



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645,
Fax No. 23371492**

Notice Inviting E-Tender (NIT)

T e n d e r N o.: 253-ITPO (5)/ST/2016-17

TENDER

for

**SUPPLY OF CLOTHES FOR WINTER UNIFORM FOR GROUP C & D MALE
STAFF OF ITPO.**



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645, Fax No. 23371492**

Notice Inviting E-Tender (NIT)

No. : 253-ITPO (5)/ST/2016-17

Dated: 29/12/2016

Sub: Supply of clothes for winter uniform for entitled Group C & D male staff of ITPO -reg.

India Trade Promotion Organisation (ITPO) invites online bids through two bid system (Technical and Commercial) from the interested eligible bidders. Manual bids shall not be accepted.

- a. The tender documents are available on our website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and the same can be downloaded. However, the documents required, such as two DDs towards Cost of Tender and Earnest Money Deposit (Demand Draft should be in favour of India Trade Promotion Organisation, payable at New Delhi) should be deposited in Store Division, Prantik Building, ITPO, Pragati Maidan, before the close of time for submitting the e-tender.
- b. 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 DATA SHEET as under.

INDICATIVE CRITICAL DATA SHEET:

Tender Notice No.	253-ITPO(5)/ST/2016-17
Published Date	29/12/2016
Bid Document Download/Start Date and Time	29/12/2016 and 10.00 a.m.
Bid Submission Start Date	29/12/2016
Bid Submission End Date and Time	17/01/2017 and 2.30 p.m.
Opening of Technical Bids and Time	18/01/2017 and 3.00 p.m.
Communication Address	Manager, Store Division, Prantik Building , ITPO Pragati Maidan New Delhi-110001
Feel free to Contact regarding query, if any	Desk No.: 011-2337 1783/8645
To get the copy of tender documents	kindly visit the tender section of corporate website (http://www.indiatradefair.com)

- c. 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/ Tenders 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.
- d. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance 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) will be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- e. Tenderers 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 if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD will be forfeited and tenderer is liable to be banned from doing business in future with ITPO.
- f. Intending Tenderers are advised to visit once again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

g. E M D and Tender Cost:

Earnest Money Deposit of Rs. 6, 000 /- (Rupees six thousand only) and Tender Cost Rs. 210 /- (Rs. 200 + 5 %) (Rupees two hundred ten only) are to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of India Trade Promotion Organisation payable at New Delhi. Bidders are required to submit the details of EMD & Tender Cost at the time of Bid Preparation.

BANK Details for E M D Payment and tender cost through NEFT/RTGS:

Sr. No.	Name of the Beneficiary	:	India Trade Promotion Organisation (ITPO)
01	Name of the Bank	:	Central Bank of India
02	Branch Address	:	Pragati Maidan, New Delhi-110001
03	Account No.	:	1167404133
04	Type of Account	:	Saving
05	RTGS Code	:	CBIN 0284078
06	MICR Code	:	110016150
07	PAN No.	:	AAAT12955C

h. The Hard Copy of original instruments (DDs/UTR Transaction) in respect of earnest money & tender cost, must be delivered to the Manager(Store), Prantik Building, India Trade Promotion Organisation, Pragati Maidan, New Delhi — 110001 (India) on or before bid opening date/time as mentioned in critical date sheet. Tenderers shall likely to be liable for legal action for non-submission of original payment instruments, like DD/RTGS etc., against the submitted bid.

