

**Cost of tender document Rs.500/- to be
Paid in the form of D.D. /Cash in favour of IDSA**

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No.IDSA/030/2010

QUOTATION FOR SUPPLY ORDER

MEMORANDUM OF WORK IN BRIEF

1.	Name of work	Supply of Stationery items at IDSA
2.	Earnest Money	Rs. 5,000/-
3.	Security Deposit	Rs. 20,000/- in form of DD/Cash
4.	Validity period	180 days
5.	Period of Contract	One year
6.	Last date of Submission of Tender	25.11.2010
7.	Mode of Sending	In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier

**Signature of bidder
Name:**

**Assistant Director
IDSA**

Company seal

Date

Sealed quotations in the prescribed format are invited from experienced contractors/agencies for providing “**Supply Order**” for IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, New Delhi -110010 as per details given in format.

Sealed quotation addressed to Assistant Director (Admin), Institute for Defence Studies and Analysis may be sent at the Institute’s address mentioned above either by Registered Post AD/Speed Post/By hand delivery at the Reception. The quotations should have “**Quotation for Stationery Items**” written on top of the envelope. It should reach on or before **25th November 2010**.

The Institute shall not be liable for any postal delay and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

All the tender are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page and their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on your letter head and should be submitted as prescribed in para 2 above.

IDSA reserves the right to accept or reject any or all quotations including the lowest quotations without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding on all concerned.

Note: Supplier may inspect the Campus & assess its requirement before quoting the tenders.

Wg Cdr (Retd) Hemlata Lohani
Assistant Director

Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010

To,

Subject: Supply of Stationery at IDSA

Dear Sir(s),

Quotations are invited for rates Contract for one year for supply and installation as per scope/specifications of works given in Appendix-'A' enclosed. Conditions of the order shall be as follows: -

1. Time Schedule:

The supplier is required to supply the items as per our requirements from time to time within the specified period as per supply order mentioned in Appendix-'A'. If the supplier fails to deliver the items as per our specification within the time a penalty of **Rs. 1000/- (Rupees One Thousand only)** will be imposed.

2. Indent of Material:

The list of required items will be raised from the user upto **5th of every month**. The list will be handed over to supplier on same date. However, IDSA reserve the right to modify the list whenever required. Incase of emergency, telephonically indent will be treated as work order.

3. Supply of Material:

The materials supplied and/or incorporated shall be best available and strictly conforming to specifications, brands, catalogue No., sizes and dimensions as mentioned and shall be brand ISI certifications. The lead time for supply is **maximum 07 days**.

4. Unit Price:

Unit rates quoted shall be deemed complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include all taxes, octroi, excise duty, transportation etc. including price escalations, contractor's overheads and profits. Nothing extra shall be admissible on any such account.

5. Delivery of Materials/Items and Completion:

Pre-delivery inspection of the finished product will be carried out by the representative IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated in Appendix 'A'. These shall be accompanied with delivery challans, indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's representatives in token of having received the item/material and submitted to Director General, IDSA along with claims for payments/bills by the suppliers/agencies. No payment against the supplies shall be admissible without furnishing signed delivery challans along with Bills.

6. Defect Liability:

The material shall have defect liability period of **12 months** from the certified date of supply. The contractor shall replace all the components/item of material wherein defects have developed during this period under the direction of the Director General at no extra cost.

7. Earnest Money Deposit:

The contractor will have to deposit **Rs. 5,000/- (Five Thousand only)** as earnest money alongwith tender document in term of Demand Draft in favour of "**IDSA, New Delhi**". Without EMD, Tender will be liable to be rejected. No interest will be payable on EMD. EMD will be returned within 15 days to unsuccessful bidders.

8. Security Deposit:

The successful bidder will also deposit **Rs. 20,000/- (Twenty Thousand only)** as security deposit in form of Demand Draft after receiving work order from IDSA. . In case the supplier fails to comply any of the terms & conditions the security will be forfeited.

9. Submission of quotation:

Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "**quotation for Supply of Stationery items for IDSA**", at No 1 Development Enclave, New Delhi addressed to Assistant Director, IDSA, so as to reach on or before **1400 hrs on 25th November 2010**. No late quotation shall be entertained.

