

Tender Notice

Single Bid System

Institute for Defence Studies and Analyses
No 1 development Enclave, Rao Tula Marg, New Delhi -110010

Subject: Supply of Table Flags with Metallic Stands

Quotations are invited for supply of Table flags of different countries, as per the specifications given in Annex A, enclosed alongwith.

Conditions of the order shall be as follows:

1. Time Schedule

The flags with metallic stands will be supplied within 20 days of placing the order. A penalty of Rs 100 per day will be charged, if the vendor fails to meet the deadline. The decision of competent authority, IDSA, shall be final in this regard.

2. Execution of Work

The material, size and dimension of the products should be as per the specifications given in Annex A. A sample of the finished product shall be approved by the competent authority of IDSA. The remaining items should be in congruence with the approved sample.

3. Unit Price

The unit rates quoted for the products should be inclusive of material, labour and tools as required. The rates should be inclusive of all taxes (Excluding GST), octroi, transportation etc. Nothing extra shall be admissible on any such account.

4. Delivery of flags

The flags with metallic stand should be delivered to IDSA within 20 days of placing the order, along with a delivery challan, indicating description, size and quantity of the said items. The challan shall then be signed by a competent authority as a token of having received the items. The same will then be submitted to the competent authority of IDSA, along with claims of payment/bills by the vendor.

5. The vendor will ensure that the flags of all countries have proper colour sequence and designs. Any discrepancy shall not be entertained and the vendor will be liable to rectify the same at no additional cost.

6. Defect Liability

The finished product shall be scrutinized by the competent authority and payment shall be made upon submission of bills. The vendor will be liable for any defect in the products for a period of six months after delivery. During the defect liability period of six months, the vendor shall resupply/redo of defective products.

7. Earnest Money Deposit (EMD)

The bidder shall deposit Rs 2000 along with the bid, in form of a demand draft in favour of The Institute for Defence Studies and Analyses, payable at New Delhi. The EMD will be forfeited in case the vendor refuses/fails to do the job as per the specifications given. The EMD of unsuccessful bidders will be returned without interest after the finalization of tendering process.

8. Security Deposit

A security deposit of 10 per cent of the quoted amount shall be submitted by successful bidder in any acceptable form like demand draft/bank guarantee. The earnest money deposit of successful bidder may be converted into security deposit if the bidder wishes so.

9. Submission of Quotation

A copy of Annexure A of the quotation, duly quoted and signed on all pages, along with this letter, as a token of acceptance of the terms and condition mentioned herein, in a sealed envelope, duly marked '**Quotation for Table Flags with Metallic Stands**' should be dropped in the tender box placed at the reception of The Institute for Defence Studies and Analyses, No 1 Development Enclave, Rao Tula Marg, New Delhi, 110010.

The sealed envelopes should reach IDSA by 1500 hours on February 04, 2019. Late entries shall not be entertained.

10. Bidders are required to submit the bid along with the following documents.

- Income tax returns of last three financial years
- Pan number
- GST Number
- Completion certificate of work done equivalent to or not less than Rs 1,00,000.

11. Payment shall be made upon satisfactory completion of the work.

12. Dispute Resolution

Dispute if any with regards, interpretation, execution and implementation of these terms and conditions shall rest exclusively with the competent authority of IDSA, whose decision shall be final and binding upon the parties.

13. 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 the law.

14. Upon acceptance of bid, no subletting/transfer would be allowed by the vendor, except with prior written permission of Deputy Director General, IDSA.

15. Standard Force-majeure conditions would be applicable.

Deputy Director General, IDSA reserves the right to accept or reject the lowest or an offer or all offers without assigning reason thereto.

Please acknowledge

Yours Sincerely



Aparna Krishna
Manager Outreach and Communications
Institute for Defence Studies and Analyses (IDSA)

Encl: Annexure 'A'

Annexure 'A'

Financial Bid

Sr. No.	Description	Quantity numbers	in	Rate in Rs	Amount in Rs
Table flags		85			
Material	Polyester				
Size	150mmx 100mm				
Weight	100gsm (Approx)				
Table stand		85			
Height	300mm				
Material	Brass Chrome polished				
Table rod diameter	6mm				
Total					
Amount in Words					

Note

- Rates quoted should be exclusive of GST
- Bidder should quote the rates inclusive of all taxes and freight charges
- In case of discrepancy in words and figures, the higher of the two shall be taken into consideration
- Sample images given alongside