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

Submission of Tender:

j) The tender shall be submitted online in Two parts", 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/E-mail shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidder along with Technical Bid (Annexure-I), as per the tender document (As applicable):

- i) Scanned copy of Experience Certificate, PAN No. Certificate.
- ii) Scanned copy of previous three years Income-tax Return / VAT tax return / latest VAT Clearance Certificate, TIN No. Certificate.
- iii) Scanned copy of Audited balance sheet and profit and loss account of three years certified by CA.
- iv) Scanned Copy of self-attested copy of Partnership deed as per the tender documents, if any.
- v) Scanned copy of documents like Earnest Money Deposit & Tender Cost.
- vi) Scanned copy of Tender Acceptance Letter (Annexure-II)
- vii) Scanned Copy of format of Power of Attorney for the Authorized Signatory (Annexure-III)
- viii) Scanned Copy of blacklisting certificate in this regard (Annexure-IV.)
- ix) Scanned copy of unqualified undertaking for accepting the terms and conditions. (Annexure-V)

Price Bid/Financial Bid:

- (a) Price bid undertaking (Annexure-VI)
- (b) Schedule of price bid in the form of BOQ_XXXX .xls./ pdf. Format. (Annexure-VII)

Instructions for Online Bid Submission:

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

More information useful for submitting through 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 e-mail 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 / n-Code / e-Mudhra 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 into 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:

- 1) 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.
- 2) 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.
- 3) The bidder should make a note of the unique Tender- ID assigned against each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) 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.
- 4) 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:

- 1) 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 date & time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "off-line" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) 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.
- 5) 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.

- 6) 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.
- 7) 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. 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.
- 10) 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:

- 1) 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.
- 2) 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.

Place: New Delhi
Date: 29/12/2016

Manager (Stores)

General Terms and Conditions:

1. "Applicable Law" - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.
2. "Bid Document" - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.
3. "ITPO" - ITPO means India Trade Promotion Organization.
4. **DISCLAIMER:**

The information contained in this bid document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of ITPO is provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided. By acceptance of this tender document, the recipient further agrees that this tender document may not be distributed, reproduced or used for any other purpose than selection of a company for supply of "Clothes for Winter Uniform for Group C & D male staff of ITPO".

The recipient agrees that it will cause its Directors, Partners, officers, employees and representatives and any other parties who provide services to the recipient to use the tender document for the purposes in the manner stated above. ITPO does not make any representation or warranty expressed or implied, as to the accuracy, authenticity, timeliness and/or completeness of the information contained in this tender document. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender document. The ITPO also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document. ITPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender document. The issue of this tender document does not imply that ITPO is bound to select a Bidder and ITPO reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

5. INTERPRETATION :

In this Tender Document, unless the context otherwise requires

- (a) For the purpose of this Tender Document, where the context so admits:
 - (i) The singular shall be deemed to include the plural and vice versa and
 - (ii) Masculine gender shall be deemed to include the feminine gender and vice-versa.
- (b) References to a **"person"** if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies, corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department or agency thereof;
- (c) References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.

- (d) Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re-enactment is capable of applying to any transactions covered by this Contract. Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.
- (e) The headings and sub-headings are inserted for convenience only and shall not affect the construction and interpretation of this Tender Document. References to the word "include" and "including" shall be construed without limitation. Any reference today shall mean a reference to a calendar day including Saturday and Sunday.

6. DUE DILIGENCE:

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. ITPO shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

7. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its bid and ITPO shall under no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8. ELIGIBILITY CRITERIA:

Firms, who fulfill the following eligibility criteria, should apply:

- ❖ The bidders must have 3 years experience for supply of uniform items in Govt. Offices /PSU and other similar organizations etc. Necessary supporting documents to this effect must be enclosed with the quotation. Copies of the work order should be enclosed. The firms are required to furnish their complete address and telephone numbers along with self attested photocopies of PAN/TAN, etc.
- ❖ The turnover of the firm should be at least Rs. 5,000,00 /- (five lakh) per annum during the last three financial years for supply of the uniform items.
- ❖ The tenderer should submit an undertaking, as per prescribed Performa **Annexure-IV**, along with the bid application to the effect that her or his firm has not been black listed by any of the Departments/Organizations of the Government of India/any state Government and no criminal case is pending against the said firm on the date of submission of this bid. If it is found at any time during contract period the firm is blacklisted, and then the said firm is debarred from participation in any future tender process, the contract will immediately be cancelled and performance security deposit will be forfeited.

