

9-ITPO(12)/E-I/2014
India Trade Promotion Organization
Pragati Bhawan
Pragati Maidan
New Delhi - 110001

Last date: 10.10.2016 at 12.00 Noon.

Quotation Opening date: 10.10.2016 at 3.00pm

Sub: REQUEST FOR QUOTATION FOR PURCHASE OF GIFT ITEM ON THE EVE OF DIWALI

1. India Trade Promotion Organization is a Government of India Enterprise under the Department of Commerce.
2. On the occasion of Diwali, we intend to procure Gift items for distribution among employees. As such, we are looking for authorized distributors/suppliers of products as specified in Annexure A, at our offices situated at Delhi, Mumbai, Kolkata, Chennai, and Bengaluru.
3. The details of Gift Item are given in the enclosed Annexure-A. Sealed quotation in respect of items as specified are requested. ITPO shall choose one or more item and the quantity of which will be procured as per actual requirement.
4. In case of any courier / postal delay in receipt of sealed quotations, ITPO will not be responsible and reserves the right not to consider the quotations.
5. No representation of any bidder would be entertained.
6. ITPO reserves the right to select more than one vendor for purchase of items.
7. Sealed quotations super scribing on the envelop **QUOTATION FOR DIWALI GIFT - GIFT ITEM** should reach us on or before the due date i.e. **10.10.2016 by 12.00 noon positively, and must be addressed to Manager (Administration), Room No. 228, Pragati Bhawan, Pragati Maidan, New Delhi - 110001.**
8. All the prospective distributors/suppliers are advised to submit their sealed quotations as per the enclosed annexure "A".
9. In case differences arise between the bidder and ITPO at any stage during finalization of order processing, ITPO reserves the right to reject the bids of the concerned bidder.
10. In case any dispute arises during the validity of the contract, the same will fall under the jurisdiction of a Delhi Court.
11. ITPO reserves the right to relax any tender conditions, while awarding the tender.

Copy to : ITPO Website/ CPP Portal/ Notice Board/ Vigilance Division.

ANNEXURE - A

Sealed Quotations are invited from Authorized distributors/suppliers of Philips/Inalsa/Usha/Bombay Dyeing products:

1. Name of the Agency:
2. Address of the Agency:
3. Telephone No/Mobile No:
4. Authorized Distributor/Vendor of Philips/Inalsa/Usha/Bombay Dyeing Products :
Yes/No
(If yes, please attach proof)
5. Details of Proprietor/partner/Director:
6. E-mail and Website:
7. TIN/TAN/PAN No.:
8. Time taken in supply : _____ Days
9. Rates offered :

S.No.	Item Description	Brand/Model No./Specification	Tentative Nos.	Maximum Retail Price	Rate for Unit Item (Inclusive of taxes) quoted
1	Food Processor	Philips, Model No. HR 7628/00	500 Nos. *may increase or decrease.		
2	Body Groomer	Philips, Model No. BG 1024			
3	Induction Cook top	Philips, Model No. HR 4928/01			
4	Rice Cooker	Philips, Model No. HD 3041/00			
5	Mixer Grinder	Philips, 550 - 750 Watts			
6	Sandwich Maker	Philips, 750Watts			
7	Electric Kettle	Philips, Capacity 1.5 Litre			
8	Mixer Grinder	Usha, 550 -750Watts			
9	Sandwich Maker	Usha, 750Watts			
10	Electric Kettle	Usha, Capacity 1.5 Litre			
11	Mixer Grinder	Inalsa, 550 - 750Watts			
12	Sandwich Maker	Inalsa, 750Watts			
13	Electric Kettle	Inalsa, Capacity 1.5 Litre			
14	Double Bed sheet and Towel Set	Bombay Dyeing			

Note:

- 1) Quotations of only Authorized Distributors/Vendors will be considered.
- 2) Items as described above will be considered.
- 3) ITPO reserves the right not to accept any item which is damaged or not as per the make and model quoted above. The cost of the replacement will be borne by the bidder.

Authorized Signatory:

Name:

Office SEAL:

Date:

Place: