**Annexure: I**

**INDIA TRADE PROMOTION ORGANISATION**

**REGIONAL OFFICE, CHENNAI**

**E-TENDER NOTICE**

**File No.ROC/IILF 2020 and 2021/2019**

The Deputy General Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmipathy Road, Egmore, Chennai 600 008 on behalf of the Chairman-cum-Managing Director of ITPO, Pragati Maidan, New Delhi invites item-wise quotations for the following works / services pertaining to India International Leather Fair and other ITPO fairs during the year **2020 / 2021** at Chennai Trade Centre, Nandambakkam, Chennai from reputed agencies up to **___03.00PM_____ on __24.10.2019_____** which will be opened by the authorized representative(s) on the same day **i.e. 25.10.2019 at ____03.30PM_____**.

| S.No. | Description | Estimated Cost/per year (Rs.) | E.M.D. (Rs.) | Cost of Tender (Rs.) |
|---|---|---|---|---|
| 1 | Hiring of Photography and Videography Services | 82,500/- | 1,650/- | 500/- +GST |

**The selected contractors are requested to submit the details of ECR Challan for PF deductions for the workmen engaging for their work.**

2. Earnest Money should be deposited through Bank Draft favouring 'India Trade Promotion Organisation, Chennai' and sent with the Quotations in the prescribed format. The quotations WITHOUT earnest money in the aforesaid manner shall be summarily rejected. For details and tender documents, please refer website**: www.indiatradefair.com**

3. The tender documents are available on our website www.indiatradefair.com (for reference only) **& www.eprocure.gov.in** and same can be down loaded. However, the documents required such as two DDs towards Cost of Tender and Earnest money (Demand Draft should be in favor of India Trade Promotion Organisation, payable at Chennai) should be deposited with The Deputy General Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmipathy Road, Egmore, Chennai 600 008 before the close of time for submitting the e-tender. The contractor should have **PAN, GST, ESI, and EPF Registration Number**, **and ~~Valid Electrical license~~, copy of Income Tax Clearance Certificate.**

4. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

| | |
|---|---|
| **Published Date** | **10/10/2019** |
| **Bid Document Download Start Date** | **10/10/2019** |
| **Bid Submission Start Date** | **10/10/2019** |
| **Bid Submission End Date** | **24/10/2019 at 3.00PM** |
| **Bid Opening Date** | **25/10/2019 at 3.30 PM** |

5. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer 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.

6. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have Business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.

7. Tenderer who has 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 if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ITPO.

8. Intending tenderers are advised to visit again ITPO website **www.indiatradefair.com** and CPPP website https://eprocure.gov.in/eprocure/app at least 2 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

**EMD Payment & Tender cost:**

9. Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at Chennai. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

**BANK Details for EMD Payment through NEFT/RTGS:**

| | | |
|---|---|---|
| Name of the Beneficiary | : | India Trade Promotion Organisation |
| Name of the Bank | : | ICICI Bank |
| Branch Address | : | Egmore, Chennai 600008 |
| Account No. | : | 321901000818 |
| Type of Account | : | Saving |
| RTGS / IFSC Code | : | ICIC0003219 |
| PAN NO. | : | AAATI2955C |
| GSTIN | : | 33AAATI2955C1Z2 |

10. The Hard Copy of original instruments in respect of cost of tender document, earnest money, must be delivered to the Deputy General Manager, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmipathy Road, Egmore, Chennai 600 008 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD/RTGS,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

11. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

12. Due consideration and relaxation in the norms for MSME/NSIC/Startup/MSE in Public procurement will be given as per the directions issued by Govt. of India and also preference would be given to SC/ST – MSME entrepreneurs up to 4% within the 20% ceiling earmarked for MSME entrepreneurs subject to the production of valid relevant documents for specific work as required in NIT.

**Submission of Tender**

13 Th**e tender shall be submitted online in Two part, viz., technical bid and Financial bid.**

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**Technical Bid**

a) The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (As applicable):
   i) Scanned copy of completion certificate with B.O.Q.and copy of award letter and TDS certificate if any work in private sector .
   ii) Scanned copy of turnover certificate issued by CA for last three years and copy of Valid Electrical contractor license.
   iii) Scanned copy of PAN , EPF , ESI and GST registration number with upto date GST Return.
   iv) Scanned copy of documents like Earnest Money Deposit, Tender cost.
   v) Scanned copy of Tender Acceptance Letter(Annexure III)
   vi) Scanned copy of Financial bid undertaking

**Financial Bid**

(a) Schedule of price bid in the form of BOQ_XXXX .xls.