9. DGS&D, MSME, SC/ST ENTREPRENEUR:

Suppliers registered under DGS&D, Micro Small Medium Enterprise (MSME) and SC/ST Entrepreneurs are encouraged to apply for the tender. If the bidder is a Micro, Small,

Medium Enterprise (MSME) or a SC/ST Entrepreneur, then this should be declared while filling the company details in the online bidding process. Supporting documents should also be submitted along with other documents for relaxation of tender cost and EMD.

10. PROCESSING FEE/ TENDER COST and EMD:

- i. The processing fee/tender cost is non-refundable.
- ii. The EMD is non-interest bearing.
Processing fee and EMD should be part of Envelope -1 super-scribing with “supply of Clothes for Winter Uniform for Group C & D male staff of ITPO”.
- iii. The successful bidder’s EMD will be discharged upon after complete supply of stores. EMD of unsuccessful bidders without bearing any interest shall be refunded after finalization of Tender.
- iv. The EMD will be forfeited:
 - If a bidder withdraws his bid during the bid validity period.
 - Or in case of a successful bidder, if the bidder fails to sign the contract in accordance with terms and conditions or
 - The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this office or any committee constituted by this Organisation for this purpose.

11. TENDER EVALUATION COMMITTEE:

ITPO will constitute the Tender Evaluation Committee. This committee will evaluate the Bid Documents submitted by the Bidders.

- i. The Tender Evaluation Committee may choose to conduct negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.
- ii. Any effort by a Bidder to influence the Tender Evaluation Committee’s processing of Bids or award decisions may result in the rejection of the Bid.

12. UNDERTAKING:

An unconditional undertaking from the Bidder stating that the compliance with all the terms and conditions of the Contract/Tender Documents and Technical Specifications of the Bidding Document will be required, since no deviation will be acceptable to ITPO (As per format at Annexure -V)

13. BID PRICES:

- i. The price i.e. offer must be made by the intending bidder covering all important points mentioned in the bid format (Annexure-VII) enclosed in this bid document. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions.
- ii. Price quoted should be for units specified by us overleaf and delivery at our office. All risk to goods till the point of delivery shall be on the supplier.
- iii. Price quoted should be for inclusive of freight, packing, forwarding and insurance. If sales tax, excise duty, value added tax and other statutory charges are to be paid extra this should be clearly specified in tender. In the absence of any such stipulation, it will be assumed that the quotation inclusive of these taxes.

- iv. Bidders may please quote their unconditional and competitive rates strictly as per the list of item mentioned in the table (Annexure-VII). After scrutiny/evaluation of parties, ITPO deserves to issue award of work order for supply of above items as per requirement and approved sample, specification.
- v. Applicable Tax/VAT, if any, must be quoted, failing which no amount would be paid towards Applicable Tax/VAT. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.

14. PERIOD OF VALIDITY OF BID:

- i. **Validity Period:** Bids shall remain valid for 120 days after the date of financial bid opening prescribed by ITPO; ITPO holds the right to reject a bid valid for a period shorter than 120 days as non-responsive, without any correspondence.
- ii. **Extension of Period of Validity :**
In exceptional circumstances, ITPO may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.
- iii. **Amendment of Tender Notice :**
At any time prior to the deadline for submission of proposal, ITPO may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the tender document and it will be notified.

15. MODIFICATION/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS

- i. The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is the ITPO prior to Proposal Due Date. No Proposal shall be modified, substituted, withdrawn by the Applicant on or after the Proposal Due Date.
The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.
- ii. Any alteration / modification in the proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

16. SPECIAL TERMS & CONDITIONS:

- ITPO shall reserve the right to verify the operation and performance of the Bidder and the Bidder shall permit ITPO to do so. The ITPO will evaluate the information submitted by the Bidder with regard to Bidder's capacity. The Bidder cannot sub-contract the work at any stage without prior written approval from the ITPO.
- Rates quoted in the Commercial Bid should be valid for entire contract duration.
- Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- The invoice should contain PAN No., VAT/TIN No., Job Order no. and address of the bidder, when the payment has to be made.

