Tender No. 208/FFA/CS/ITPO/2017-18

INDIA TRADE PROMOTION ORGANISATION

E-TENDER NOTICE

India Trade Promotion Organization (ITPO), Pragati Maidan, New Delhi on behalf of CMD, ITPO invites E-Tenders from Specialized Agencies for Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for Personal Exchange to officials of ITPO for the period of three years.

1. INTRODUCTION

1.1 India Trade Promotion Organization (ITPO) is the nodal agency of the Government of India (GOI) for promoting trade. To meet its objectives, ITPO organizes trade fairs, exhibitions and conventions in India and abroad including specialized trade fairs, India Shows, Buyer-Seller Meets, Market Surveys, etc. ITPO organizes and participates in trade fairs and exhibitions at various locations throughout the world.

1.2 ITPO intends to empanel Banks/agencies dealing in Foreign Exchange for personal foreign exchange for its officials for India's participation in fairs/Exhibitions abroad.

1.3 ITPO is inviting online bids through two-bid system from Specialized Agencies for Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for Personal Exchange to officials of ITPO for the period of three years**.** Manual bids shall not be accepted.

1.4 The tender documents are available on ITPO's website www.indiatradefair.com (for reference only) and https://eprocure.gov.in/eprocure/app and the same can

be downloaded as per the schedule given in CRITICAL DATE SHEET. However, the documents required such as DD towards Cost of Tender for Rs.1770/- (in favour of India Trade Promotion Organisation, payable at New Delhi) should be deposited in Room No. 234, Pragati Bhavan, Pragati Maidan, New Delhi before the close of time/date for submitting the e-tender.

1.5 Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Renderers' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at **https://eprocure.gov.in/eprocure/app**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1.6 Bidders who have downloaded the tender from the ITPO's web site www.indiatradefair.com and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, shall not modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with ITPO.

1.7 Intending Bidders are advised to re-visit ITPO website www.indiatradefair.com and CPPP website https://eprocure.gov.in/eprocure/app at least 1 day prior to the closing date of submission of tender for any corrigendum / addendum/ amendment.

2. INDICATIVE CRITICAL DATE SHEET

Published Date	**07.09.2017**
Bid Document Download Start Date	**07.09.2017**
Bid Submission Start Date	**07.09.2017**
Bid Submission End Date	**21.09.2017**
Technical Bid Opening Date	**22.09.2017**

3. Essential Eligibility Criteria

(i) The agency must have Registration with RBI for dealing in foreign exchange.

(ii) Net worth and Turnover certificates from CA and audited Accounts for last two years along with a copy of the annual report. The minimum turnover required for eligibility in the bid is Rs. 500 Crores in each year in the last two years.

(iii) Rates quoted for purchase and sell of US$,GBP,Euro and Japanese Yen for the dates **August 1-15, 2017.**

(iv) Copy of Registration Certificate with GST.

(v) The bidder must have operational office in Delhi. (Please enclose the relevant proof).

(vi) The agency must have all necessary clearances from RBI and also fulfils other statutory requirements for dealing in foreign exchange.

(vii) The bidder must deposit, in original, Cost of tender document in the form of bank/demand draft for Rs.1770/- (including 18% GST in the form of bank/demand draft/ RTGS/NEFT favoring “India Trade Promotion Organisation”, payable at New Delhi.

BANK Details for Tender Fees Payment through NEFT/RTGS:

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

4. **EMPANELLMENT PROCEDURE**:

i) Empanelment of minimum 2 Agencies will be made on the basis of L1 & L-2 basis

ii) Successful bidders will be required to sign an agreement with ITPO, as per the specimen given at Annexure-III

iii) ITPO reserves right to accept or reject the tender without assigning any reason in the business interest of ITPO.

5. General Terms & Conditions

i) A Copy of Registration with RBI for dealing in foreign exchange is to be submitted.

ii) A copy of rate card indicating the Inter-Bank-Rate (IBR) rates for each transaction executed on behalf of ITPO would be required.

iii) Net worth and Turnover certificates from CA and audited Accounts for last two years along with a copy of the annual report is to be submitted. The minimum turnover required for eligibility in the bid is Rs. 500 Crores in each year in the last two years.

iv) Rates quoted for purchase and sell of US$ GBP and Euro for the dates September 1-15, 2017.

v) Copy of Registration Certificate with Service Tax Authorities/GST.

vi) The bidder must have operational office in Delhi. (Please enclose the relevant proof).