10. Payment:

Payment will be made on monthly basis. The supplier will produce bills in duplicate & duly authorized by IDSA representative. If the bill is found satisfactory in all respects, payment will be released upto 20th of next month.

11. Dispute Resolution:

Disputes if any, with regards to the interpretation, execution and/or implementation of these terms and conditions shall rest exclusively with the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any, with regard to the decision of the Director General, in this regard, shall be referred to arbitration at the hands of a sole arbitrator to be appointed by IDSA and all proceedings in this regard shall be subjected to the sole and exclusive jurisdiction of courts of competent jurisdiction at New Delhi.

- 12.** Upon the acceptance of bid, the bidder shall be required to enter into an appropriate agreement with IDSA incorporating the aforesaid terms and conditions, inter alia, in accordance with law. All expenses and statutory/regulatory levies in this regards shall be borne by the bidder.
- 13.** Upon acceptance of bid, no sub letting/transfer would be allowed except with the prior written permission of Director General, IDSA.
- 14.** Standard force-majeure conditions would apply.
- 15.** Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,

(Wg. Cdr. Hemlata Lohani)
Assistant Director, Admin
For Director General

Encl: Appx. 'A'

SCHEDULE OF REQUIREMENT AND PRICE BID FORMAT: FOR STATIONERY ITEMS

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
1.	Ream Paper A/4 Size	JK Century	Ream	1080				
2.	Ream Paper A/3 Size	JK Century	Ream	20				
3.	Ball Pen Reynolds	Reynolds	Nos.	1200				
4.	Ball Pen Pilot / Ten Point - 05	Luxor	Nos.	200				
5.	Ball Pen Sketch	Luxor	Nos.	70				
6.	Ball Pen	Luxor	Nos.	150				
7.	Ball Pen White Board marks	Reynolds	Nos.	100				
8.	Ball Pen Reynolds Highlighter (P)	Reynolds	Nos.	50				
9.	Stapler Machine No. – 10	Kangaro	Pkts.	200				
10.	Stapler Pin No. – 10	Kangaro	Pkts.	200				
11.	Stapler Pin No. 24/6	Kangaro	Pkts.	100				
12.	Punch Single No. SHP – 20	Kangaro	Nos.	100				
13.	Punch Double No. – 600	Kangaro	Nos.	20				
14.	White ink Pen Add	ECO Frindoly	Nos.	50				
15.	Correction White Floid	Bun Chine	Nos.	50				
16.	Rolex Elip No. 25 MM	Rolex	Pkts.	12				
17.	Rolex Elip No. 30 MM	Rolex	Pkts.	12				
18.	PIN	Bun chine	Pkts.	100				
19.	Glue Stick	Camel	Pkts.	200				
20.	Gum Boll Paste 300 ML	Camel	Rattle (s)	50				
21.	Paper Cuter	Kebico	Nos.	60				
22.	Pencil	Camlin	Pkts.	900				
23.	Pencil	Natraj	Pkts	800				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
24.	Eraser Pencil	Natraj/Apsara	Nos.	60				
25.	Sharpnar Pencil	Sultan	Nos.	60				
26.	Scissors	Kebico	Nos.	60				
27.	Plastic Folder No. 111 (L – type)	Rain Bow	Nos. (10 Sheets)	1000				
28.	Notes (Message)-2/2	Post It	Pads	200				
29.	Notes (Message)-3/3	Post It	Pads	100				
30.	Notes (Message)-3/5	Post It	Pads	100				
31.	File Flag	Post It	Nos.	60				
32.	Rubber Bands	Nelambor's	Pkts.	20				
33.	Stamp Pad	National	Nos.	25				
34.	Slip Pad Small No. – 33	Neelgagan	Nos.	300				
35.	Slip Pad Big No. – 55	Neelgagan	Nos.	150				