17. Terms and Conditions:

- The following terms and conditions may be kept in view while submitting your bid:

- **“Clothes for Winter Uniform”** should be delivered to this department at Prantik Building, Near Gate No.1, Stores Division, ITPO, Pragati Maidan, New Delhi.
- The owner of firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile no. and e-mail-id is mandatory to be provided to this office.
- The Clothes for Winter Uniform should be of standard make. Later on, it is noted that in case, the items are not of standard make, or are of unacceptable quality or do not match our approved specification within the period of ‘Performance Security’, the same should be replaced by the firm unconditionally or otherwise it would be open for the Department to cancel the contract forthwith and forfeit the EMD/Bid Security.
- Further the unsuccessful bidder(s) should note that his/her sample submitted might collect after bid period of tender failing which the same would be taken into stock.
- The rates quoted by the parties should be valid till 30/04/2017. Also the approved rates of successful bidder shall be deemed to be valid till 30/0/2017.
- No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by this Office in respect of any previous work shall be entertained.
- The quantity mentioned above is subject to change prior to issue of Supply Order/Award of Work. Also the Supply Order/Purchase Order, if awarded, will be subject to our standard, conditions of contract.
- It will be the sole discretion of India Trade Promotion Organization to accept/rejects any tender in full or in part without assigning any reason thereof. Also ITPO deserves its rights to cancel or postpone the supplies without assigning any reasons what so ever or cancel the order without any liability or to buy a part of the materials, for which the quotations are invited. The discretion of ITPO shall be final and binding in this regard.
- This tender is non- transferable.
- No advance payments will be made to this effect against any Supply Order.
- The Office reserves the right to impose any other conditions for regulating the contract in public interest.
- It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful bidders of the outcome of the tender process.
- In case the successful bidder is found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit shall be forfeited after giving proper opportunity through show cause notice.
- Any request at any time for increase in the approved rates of ITPO, for any reason, will not be entertained.
- **Earnest Money Deposit (EMD) and Tender Cost :**

The successful bidder shall have to furnish a Bid Security/EMD of Rs. 6,000 /- (Rupees six thousand only) and Tender Cost of Rs. 210 /- (Rs. 200 + 5%) (Rupees two hundred ten only) in the form of account payee demand draft in favour of the India Trade Promotion Organisation, payable at New Delhi, being drawn on any scheduled commercial bank. A bid received without Earnest Money and Tender Cost, except those Firms which have been exempted from submission of Earnest Money, as per Government of India orders/instruction shall be summarily rejected. Certified copies of the same should be furnished with the quotation for claiming the relaxation, failing which quotation will be rejected.
- The sample will be selected by Purchase Committee of this Department. One or more

items of the same firm may be selected by the committee and accordingly order shall be placed to the firm. The decision of the Committee will be final and binding on all bidders.

- A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of this office later contract will be cancelled immediately and security will be forfeited.
- ITPO reserves the right to relax/withdraw/amend/modify any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- Tenderers/Bidders are advised to read the tender document carefully and thoroughly before submitting Bid Application, in order to avoid any further disputes and should subsequently satisfy themselves that they meet the qualifying criteria and capability as laid down in the tender documents.
- If the last day happens to be Holiday, the next day will be the last date for submission.

18. ACCEPTANCE & WITHDRAWALS:

The right of final acceptance of the tender is entirely vested with ITPO who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of ITPO to communicate with rejected Bidders. After acceptance of the tender by ITPO, the Bidder shall have no right to withdraw his tender, or claim higher price.

