

**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 Computer Consumable items at IDSA
2.	Earnest Money	Rs. 20,000/-
3.	Security Deposit	Rs. 50,000/- 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 Computer Consumable**” 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 Computer Consumable 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. 20,000/- (Rupees Twenty 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. 50,000/- (Rupees Fifty 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 Computer Consumable 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 refereed 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 COMPUTER CONSUMABLE ITEMS

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
1.	HP Ink-C6615D			40				
2.	HP Ink-C6625A			10				
3.	HP Ink-6614DA			10				
4.	HP Ink-C1823DA			10				
5.	HP Ink-26			6				
6.	HP Ink-C8727A			75				
7.	HP Ink-C-8728A			60				
8.	HP Ink-51629A			10				
9.	HP Ink-51645A			50				
10.	HP Ink-51649A			6				
11.	HP Ink-C6578DA			3				
12.	HP Ink-C-9361ZZ			3				
13.	HP Ink-C-9362ZZ			3				
14.	HP Ink-C-9369ZZ			3				
15.	HP Ink-C-9720A			4				
16.	HP Ink-C-9721A			4				
17.	HP Ink-C-9722A			4				
18.	HP Ink-C-9723A			4				
19.	HP Ink-C-4936A			8				
20.	HP Ink-C-4937A			8				
21.	HP Ink-C-4938A			8				
22.	HP Ink-C-4939A			8				
23.	HP Toner C-4096A			12				
24.	HP Toner Q2613A			10				
25.	HP Toner C-7115A			10				
26.	HP Toner Q2612A			100				
27.	HP Toner Q2610A			6				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
28.	HP Toner Q1338A			2				
29.	HP Toner Q7561A			4				
30.	HP Toner Q7562A			4				
31.	HP Toner Q7563A			4				
32.	HP Toner Q7560A			4				
33.	HP Toner Q7553A			4				
34.	HP Toner CC388A			100				
35.	Moserbaer CDR			300				
36.	DVD-R			100				
37.	Printer Ribbon			4				
38.	Transcend Pen Drive			8				