



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

**Short Tender Notice**

**T e n d e r N o.: 252-ITPO (5)/ST/2015-16**

**TENDER DOCUMENT**

***for***

**SUPPLY OF SOCKS FOR ENTITLED GROUP C AND 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

**Short Tender Notice**

No. 252-ITPO (5)/ST/2015-16

Dated: 10/05/2016

**Sub:** Procurement of socks for group C& D entitled male staffs of ITPO-reg.

India Trade Promotion Organization (ITPO) invites sealed quotations/bids from manufacturers/their authorized distributors/dealers/ suppliers registered under DGS&D or NSIC/ MSMEs, owned by SC/ST entrepreneurs, as per guidelines and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi for the following item, as per the required quantity and approved rate mentioned against the item shown in the table subject to the terms and conditions printed overleaf.

					To be filled by bidder		
S. No.	Description of items	Entitlement/ No. of Pairs(capacity)	Required Qty. in pair (entitlement x capacity)	Estimated rate +Vat/ Taxes (in Rs.)	Quoted Rate Per pair +vat/taxes (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	Socks for male group C and D staffs (304)	02 pair each /304	608	44.10 /- +vat/ taxes			
----	--	----------------------	-----	----------------------------	--	--	--

### **Document Control Sheet**

1. Tender Enquiry No.: 252-ITPO (5)/ST/2015-16
2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION
3. Last Date and time for submission of tender document :  
16/05/2016 & 3 p.m.
4. Date & Time of opening of Bid: 16/05/2016, 3.30 p.m.
5. Address for Official Communication :  
  
Manager (Store),  
INDIA TRADE PROMOTION ORGANISATION  
Store Division, Prantik building,  
Near Gate No. - 1, Pragati Maidan,  
New Delhi-110001
6. E.M.D./ Bid Security : Rs. 1,000 /- ( Rupees one thousand only)
7. For further details and getting the copy of tender documents, kindly visit the tender section of corporate website (i.e. <http://www.indiatradefair.com>)

**Date: 10/05/2016**

**Place: New Delhi**

**MANAGER (STORE)**

**Note:**

The bidders should note that the quotation(s), duly super scribed “**Quotation for procurement of socks for group C and D male staff of ITPO**”, will be dropped/deposited by yourself/your representative in tender box , kept in **Store Division, Prantik Building , Near Gate No. -01, Pragati Maidan, ITPO, New Delhi-01.** by 3. pm on or before 16/05/2016 and will be opened at 3.30 pm on the same day in the presence of interested bidders or their authorized representatives, who may like to be present.

- Please note that the quotation(s) completed in all aspect, such as, indicating price, time of delivery with detailed specifications, samples, pamphlet and literature, where applicable, should be addressed to the undersigned mentioning enquiry no., bid opening date, name of the bidder, address and mobile number, on the sealed envelope.
- Quotations received after stipulated date/time shall under no circumstances be entertained.
- In case, the prospective bidders need any clarification regarding any terms and conditions of the tender or items proposed, he/she/they may seek the same from the undersigned, well in time to ensure that required clarification is received by them, before the last date for tender submission.

**General Terms and Conditions:**

- Firms, who fulfill the following eligibility criteria, should apply:-
  - ❖ The firms are required to furnish their complete address and telephone numbers along with self attested photocopies of PAN/TAN, Service Tax No, Sales Tax/VAT registration certificate etc. along bid application.

- ❖ The firm should not have been blacklisted by any Ministry /Departments of the Govt. of India or any state government agency.
  - ❖ The samples submitted along with bid application should be in pairs to this office.
  - ❖ 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 following terms and conditions may be kept in view while submitting your bid:
    - The firm should be in a position to supply the items, as mentioned in the list on very short notice, as and whenever needed. The firm should also ready to supply the items on Saturday/Sunday/Holidays also, as and when required.
    - The procurement of socks for entitled group C and D male staffs 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 email id is mandatory to be provided to this office.
    - The procurement of socks 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, the same should be replaced by the firm unconditionally or otherwise it would be open for the office to cancel the contract forthwith and forfeit the EMD/Bid Security.
    - The firms must be registered with Delhi VAT/Sales Tax Department/ Central Sales Taxes Department.
  - Interested firms/parties will have to submit **unconditional acceptance** to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm.
  - The rates quoted by the parties should be valid till **31.07.2016**. Also the approved rates of successful bidder shall be deemed to be valid till **31.07.2016**.

- 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.
- Quotations should be free from any corrections, overwriting and erasers. If found, the same should be counter-signed by the bidder itself.
- 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.
- Price quoted should be inclusive of freight, packing, forwarding and insurance. If sales tax, excise duty, value added tax and other applicable charges are to be paid extra, this should be clearly specified in bid application. In the absence of any such stipulation, it will be assumed that the quotation inclusive of these taxes. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.
- Bidders may please quote their most unconditional rates in Indian rupees strictly as per the list of item mentioned in the table. After scrutiny/evaluation of parties, ITPO reserves to issue award of work order for supply of above items as per requirement and specification.
- It will be the sole discretion of India Trade Promotion Organization to accept or reject/withdraw any tender in full or in part without assigning any reason thereof. Also ITPO reserves 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.
- Printed conditions on the back of letters originating from quotations/tenders will be ignored, if it is desired to apply any particular condition to the tender, the same must be clearly brought out in the body of the tender.
- This tender is non- transferable.
- Payment against bill/invoice shall be released only after complete supply and thorough inspection of the ordered items. Payment will be made directly to the supplier through A/c payee cheque only.
- No advance payments will be made in any case.
- This office reserves the right to impose any other conditions for regulating the contract in public interest;
- 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.

- **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)/sample(s) selected, to Store Division, Prantik Building, Near Gate No. - 1, Pragati Maidan, ITPO, New Delhi-1, within seven 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 .
- The bid document must be filled in neatly and clearly with ink or typed in computer. Incomplete or unconditional bids will not be entertained.
- Bidder will not be allowed to withdraw/modify his/her offer. EMD shall be forfeited at the risk of bidder, if the bidder fails to honour the contract.
- Any request at any time for increase in the approved rates of ITPO, for any reason, will not be entertained.
- Canvassing in any form is strictly prohibited and tender of the tenderer, who resort to such activities will be summarily rejected.
- 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.
- **Earnest Money Deposit (EMD) :**  

The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs. Rs. 1,000 /- ( Rupees one thousand only) through Demand Draft in favour of INDIA TRADE PROMOTION ORGANISATION, New Delhi, payable at New Delhi. The Bid Security/EMD is valid for a period of 120 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful bidders immediately but in any case within 30 days after the award of the contract without any interest. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract. A bid received without Earnest Money, shall be summarily rejected. Certified copies of the bid exemption document 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 Office. One or more items of the same firm may be selected by the committee and accordingly order shall be placed to the firm for one or more items. 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 Department later contract will be cancelled immediately and security forfeited.
- 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.
- **Bid Validity:** The bid valid period is 90 days accruing from the date of opening of tender.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory (NCT) of Delhi and Agreement will be governed by and be construed in accordance with the laws of India

Manager (Stores)