36.	Steno Note Book	Neelgagan	Nos.	100				
37.	Paper Weight	Kebica	Nos.	120				
38.	Pen Stand (T)	Kebica	Nos.	20				
39.	Jotter Ball Pen	Link – 63 i	Nos.	50				
40.	Pencil Cell	Everyday	Nos.	100				
41.	Foot Rule	Kebica	Pkts.	10				
42.	Cello Tape Small “½”	Kohli & Comp.	Nos.	100				
43.	Cello Tape Big 1”	Kohli & Comp.	Nos.	100				
44.	Cello Tape White 2”	Kohli & Comp.	Nos.	50				
45.	Cello Tape Brown 2”	Kohli & Comp.	Nos.	25				
46.	Carbon paper	Kangaro	Pkts.	10				
47.	Register (.....)	Bharat	Nos.	80				
48.	Desptch register 12 Quar.	Amit	Nos.	8				
49.	Attendances Register		Nos.	6				
50.	Entry Reception Register	As per sample	Nos.	5				
51.	Reception Register		Nos.	5				
52.	Stock register 310 Pg.		Nos.	5				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
53.	Sty Issue Register	As per sample	Nos.	10				
54.	Envelope Letter "10x4 1/2"	-do-	Nos.	15000				
55.	Envelope A/4 Size	-do-	Nos.	5000				
56.	Envelope Yellow Full Size	-do-	Nos.	500				
57.	Ball Pen Uni (Micro)	-	Nos.	25				
58.	Index Folder	Neelgagan	Nos.	150				
59.	Candle		Nos.	20				
60.	Cash Book	As per sample	Nos.	5				
61.	Dumper Spunje	Bunches	Nos.	15				
62.	Dak Folder	KSS	Nos.	12				
63.	Desk Calendar	-	Nos.	10				
64.	Desk Calendar Stand	-	Nos.	10				
65.	D.O Letter Head Small	Royal Ex. Bond	Pad.	10				
66.	D.O Letter Head A/4 Size	-do-	Pad.	60				
67.	Drawing Pin	Bun Chine	Pkts.	12				
68.	File Cover	As per sample	Nos.	5000				
69.	File Board	-do-	Nos.	600				
70.	Ink Stamp Pad	Camlin	Nos.	12				
71.	Ink Pilot	Luxor	Nos.	20				
72.	Note Sheet Pad	Neelgagan	Nos.	60				
73.	Note Book	-	Nos.	12				
74.	Peon Book	-	Nos.	20				
75.	Pencil Stand	-	Nos.	20				
76.	Pin Cushing	Kebica	Nos.	20				
77.	Plastic Tray	As per sample	Nos.	20				
78.	Plastic sheet A/4 Size (Blue)	Aggarwal	Nos.	500				
79.	Fevicol 30 MM	Fevicol	Nos.	12				
80.	Ring File A/4 Size	SOLO	Nos.	100				
81.	Refill Cello	Cello	Nos.	150				
82.	Refill Reynolds	Reynolds	Nos.	100				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
83.	Ruled paper	-	Sheets	100				
84.	Sealing Wax	-	Pkts.	2				
85.	Slip Pad	Neelgagan	Nos.	3600				
86.	Sutlic (Plastic)	-	Nos.	20				
87.	Tag white (Small)	-	Bunch	50				
88.	Tag Long	-	Pkts	5				
89.	Transparency Sheets	Neelgagan	Nos.	500				
90.	File Flags	-	Nos.	100				
91.	Knife	-	Nos.	12				
92.	Pencil Tray	-	Nos.	12				
93.	Stock Verification Register	As per sample	As per Demand	10				
94.	Dura Cell AV		Nos.	30				
95.	R.Cell AAA (Remote)		Nos.	30				
96.	Bindle Call SDI 19 MM, 25MM, 32MM	Infinity	Box	12 x 3				
97.	Dak Register	192 Page	Nos.	12				
98.	Visiting Cards Album (192 Cards)	Neeraj	Nos.	5				
99.	Dairy 2011	Executive	Nos.	200				
100.	Refill Jotter	Luxer/Camlin	Nos.	100				
101.	Sprial Pad No. 67	Neelgagan	Nos.	50				
102.	Laser Inkjet Labels		Nos.	20				
103.	Transparent I.Card cover		Pkts	200				
104.	Lamination Pouch Film	Infinity	Pkts	5				
105.	Lamination Roll	Inepex	Pkts	2				
106.	Pens	Gel		1500				
107.	Note Pad	Neelgagan		3000				
108.	Spiral Note Book			500				
109.	Plastic Sheet			200				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
110.	Name Tags			200				
111.	Envelopes	Paper Make		4000				