

**India Trade Promotion Organisation  
(A Govt. of India Enterprise)  
Gate No. 3, Pragati Bhawan, Pragati Maidan  
New Delhi – 110001**

**No.: ITPO/ITSD /Tablet/15-16**

**Dated: 25-01-2016**

**TENDER DOCUMENT**

**Subject: Invitation of sealed bids for procurement of three (3) units of Lenovo Yoga Tablet 2 (8) {8 inches}.**

India Trade Promotion Organisation (ITPO), a premier trade promotion organisation, manages India's premier trade fair complex, Pragati Maidan in New Delhi. ITPO intends to procure three (3) units of Lenovo Yoga Tablet 2 (8).

**A. Scope of work:**

To supply the tablets (tabs) as per the quantity given below:

<b>S. NO.</b>	<b>Description</b>	<b>Quantity</b>
1	Lenovo Yoga Tablet 2 (8) {8 inches}	Three (3) Nos.

**B. Installation Period:** Supply and installation to be completed within 7 (seven) working days from the date of release of purchase order.

**C. Terms & Conditions:**

1. The vendor shall provide report for 100% performance compliance, after delivery.
2. Vendor shall provide back-to-back warranty from the OEM.
3. Transportation cost, if any, shall be borne by the vendor.
4. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right to not to accept or reject any or all the tenders without assigning any reason. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.
5. In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and

Conciliation Act 1996. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.

6. The price quoted should be inclusive of all the taxes, levies etc.
7. The techno-commercial bids will be opened on the same day at 3.30 PM in the presence of the representatives of the bidders.
8. ITPO reserves the right to accept or reject any offer without assigning any reason thereof.
9. Supply Order will be placed to the lowest bidder (L1 bidder) whose `total cost` as per the commercial bid comes out to be the lowest.
10. Conditional offers/ bids are liable for rejection.
11. The quantity of items to be purchased may vary depending upon the requirement at the time of placing the order.

**D. Payment Terms:**

Payment would be made after successful delivery, subsequent satisfactory report by ITPO, receipt of warranty cards/letter. (Warranty should be directly from OEM).

**E. ELIGIBILITY CRITERIA**

1. The bidder should either be an Original Equipment Manufacturer (OEM) or should be authorized/ certified by the OEM to sell the items (copy of authorization letter to be submitted in this regard).
2. The bidder should have a registered number of VAT/TIN. Please provide self-certified copy of the registration certificate (whichever applicable).
3. The company must deposit Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft (DD) drawn in favour of "India Trade Promotion Organisation", payable at New Delhi. (To be submitted in original). No interest shall be payable on the EMD amount. The EMDs of unsuccessful bidders shall be refunded after completion of tendering process. The EMD of successful bidder shall be refunded after ninety days from the date of successful delivery.
4. The company must deposit cost of tender document in the form of Demand Draft (DD) for an amount of Rs. 525/- (Rs. Five Hundred and Twenty Five only, including 5% DVAT) drawn, in favour of "India Trade Promotion Organisation", payable at New Delhi.

**F. SUBMISSION OF BIDS**

Bids should be submitted in single envelope titled “techno-commercial bid”.

**G. SCHEDULE & IMPORTANT INFORMATION**

Cost of tender document	Rs. 525/- (Rs. Five Hundred and Twenty Five only, including 5% DVAT) through demand/bank draft favouring ITPO. (To be submitted in Envelope -1 along with tender document)
Earnest money deposit	Rs. 5,000/-(Rs. Five Thousand Only) through demand/bank draft drawn in favour of ITPO. (To be submitted in Envelope -1 along with tender document)
Last date for submission of sealed bids	01-02-2016 upto 1500 Hrs.
Opening of bids	01-02-2016 at 15:30 Hrs.
Validity of Bid	60 days from the last date of submission of Bids.

The bids in sealed cover / envelope should reach at below mentioned address:

Mr. Abhishek Chauhan  
Deputy Manager,  
Ground Floor, Annex Building,  
System Development and Compliance Services Division  
Pragati Bhawan, Pragati Maidan  
New Delhi – 110001  
Ph. 011-23371540 (Extension- 513)  
Mobile no. : - 8505955777  
Email: [abhishekchauhan@itpo.gov.in](mailto:abhishekchauhan@itpo.gov.in)

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**TECHNICAL BID**

**Company Details**

Name of the Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Executive  
(Name & designation) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**1. VAT No.** \_\_\_\_\_ **Service Tax No.** \_\_\_\_\_

PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

**2. Details of EMD:**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**3. Details of cost of tender document**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the company:**

**(Authorized Signature)**

**Name:**

**Designation:**

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**COMMERCIAL BID**

Name of the bidder: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Executive \_\_\_\_\_

(Name & designation)

Tel: \_\_\_\_\_ Mobile no. \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website \_\_\_\_\_

<b>S. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price in INR (Excluding any tax)</b>	<b>Type, percentage and amount of tax</b>	<b>Total Cost (in INR) (Including all taxes) (also to be written in words)</b>
<b>1</b>	Lenovo Yoga Tablet 2 (8) {8 inches}	Three (3)			

**Note: - The bidder whose “Total Cost” as per the above table comes out to be the lowest, shall be declared as the lowest bidder (L1 bidder). The quantity of the items may vary depending upon the requirement.**

**Date: \_\_\_\_\_**

**(Authorized Signature)**

**Name:**

**Designation:**

**Seal of the company:**