is approved. यथासंशोधित प्रारूप अनुमोदन के लिए प्रस्तुत है।	60. Kindly expedite disposal. कृपया शीघ्र निबटारा करें।
45. Draft reply is put up for approval. उत्तर का मसौदा/प्रारूप अनुमोदन के लिए प्रस्तुत है।	61. Kindly expedite reply. कृपया शीघ्र उत्तर दें।
46. Early action please. कृपया शीघ्र कार्रवाई करें।	62. Kindly instruct further कृपया आगे आदेश दें/कृपया आगे हिदायत करें।
47. Early reply is solicited. शीघ्र उत्तर भेजने की प्रार्थना है।	63. Kindly look into it कृपया इसे देख लें।
48. Eligibility is certified पात्रता प्रमाणित की जाती है।	64. Kindly reply कृपया उत्तर दें।

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