



**India Trade Promotion Organization
Stores Division
Room Number-129,
Near Hall No.12&12(A),
Pragati Maidan,
New Delhi – 110001**

Notice Inviting Tender (E-NIT)

T e n d e r N o.: 254-ITPO(3)/ST/2020

Tender Document

for

“To hire an agency on rate contract for Dry-Cleaning and Washing and Shampooing of various types of Sofa, Chair, other furniture items & other usable items.

Sub: To hire an agency on rate contract for Dry-Cleaning and Washing and Shampooing of various types of Sofa, Chair, other furniture items & other usable items.

India Trade Promotion Organization (ITPO), a Govt. of India Enterprises, invites online bids through two bid system (Technical and Commercial) from reputed financial sound registered agencies/firms within the National Capital Territory of Delhi (except those who have been specially blacklisted by the Ministries/Departments for non-performance) having the requisite competence /capacity to undertake the jobs relating in the field of Washing & Dry-Cleaning in ITPO. 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.	254-ITPO(3)/ST/2020
Bid Document Download/Start Date and Time	28/07/2020
Bid Submission Start Date	28/07/2020
Bid Submission End Date and Time	19/08/2020 and 1.00 p.m.
Opening of Technical Bids and Time	20/08/2020 and 3. p.m.
Communication Address	Manager, Stores Division, Room Number-129,Near Hall Number-12&12(A), 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 <u>tender section</u> 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 tempered/ 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 .

- f. Intending Tenderers are advised to visit once again 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. 6250 /- (Rupees Six thousand two hundred and fifty only) and Tender Cost of Rs. 590.00 (Rupees five hundred ninety only) inclusive GST are to be deposited electronically by NEFT/RTGS in the account of 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 payment related to E M D 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.	:	AAATI2955C

- h.** The Hard Copy of original instruments in respect of EMD and Tender Cost, must be delivered to the Manager(Store), Stores Division, Room Number-129, Near Hall Number-12 & 12(A), 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:

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, sealed 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.