



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010  
Ph. No., 26717983 Ext:7204

File No. Stationery/2021

Date: Jan 2021

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### **QUOTATIONS FOR RATE CONTRACTS OF STATIONERY ITEMS**

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Quotations are invited from bonafide and experienced Firm/Contractor for “Rate contracts of Stationery items at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available from the date of tender publication at <https://www.idsa.in>. The bidders should download and then send duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their bids latest by **10<sup>th</sup> Feb 2021** by 1500 hrs. Hard copies of the relevant documents need to be submitted along with (1) Demand Draft for Rs. **2000/- (Rupees Two thousand only)** in favour of “**IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post/By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 10<sup>th</sup> Feb 2021** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “Rate contracts of Stationery Items”**”.

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

**Note : Contractor may inspect the Campus & assess its requirement before bidding.**

**Col Rajeev Agarwal (Retd)  
Assistant Director (Admin)**



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**Quotations for Rate contracts of Stationery items**

**MEMORANDUM OF WORK IN BRIEF**

1	Name of work	Rate contracts of stationery item
2.	Cost of Tender Document	Free of Cost
3	Earnest Money	Rs 2000/-
4.	Validity period	30 days
7.	Last date of Submission of Technical Bid	10.02.2021 by 1500 hrs
8.	Mode of Sending	EMD and relevant documents of In cover by Speed post/Hand Delivery tender box kept at reception.

**Col Rajeev Agarwal (Retd)  
Assistant Director (Admin)**

**Signature of bidder**

**Name :**

**Company seal**

**Date**



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**SUBJECT: QUOTATION FOR RATE CONTRACTS OF STATIONERY ITEMS**

Quotations are invited for the work as per scope of work and terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 15 days from the date of placing of order. A sum of Rs 500 per day will be charged for delay in completion of work. Assistant Director, decision in this regard shall be final and binding.

2. **Execution of Work:** The job work shall be executed in best workmanship like manner, to the entire satisfaction of the Assistant Director.

3. **Unit Price:** Unit rates quoted as per scope of work for the work shall be deemed to include all material and other accessories for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the specifications but are required for proper completion of work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes (except GST), including price escalations, contractor's overhead and profit. Nothing extra shall be admissible on any such account.

4. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 2000/-** by demand draft "**IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 45 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

5. **Security Deposit** : On receipt of the Letter of intent (LOI), **Successful bidder will be required to deposit an amount of Rs 5,000 as interest free security money to the institute. The amount will be refundable at the end of the contract. However, if the vendor fails to meet the clauses of the contract, during the contract tenure, the amount will be forfeited.**

6. No material shall be issued by the department. All materials shall be procured/arranged by the contractor at his own cost.

7 **Opening of Quotations:** Quotations shall be opened by the committee constituted by the Institute on **10 Feb 2021 at 1530 hrs** in presence of available bidders who wish to be present.

8. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

9. Extension of time for completion of work shall not be granted except for natural calamities and other unseen reasons.

10. Complete work as per technical specifications should be completed within 15 days from the date of issue of order. If work is not completed within stipulated period then penalty Rs. 500/- per day basis delay subject to a maximum of 10% of total amount of the work order.

11. **Payment Terms:** 100% payment will be released after satisfactory completion of work. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

12. **Contract Period:** The selected vendor will provide the above mentioned stationery items at the **APPROVED FIXED RATE** for **the period of one year**.

**13. Scope of work:**

Sr No	Size	Type/Position
a.	Jute Folders	Big enough to accommodate A4 size sheets
b.	Cloth Bags	Big enough to accommodate A4 size sheets
c.	Butter flow Pens	
d.	Notepads with MP-IDS/	1/8-40 Sheets
e.	Nametags with lanyards	

**14. Eligibility:**

- (i) Firm should produce completion certificate of such works from organization /Autonomous body.
- (ii) The latest income tax assessment return for last two financial years.
- (iii) Balance sheet/audited accounts for the last two financial years.
- (iv) Copy of GST NO./PAN NO.
- (v) MSME contractor shall be exempted as per rule.

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with the in future.

(Signature and seal of the authorized signature)

Place.

Date

## **TERMS AND CONDITIONS**

- The approved vendor should adhere to the time limit for delivering the consignment.
- The vendor must conform to the quality and material specifications. Any product not conforming to the quality will not be eligible for any payment.
- The selected vendor will provide the above mentioned stationery items at the **APPROVED FIXED RATE for the period of one year.**
- Director General, MP-IDSA reserves the right to cancel the Rate Contract at any time during the period of the Contract by giving one month's notice.
- Director General, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.
- In case of any dispute, the decision of Director General, MP-IDSA will be considered final and binding. No further communication will be entertained beyond the decision of Director General.
- Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
- Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.
- **Vendors may visit MP-IDSA room 204 between 1000 -1600 hours on working days to have a look at the samples before submitting their quotes.**

*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,

**Col Rajeev Agarwal (Retd)  
Assistant Director (Admin)**

**GENERAL INFORMATION OF CONTRACTOR**

Name & address of Firm/Agency/Contractor:	
Phone No.:	
Email:	
Contact Person Name:	
Mobile No.:	
Registration of Firm/Agency/Contractor	
PAN No.:	
GSTIN No.:	
Bank's Detail & Address:	
IFSC code & Account No.	(for correct information attach copy of cancelled cheque)
EMD detail	DD/BC No.: <span style="float: right;">Dated:</span>



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Delhi Cantt, New Delhi – 110 010**

**FINANCIAL BID**

The amount quoted by vendors **should be inclusive of taxes** and **delivery of the consignment should be at MP-IDSA.**

<b>Sr No</b>	<b>Size</b>	<b>Type/Position</b>	<b>Price per Piece</b>
1.	Jute Folders	Big enough to accommodate A4 size sheets	
2.	Cloth Bags	Big enough to accommodate A4 size sheets	
3.	Butterflow Pens		
4.	Notepads with MP-IDSA logo	1/8-40 Sheets	
5.	Nametags with lanyards		

Note.

1. **The amount quoted should be inclusive of GST.**
2. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
3. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

Signature of the Bidder \_\_\_\_\_  
Name and Telephone No \_\_\_\_\_  
Name of the Agency with Seal \_\_\_\_\_