19. ITPO'S DECISION TO BE FINAL:

The final decision would be based on the technical capacity and pricing. ITPO does not bind itself in selecting the firm offering lowest prices alone. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.

20. AWARD CRITERIA :

- i. Preliminary Scrutiny: ITPO will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. ITPO may, at its discretion, waive any minor nonconformity or any minor irregularity in an offer. This shall be binding on all Bidders and ITPO reserves the right for such waivers.
- ii. Financial evaluation of the quote received will done. Non-responsive/Non- complete bids shall be summarily rejected and no communication of the same will be obligatory on the part of ITPO.

21. PAYMENT TERMS:

ITPO will process the payment on receipt of the bills, statutory challans etc. and as per procedure and terms & conditions in vogue.

22. NOTIFICATION OF AWARD:

The Bidder whose Bid has been accepted shall be notified of the award by the ITPO, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of

the Letter of Acceptance and shall send his acceptance to enter into the Contract within 3 days from the receipt of the Letter of Acceptance.

23. FAILURE TO ABIDE BY THE CONTRACT:

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of ITPO.

24. TERMINATION OF CONTRACT:

Termination for Default, ITPO may, without prejudice, to any other remedy for breach of Contract, forward by prior written notice of default sent to the Bidder, terminate the Contract in whole without assigning any reason immediately.

25. GOVERNING LAW:

The laws of Republic of India shall govern the Tender Document and the Contract.

26. RESOLUTION OF DISPUTES:

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 adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996.
- If such dispute arises then either party may forthwith give to the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator/ conciliator in accordance with Indian Arbitration and Conciliation Act 1996.
- The CMD of ITPO will be the competent authority to nominate person/ official who will act as arbitrator/ conciliator.
- The decision of the arbitrator/ conciliator shall be final and binding upon both the parties, i.e. ITPO and the successful bidder.
- All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.

27. AUTHENTICATION OF BID:

The original and all copies of the Bid Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made.

28. VALIDATION OF INTERLINEATIONS IN BID:

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

29. RESPONSIBILITY OF BIDDER:

If the outer envelope is not sealed and marked as required, ITPO will assume no responsibility for the Bid's misplacement or premature opening.

30. REJECTION OF BID:

Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

31. LATE BIDS:

Any bid received by ITPO after the deadline for submission of bids prescribed by ITPO, will be summarily rejected. No further correspondence on this subject will be entertained.

32. BIDS NOT CONSIDERED FOR EVALUATION:

Bids those are rejected during the technical bid evaluation process shall not be considered for further evaluation, irrespective of the circumstances.

33. OPENING OF COMMERCIAL BIDS:

Commercial Bids will be opened and compared at the specified date and time. The name of Bidder, bid prices, total amount of each Bid, etc. shall be announced by the ITPO at the Commercial Bid opening. The ITPO will prepare minutes of the Commercial Bid Opening. The date, time and venue of opening of commercial bid will be advised to the short-listed or technically qualified bidders separately.

34. CLARIFICATION OF BIDS:

To assist in the evaluation, comparison and an examination of bids, ITPO may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, ITPO reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

35. COMPLETENESS OF BIDS:

ITPO will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.

36. RECTIFICATION OF ERRORS:

Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected and his EMD may be forfeited.

37. REJECTION OF BID:

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by ITPO and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the Bidder.

38. FORCE MAJEURE:

The successful bidder shall not be liable for forfeiture of its EMD or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and not foreseeable. Such events may include, but are

not limited to, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the successful bidder shall promptly notify ITPO in writing of such conditions and the cause thereof. Unless otherwise directed by ITPO in writing, the successful bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

39. Penalty:

It shall be obligatory of supplier to adhere strictly to the deliveries quoted and accepted by us in our orders. The items ordered shall be supplied, as per specification(s) and approved sample(s) selected, to Store Division, Prantik Building, Near Gate No. - 1, Pragati Maidan, ITPO, New Delhi-1, within 20 days of placing of the order, In case of delay in supplies, unless extension of delivery has been granted by ITPO on application from supplier, the organization may at its option either (a) recover from the supplier as liquidated damage a sum to 2% of the price of any stores not delivered for a month or a part of the month subject to maximum limit to 10% or (b) purchase elsewhere on account and at the risk of the supplier the stores not delivered or (c) cancel the contract without prejudice to its rights .