6 . Arbitration & Jurisdiction

The dispute resolution mechanism shall be as follows:

In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to mediation/ conciliation and upon its failure the disputes shall be resolved by way of arbitration in accordance with Indian Arbitration and Conciliation Act 1996.

In the event of any doubt, dispute or difference arising under the agreement (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved; the same shall be referred to the CMD, ITPO, for appointment of Sole Arbitrator. The provisions of India Arbitration & Conciliation Act 1996 (as amended from time to time) shall apply on both the parties.

It is also a term of the agreement that fee payable to the Arbitrator, shall be paid equally by both the parties.

The venue of the arbitration proceedings shall be the office of ITPO, i.e. Pragati Maidan, New Delhi. Courts situated at Delhi shall have the jurisdiction to try/entertain the petition/suit arising out of this contract.

ANNEXURE -I

APPLICATION FORM (TECHNICAL BID)

FOR

Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for Personal Exchange to officials of ITPO for the period of three years.

S.No	Title	Details	
Eligibility Criteria			
1.	Registration with RBI for dealing in foreign exchange. (Please enclose proof of certificate)		
3.	Office address (Please enclose documentary evidence)		
4.	Information no., license No./authority no. and other documents of information as applicable and copy of certificate/proof etc. must be attached. (Photocopies of Registration of Service Tax/ TAN/Direct tax/Income tax/Trade Tax/VAT/GST/PAN, etc., as applicable, may be attached) **PS: The name of the Bidder should be same as per registration certificate / PAN card and must be a legal registered entity in India**	PAN No- VAT No.- TAN No.- Service Tax No. GST No. -	
5.	Annual Turnover (last two financial years) (Please attach certificate from Chartered Accountant and other documentary evidences to establish the turnover)	Year I (2015-16)	Year II (2016-17)
6..	Name of the Company as per registration certificate		

7.	Address	
8.	Telephone	
9.	Fax	
10	E-mail	
11.	Name of CEO & Title	
12.	Name of the nodal contact person with designation, e-mail id and telephone No.	
13.	Bankers details with A/c No.	
14.	Year of Establishment of the business	

It is certified that all the above information is correct and valid on the date of submission of tender. We have numbered all the pages in this envelope. The name of the Bidder is same as mentioned in the registration certificate & PAN card and is a registered legal entity in India. All the information furnished above is true & correct. The total number of pages including those of enclosures are……..

Date: SIGNATURE OF AUTHORISED
REPRESENTATIVE
Place:
NAME

COMPANY SEAL
(Please attach Authorization letter, if required)

Note: 1) Please number and sign each page of this tender document and enclose .

(2) Each document as shall be enclosed has to be signed/stamped.

Annexure -II

APPLICATION FORM (FINANCIAL BIDS)

FOR

Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for Personal Exchange to officials of ITPO for the period of three years.

S.No.	Title	Rate quoted	
		Buy	Sell
1.	Average IBR of the day		
2.	GST charges, if any		
3.	Transaction charges, if any		

DATE :

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME

COMPANY SEAL

ANNEXURE-III

(On Rs.100/- Stamp Paper)

MEMORANDUM OF AGREEMENT FORM

Memorandum of Agreement made on this ……..(Date) between Deputy General Manager , ITPO (herein referred to as ITPO) which expression shall unless excluded repugnant to the context be deemed to include his successors in office, representatives and assigns of the one part and ……..(hereinafter referred to as Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for remittances/Personal Exchange to officials of ITPO for the period of three years which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in interest and permitted assigns of the other part.

Now the present witnesses and it is hereby agreed by between the parties hereto as follows :

This agreement shall be subject to exclusive Jurisdiction of Courts at Delhi/New Delhi. Any dispute, arising out of this venture shall be agreed to be settled by way of conciliation & if felt essential by either party, both agreed to refer the specific dispute to the Chairman & Managing Director, ITPO to settle himself or to appoint sole arbitrator under the provision of Indian Arbitration & Conciliation Act 1996, to settle the dispute and award thereof shall be final & binding on both parties.

In witness whereof, ITPO through the duly authorized representative has set his hand and the allottee through his duly authorized representatives have fixed their common seal hereunto the date above written.

For and on behalf of the Allottee	For and on behalf of ITPO
Signature ……	Signature ……
Name & Title …	Name & Title ……..
Seal of the Allottee------	Seal of the Allotter ……..