

**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 Electrical & Mechanical 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 Electrical & Mechanical**” 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 Electrical & Mechanical Items for Day-to-Day maintenance 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. However decision of IDSA will be final & binding.

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**. List of material is attached as Appendix-'A'. However suppliers are advised to see the sample of items it they found necessary.

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/- (Rupees 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 (Rupees 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 electrical & mechanical 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 ELECTRICAL & MECHANICAL

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
1.	Switch 1way-5 Amp	Anchor		60 Nos				
2.	15 Amp switch	Roma		46 Nos				
3.	15 Amp switch	Anchor		20 Nos				
4.	Bell push	Anchor		25 Nos				
5.	15 Amp socket	Anchor		56 Nos				
6.	5 Amp top	Anchor		26 Nos				
7.	Ding Dong Bell-	Anchor		34 Nos				
8.	Capacitor 1.5 Mfd	Asian		20 Nos				
9.	Capacitor 2.5 Mfd	Asian		40 Nos				
10.	Capacitor 3.5 Mfd	Asian		45 Nos				
11.	Capacitor-4.5 Mfd	Asian		45 Nos				
12.	Bulb Holder	Anchor/Philips		20 Nos				
13.	Tee Cover -Round sheet	Anchor/Kalinga		10 Ns				
14.	5 Amp socket	Roma		20 Nos				
15.	5 Amp socket	Anchor		12 Nos				
16.	Bulb 40W-	Osram/Philips		100 Nos				
17.	Exhaust fan blades- GEC-9"			32 Nos				
18.	PVC connection- 1/2"			26 Nos				
19.	Waste pipe			20 Nos				
20.	Brass Phase			30 Nos				
21.	Dead Plug - 1/2"/3/4", 1"			5 Nos(each)				
22.	Paper roll Holder			6 Nos				
23.	Fastner-100x12mm			35 Nos				
24.	Geyser Element			6 Nos				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
25.	Thermostate Geyser			6 Nos				
26.	Multiplug-5Amp	Anchor		12 Nos				
27.	Multiplug-15Amp	Anchor		24 Nos				
28.	Philips Tube-55w			24 Nos				
29.	Philips 2' fitting			6 Nos				
30.	Tube for 2' fitting			6 Nos				
31.	Tube starter-110V	Philips		25 Nos				
32.	Tube starter-220V			50 Nos				
33.	Philips Ignitor SN-57			12 Nos				
34.	CFL-23w			20 Nos				
35.	Syphen-1/2"			8 Nos				
36.	Syphen+handle-Toilet			8 Nos				
37.	Push Tap-SS-1/2"			3 Nos				
38.	PPR Elbow-1/2"			6 Nos				
39.	PPR Elbow-1"			6 Nos				
40.	Contactora MNX-32	L&T		6 Nos				
41.	Contactora MNX-25	L&T		6 Nos				
42.	15 Amp top	Anchor		60 Nos				
43.	Halogen tube 500w			6 Nos				
44.	MCB 25 Amp-Single pole	Hagger		6 Nos				
45.	MCB 25 Amp-Double pole	Hagger		12 Nos				
46.	MCB 25 Amp-3 pole	Hagger		9 Nos				
47.	MCB 25 Amp-4 pole	Hagger		2 Nos				
48.	MCB 63 Amp-4 pole	Hagger		4 Nos				
49.	MCB 100 Amp-4 pole			4 Nos				
50.	MCCB 100 Amp 4 Pole	L&T		1 No				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
51.	Wire-6 mm2			2 Roll				
52.	Wire 4 mm	Kalinga		2 Roll				
53.	Flex. cable 4 mm-3core			2 Roll				