40. RECOVERY:

The ITPO reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess

41. Performance Deposit Guarantee:

The successful bidder including MSME or SC/ST Entrepreneurs and DGSD registered agencies shall has to furnish a Performance Guarantee or Performance Security Deposit of Rs. 10,000 /- (Rupees ten thousand only) in the form of account payee demand draft, drawn on any nationalized or scheduled commercial bank, in favour of the India Trade Promotion Organisation, payable at New Delhi within three days after placing award of work. This receipt is only for successful performance during the period of contract. The performance guarantee will be returned after successful completion of the contract period and after adjusting dues, if any. Also No further interest will be paid by ITPO to the successful bidder on the part of the performance guarantee.

42. FORFIETURE OF PERFORMACE SECURITY DEPOSIT:

In case of any breach or lapse on the part of the Successful Agency, ITPO will be entitled to invoke the Performance Security without any objection from the Agency in any manner. The Performance Security shall stand forfeited, if a bidder withdraws or amends the bid /tender or fails to sign the agreement or accept the contract within the stipulated period.

Manager (Store)

ANNEXURE-I

PRE-QUALIFICATION / TECHNICAL BID
(To be submitted in firm's own letter head)

Sr. No.	Description of Facts	Documents to be enclosed/ Information to be shared
01	Name of Agency:	
02	Name of the Authorized persons, who may sign on the tender documents	
03	Full Communication (Postal) Address of the Agency/Firm	
04	Telephone Nos. of Office	
05	Telephone Nos. of Residence	
06	Mobile No.	
07	e-mail id	
08	Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
09	Value Added Tax (VAT) or TIN No. if any (Certificates to be attached)	
10	Whether Agency or any other entity with which any of its Director / Partner or proprietor etc. are/have been associated or any Director/Partner etc had ever been convicted for any offence by any court of Law at any point of time. Give details, if any.	Yes/No
11	Whether agency or/and its Directors/ Partners have ever been Blacklisted/ debarred by ITPO or any Government department at any point of time.	Yes/No
12	Registration Certificate in support of Permanent Account Number (PAN)(Certificates to be attached)	
13	Details of Earnest Money Deposit (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
		Date
		Issuing Bank
		Branch

		Amount
14	Details of minimum three years of past Experience of the Agency. (Attach Experience Certificate like Supply Order issued by various Organizations etc.).	
15	The Annual Turnover at minimum Rs. 05 lakh for the 3 years. Please attach the proof of audited profit & loss account as well as balance sheet of each year, duly signed by the authorized person and stamped by seal of Agency.	
16	Samples of clothes for winter uniform produced in Stores Division, asked in Tender guidelines	Yes/No
17	Accepted terms and conditions of the said tender notice.	Yes/No
18	Details of tender cost (Hard copy of Demand Draft is to be submitted before due date and time)	Draft No.
		Date
		Issuing Bank
		Branch
		Amount
19	ITR Return/VAT Return for three years submitted	Yes/No

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, ITPO is empowered to take any decision/action, as deemed fit.

Note: Please strike out “**Not Applicable (N/A)**”, against those columns, which do not relate, while filling up the above column.

Date:

Place:

Signature of Bidder Name of Bidder:

Name of the firm/agency:

Seal of Bidder:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

The Manager
Store Division
India Trade Promotion Organisation
Prantik Building
Pragati Bhawan, Gate No.1
Pragati Maidan, New Delhi-110001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **253-ITPO (5)/ST/2016-17**

Name of Tender / Work: Supply of clothes for Winter Uniform for Group C and D male staff of ITPO-reg.