.**FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder)_____

_____

_____

To,

_____

_____

Dear Sir/Madam,

I submit the Price Bid for **"Providing Photography and Videography Services on Hire basis during IILF 2020 / 2021 and various events organized by ITPO at Chennai during 2020 / 2021 on hire charges basis."** and related activities as envisaged in **the Bid document.**

a. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

b. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes including GST

Authorized Signatory
(Signature of the Authorized Person)

## Annexure: II
## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

### REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

7) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
8) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
9) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk

**PREPARATION OF BIDS**

10) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

11) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

13) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or ‘’Other Important Documents’’ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

14) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

15) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

16) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

17) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

18) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

19) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

20) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

21) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

22) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

23) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

24) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

25) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**Annexure: III**
**TENDER ACCEPTANCE LETTER**
**(To be given on Company Letter Head)**

**Date:**

**To,**
_____
_____
_____
_____

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: _____**

**Name of Tender / Work: -**
_____
_____
_____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
_____
_____
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

# INTEGRITY PACT

**To,**

**----------**

**----------**

**----------**

Sub: NIT No. - - - - - - - - - - - - - - - - - - - - - - - -
for the work - - - - - - - - - - - - - - - - - - - - - - - - -

Dear Sir,

It is hereby declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the renderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement on behalf of the ITPO.

Yours faithfully,

(The Deputy General Manager)

**GOVERNMENT OF INDIA**

**INDIA TRADE PROMOTION ORGANISATION**

**General Detail of Notice Inviting Tender**

Item rate tenders through e-tendering are invited on behalf of the CMD, ITPO from the specialized agencies dealing in the field of **"Providing Photography and Videography Services on hire basis".."** in two bid system up to **3.00 PM on 24.10.2019** which will be opened by him (or) his authorized representative at **3.30 PM on 25.10.2019** for the work of **"Providing Photography and Videography Services on hire basis during IILF 2020 / 2021 and various events organized by ITPO during 2020 / 2021 on hire charges basis at Chennai."**
The enlistment of the contractors should be valid on the last date of receipt of tenders. In case only the last date of receipt of tender is extended, the enlistment of contractor should be valid on the original date of receive of tenders.

1) The work is estimated to cost **Rs.82,500.00.**

2) (i) Tenders shall be accompanied with Earnest money of **Rs. 1,650/-**in demand draft of a scheduled bank issued in favour of India Trade Promotion Organisation, Chennai.

3) The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 10% (Ten percent) & Security Deposit of 10% of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1, 00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed from. In case the contractor fails to deposit the said performance guarantee & Security Deposit within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

4) Tenderers are advised examine and satisfy themselves before submitting their tenders, they may obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

5) The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

6) Canvassing whether directly or indirectly, in connection with tenders if strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

7) The competent authority on behalf of CMD, ITPO reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

8) No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

9) If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.

10) The tender for the works shall remain open for acceptance for a period of **sixty (60)** days from the date of opening of tenders/Ninety days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.

11) This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, **within 2 days** from the stipulated date of start of the work, sign the contract consisting of:-

**SCHEDULE 'F'**
Reference to General Conditions of contract.

**Name of Work: Providing Photography and Videography Services on hire basis during India International Leather Fair 2020/2021, Jan 31 – Feb 3, 2020 / 2021 and various ITPO Fairs at Chennai during 2020 & 2021.**

| | |
|---|---|
| (i) Estimated cost of work | **Rs. 82,500.00** |
| (ii) Earnest money: | **Rs. 1,650/-** |
| (iii) Performance Guarantee | 10% of tendered value |
| (iv) Security Deposit | 10% of tendered value |

**General Rules & Directions:**

| | |
|---|---|
| Officer inviting tender | : The Deputy General Manager |
| Officer-in-Charge | : Deputy General Manager /Sr. Manager/Manager |
| Accepting Authority | : As per DFPR Sch. I-V of ITPO |
| Department | : ITPO |

**Clause 1**

General condition of contract :

| **Condition of contract as annexed separately** | **Time:** |
|---|---|
| (i) Time allowed for submission of Performance Guarantee From the date of issue of letter of acceptance | 05days |
| Maximum allowable extension beyond the period (Provided in i) above | 0 days |
| Authority for fixing compensation | HOD / ED |
| Number of days from the date of issue of letter Acceptance for reckoning date of start | 02 days |
| Specification to be followed for execution of work Competent Authority for deciding reduced rates/part rates | HOD |

India Trade Promotion Organization
(Regional Office, Chennai)

**Schedule of work**

**Name of work: Providing Photography and Videography Services on hire basis during India International Leather Fair 2020/2021, Jan 31 – Feb 3, 2020 / 2021 & various ITPO fairs organized at Chennai during 2020 and 2021**

