

**Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA)
No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt.,
New Delhi-110010**

**NOTICE INVITING QUOTATIONS FOR RATE CONTRACTS of STATIONERY
ITEMS FOR A PERIOD OF ONE YEAR**

Sr No	Size	Type/Position
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	

- The amount quoted by vendors **should be inclusive of taxes and delivery of the consignment should be at MP-IDSA.**
- All or some of the above mentioned stationery items may be required for events, depending on the magnitude of the event.
- The quantity of the above mentioned stationery items could be between 200-300 pieces, depending on the magnitude of the event. In case of smaller events the quantity may be less than 100.
- Participating firms are required to include copies of their contracts with other reputed government/institutes, if any.
- Quotations must be sealed and duly signed and sent to “Assistant Director, Manohar Parrikar Institute for Defence Studies and Analyses” at the address given above and the envelope containing the quotation should be superscribed “**QUOTATION FOR STATIONERY**”. The last date for receipt of quotations is **February 10, 2021 upto 1500 hours.**
- The tenders will be opened the same day (February 10, 2021) at 1530 hours. Bidders may be present for the opening.
- **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.**

TERMS AND CONDITIONS

1. The approved vendor should adhere to the time limit for delivering the consignment.
2. The vendor must conform to the quality and material specifications. Any product not conforming to the quality will not be eligible for any payment.
3. The selected vendor will provide the above mentioned stationery items at the **APPROVED FIXED RATE for the period of one year.**
4. 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.
5. Director General, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.
6. 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.
7. **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.**

(Col Rajeev Agarwal)
Assistant Director
MP-IDSA