54.	Flex cable 2.5 mm-4 core	Kalinga		5 Roll				
55.	Flexible cable 1.5 mm2	Finolex		10 Roll				
56.	Flexible wire - 40x76	Kalinga		2 Roll				
57.	Aldrop-Aluminium-12"			6 Nos				
58.	Drawer lock	Brsss		28 Nos				
59.	Drawer lock-iron			20 Nos				
60.	Filter-10"-for RO plant			24 Nos				
61.	Filter-20 "- for RO plant			36 Nos				
62.	Fan Regulator Electronic			12 Nos				
63.	Fan Regulator sheet			4 Nos				
64.	Gang Box	Anchor/Kalinga		60 Ns				
65.	Gate Valve-50 mm	Jiloto		2 Nos				
66.	Gate Valve-25 mm	Jiloto		6 Nos				
67.	Gate Valve-20 mm			6 Nos				
68.	Gate Valve-15mm			6 Nos				
69.	Switch Sheet-8"x5	Roma		6 Nos				
70.	Switch sheet-7"x4"	Roma		6 Nos				
71.	Switch sheet -4x4			6 Nos				
72.	Rubber for Door stopper			24 Nos				
73.	Steel drain jali-4"			15 Nos				
74.	Electronic Choke			10 Nos				
75.	CFL Holder(Electronic)			10 Nos				
76.	Lamp Shade-As			6 Nos				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
	per Sample							
77.	Heater Rode			6 Nos				
78.	Godrej lock			24 Nos				
79.	GI EXL piece-1"			20 Nos				
80.	Rewinding of exhaust fan motor-9"			34 Nos				
81.	Rewinding of FCU motor			10 Nos				
82.	Parryware seat cover (white)			12 Nos				
83.	Parryware seat cover (off white)			12 Nos				
84.	Parryware hinges			6 Pkt				
85.	CFL 5W			12 Nos				
86.	Bulb 70W HPSV			12 Nos				
87.	CFL 11w philips-holder			60 Nos				
88.	Handle Almera			2 Nos				
89.	Power strip/Extension Box			12 Nos				
90.	PLS tube 11w-2pin			150 Nos				
91.	14W holder type CFL philips			12 Nos				
92.	Autocut thermostate			6 Nos				
93.	Y strainer-3"			2 Nos				
94.	36w Tube light			100 Nos				
95.	Choke 40 W Philips			50 Nos				
96.	Wall shower			4 Nos				
97.	Electronic Timer As per sample			3 Nos				
98.	Cord less remote bell			4 Nos				
99.	Magic Eye			10 Nos				
100.	Security Chain			10 Nos				
101.	Soap Dish			5 Nos				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
102.	Glass Mirror-3'x4'			12 Nos				
103.	White Cement			20 Kg				
104.	Chuna-ordinary			200 Kg				
105.	POP			5 Kg				
106.	Birla white -Putty			5 kg				
107.	Oil Bould Distemper- Asian/Berger			200 kg				
108.	Door Closer- Sandhu			24 Nos				
109.	Door Stopper			12 Nos				
110.	22x16 Wash Basin -White			2 Nos				
111.	GI Pipe-2"			60 Feer				
112.	GI Pipe-1"			40 Feet				
113.	Ball Cock-1"			6 Nos				
114.	Telephonic Mixer			3 Nos				
115.	AC Box			5 Nos				
116.	False Sealing sheet-8x4'			10 Nos				
117.	Brush-3"			10 Nos				
118.	Bearing SKF-6309 ZZ			4 Nos				
119.	Bearing SKF-6312 ZZ			4 Nos				
120.	Bearing SKF-6310 SKF			6 Nos				
121.	Thermal Overload Relay-MN2-L&T- Range-23Amp- 32Amp			4 Nos				
122.	Relay -Simens Make-10-14 Amp			1 No				
123.	Illuminated Push button -Vaishno Make-22.5MM			10 Nos				
124.	Indicator Bulb-130V			20 Nos				

S. No.	Name of Item	Brand/Name	Unit	Annual Requirements	Rate/Unit. (Rs.)	Vat	Unit rate inclusive of Vat	Remarks
125.	Exhaust fan -9"- GEC Make			4 Nos				