**Financial Bid:**

| Specification | Rate in Rs. (per copy/album, as applicable) (including GST) |
|---|---|
| 1. Digital colour photograph charges (15 cm x 10 cm) | |
| 2. Charges for extra photograph charges (15 cm x 10 cm) | |
| 3. Charges for black & white photograph (15 cm x 10 cm) | |
| 4. Charges for extra black & white photograph (15 cm x 10 cm) | |
| 5. Album cost | |
| 6. Videography charges (short 5 minute edited clip for uploading on Fair Website) | |

**INDIA TRADE PROMOTION ORGANISATION**
**Regional Office, Chennai**

**No.** ROC/IILF 2020&2021/2019 Dated: 11.10.2019

**BRIEF NOTICE INVITING TENDER**

The Deputy General Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmipathy Road, Egmore, Chennai 600 008 on behalf of the Chairman-cum-Managing Director of ITPO, Pragati Maidan, New Delhi invites **Item rate tender** for the following works from the specialized agencies dealing in the field of **"Providing Photography and Videography Services on hire basis during India International Leather Fair 2020/2021, Jan 31 – Feb 3, 2020 / 2021 & various ITPO fairs organized at Chennai during 2020 and 2021 on hire basis" .**

The details of which briefly described are hereunder

| S.No. | Description | Estimated Cost/per year (Rs.) | E.M.D. (Rs.) | Cost of Tender (Rs.) |
|---|---|---|---|---|
| 1 | **Photography and Videography Services on hire basis** | 82,500/- | 1,650/- | 500/- +GST |

The bids can be submitted on line up to **24/10/2019 up to 3.00 PM** with date of opening at **3.30 PM on 25/10/2019**. For further details including eligibility, downloadable form of tender documents etc. please refer website www.indiatradefair.com. & www.eprocure.gov.in

**The Deputy General Manager**
**India Trade Promotion Organisation**
**Regional Office, Chennai**

## ADDITIONAL CONDITIONS

**1)** **Brief Profile** of the company high lighting turnover over of last three financial years, technical manpower, hardware, infrastructure, some of the major jobs undertaken, experience in the field.

**2)** **Job Details** for the agency: The agency would be broadly responsible for the above job.

**3)** The contractor must take all precautions to avoid accidents on exhibiting days He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to Traffic during execution of work.

**4)** The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor and handing over of the same to ITPO.

**5)** No compensation shall be payable to the contractor for any damage caused by rains windstorm or floods during execution of work. He will make good all such damages at his own cost and no claim on this account will be entertained. . Nothing extra will be payable on this account.

**6)** The contractor shall have to work as per program of the department. No claim what-so-ever will be entertained on this account.

**7)** If the tenderer withdraws his option before award of the work or make any modification in the conditions of the tender which are not acceptable to the India Trade Promotion Organization shall without prejudice to any other right, or remedy, be at liberty to forfeit 50% of the said earnest money absolutely.

**8)** Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.

**9)** Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site to the satisfaction of the Officer-in-charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.

**10)** The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of Rs. 50.00 and the cost of such stamp paper will be borne by the contractor.

**11)** The material shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.

**12)** All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.

**13)** The earnest money will not be accepted in the form of the Bank guarantee.

**14)** The Final/Running bill payment will be released after fulfilling the following conditions.

(a) PF & ESI numbers of employees engaged by the contractor for ITPO's works.
(b) That the agency should file a separate ECR against ESI & EPF for the individual workers engaged in ITPO submit the same with bank certified copy, bill, wage sheet and attendance sheet etc.
(c) That the agency should disburse the payment to individual contractual workers in the presence of an official of the Engineering Division and submit the wage sheet.
(d) Contractual labour Act Registration, if applicable.

**The Deputy General Manager, RO, Chennai**

# AGREEMENT

AN AGREEMENT is made this ……. Day of …….two thousand ……. between the India Trade Promotion Organization,. A company incorporated under the Companies Act, 1956 and with its registered office at Pragati Maidan, New Delhi – 110001, which expression shall include its successor, unless repugnant to or excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole Proprietor/Partner/Managing Director …… Residence of ……(which expression shall be include his/its successors heirs, executors, representatives and or assignees of the second party (hereinafter called the contractor).

WHEREAS the Authority had, under Notification ……..dated ……. invited tenders for the work of …….

WHEREAS the contractor has submitted tender for carrying out the …….as per the tender documents page 1 to page…….. and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance issued party No.1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHERE OF, the parties have signed the deed of agreement on the date month and year referred to above.

Date the
AT Chennai

WITNESS:

1) Party No.1

2) Party No.2