

India Trade Promotion Organization  
( A Government of India Enterprises)  
Pragati Bhawan, Pragati Maidan,  
New Delhi-110001

No.ITPO/RTI/AUDIT/2020

Dated: September 15, 2020

**Tender Notice**

India Trade Promotion Organisation invites on-line bids via e-procure from RTI Management Companies/Agencies for carrying out content Audit of RTI Website: [URL:http://www.indiatradefair.com/rti/](http://www.indiatradefair.com/rti/) at the Registered office at Pragati Maidan, New Delhi – 110 001, as per provisions of RTI Act, 2005 and the Guidelines issued by DOPT vide letter dated 15.4.2013. The Audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed.

The company shall be required to submit its report within five (5) working days of completion of the Audit of the RTI Website.

On successful completion/submission of Report on the content Audit of RTI Website, the payment shall be released.

The Tender amount should include TA/DA, GST etc. as applicable.

**Tender is initially for one year which is further extendable for 2 years, on the same terms and conditions and subject to the fulfilment of satisfactory performance conditions.**

Other details are as under:

Date of Publishing of Tender	<b>15.09.2020</b>
Bid Submission Start Date	<b>15.09.2020</b>
Last Date for submission of online bid on CPP Portal.	<b>15.10.2020 by 1500 hrs</b>
Opening of online bid	<b>16.10.2020 at 1500 hrs.</b>

The Tender Document may be downloaded from ITPO website [www.indiatradefair.com](http://www.indiatradefair.com) or CPP Portal. The tender bid should be submitted online via e-procure.

ITPO reserves the right to accept or reject any one or all Tenders without assigning any reason whatsoever.

For any other query related to the above Tender, please contact Right to Information Cell, ITPO, New Delhi or undersigned.

(Krishan Kumar)  
Public Information Officer  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi-110 001  
Email : [kk@itpo.gov.in](mailto:kk@itpo.gov.in)

**Tender Document**

**(To be filled by the Tenderer)**

Name of the Company with Registered office address	
Telephone Number/ Mobile number	
Name of the Chief Executive of the Company	
PAN/TIN, GST number of the Company, if any	
Experience in the field of RTI content Audit, if any.	
Tender Amount (inclusive of TA/DA, GST etc. as applicable)	
Opening of Tender	<b>On 16.10.2020 at 15.00 hrs.</b>
Scope of work	To carry out the content Audit of RTI Website: <a href="http://www.indiatradefair.com/rti/">URL: http://www.indiatradefair.com/rti/</a> at the Registered office : India Trade Promotion Organisation, Pragati Maidan, New Delhi – 110 001, as per provisions of RTI Act, 2005 and the Guidelines issued by DOPT vide letter dated 15.4.2013. The Audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed.

Signature\_\_\_\_\_

Name (in Block Letters) \_\_\_\_\_

Stamp of the Company/ Agency\_\_\_\_\_

### **Terms & Conditions**

1. The Tender amount should include TA/DA, GST, etc., as applicable.
2. The company has to start the Audit within five working days of the award of work.
3. The company shall be required to submit its report within five (5) working days of completion of the Audit of the RTI Website.
4. Tender is initially for one year which is further extendable for 2 years, on the same terms and conditions subject to the fulfilment of satisfactory performance conditions.
5. The Agreement shall be within the jurisdiction of Court at National Capital Territory of Delhi.
6. ITPO reserve the right to reject any or all Tenders without assigning any reason whatsoever.

(Krishan Kumar)  
Public Information Officer  
India Trade Promotion Organisation  
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Email : [kk@itpo.gov.in](mailto:kk@itpo.gov.in)