Dear Sir,

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).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to 23 (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.
2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. 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/ organization 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.

Date:

Yours Faithfully,

Place:

(Signature of the Bidder, with Official Seal)

Annexure-III

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY (To be submitted in Firm's own letter head)

Tender No.: 253-ITPO (5)/ST/2016-17

Dated: 29/12/2016

To

The Manager
Store Division
India Trade Promotion Organisation
Prantik Building
Pragati Bhawan, Gate No.1
Pragati Maidan, New Delhi-110001

Sub: Supply of clothes for winter uniform for entitled Group C& D male staffs of ITPO.

Dear Sir,

With reference to tender No. 253-ITPO (5)/ST/2016-17 dated 29/12/2016, we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with ITPO with reference to this tender and authorize to sign the bid documents and contract / agreement with ITPO.

Thanking you,

Yours faithfully

Place:

Date:

(Signature with company's seal)
Name:
Designation:
Contact No:

ANNEXURE-IV

UNDERTAKING

(To be submitted in Firm's own letter)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

Signature of the Tenderer _____

Place: Name of the Signatory _____

Date: __/__/ Name of the Firm/agency _____

Seal of the Firm/Agency _____

ANNEXURE-V

UNDERTAKING

(To be submitted in Firm's own letter head)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other department in India.
3. I/We give the rights to the Competent Authority of ITPO to forfeit the EMD/Security Money deposited by me/us if any delay on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
4. I hereby undertake to supply the items, as per directions given in the tender notice/supply order within stipulated period.

(Signature of the Tenderer)

Place:

Name of the Signatory:

Date:

Name of the Firm/agency:

Seal of the Firm/Agency:

ANNEXURE-VI

PRICE BID UNDERTAKING (To be submitted in Firm's own letter head)

Tender No.: 253-ITPO (5)/ST/2016-17

Dated: 29/12/2016

From: (Full Name and address of the bidder)

To
The Manager
Store Division
India Trade Promotion Organisation
Prantik Building
Pragati Bhawan, Gate No.1
Pragati Maidan, New Delhi-110001

Dear Sir,

1. I submit the Price Bid for and related activities as envisaged in the bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer at the rates as indicated in the Price bid, Annexure-VII exclusive of all applicable taxes.

Yours faithfully

(Signature of the Authorized Representative)

Place:

Name of the Signatory_____

Date: __/__/

Name of the Firm/agency _____

Seal of the Firm/Agency _____

ANNEXURE-VII

PRICE BID/COMMERCIAL BID (To be submitted in Firm's own letter head)

Tender No.: 253-ITPO (5)/ST/2016-17

Dated: 29/12/2016

Sub: Supply of clothes for winter uniform for entitled Group C & D male staff of ITPO

					To be filled by bidder		
S. No.	Description of item	Entitlement/ No. of Pairs	Required Qty.	Estimated Rate per unit + Vat/Taxes (in Rs.)	Quoted Price Per unit +Vat /Tax (in Rs.)	Total Amount +Vat /Tax (in Rs.)	Brand name , if any + other remarks
Col (1)	Col(2)	Col.(3)	Col.(4)	Col(5)	Col(6)	Col(7)	Col.(8)
01.	Clothes for Winter uniform (Button-up Coat and Pant) Entitlement: Group C & D male staff Colour: Blue Specification: Ends/10cm - 252+2% Packs/10cm - 220+2% Wt./Linear meter -375+5% Composition-Blend of Viscose and Imported wool	2.75 mtr. each * 222 nos.= 610.5 mtr.	802.50 mtr.	243.50 per mtr.			
		3 mtr. per each *64 nos. = 192 mtr.					

(Signature of the Bidder)

Place:

Name of the Signatory_____

Date:

Name of the Firm/agency:

Seal of the Firm/Agency: