



INDIA TRADE PROMOTION ORGANISATION
(A Government of India Enterprise)
(Printing Unit)
Pragati Bhawan, Pragati Maidan
New Delhi-110001

File No. ITPO/Ptg./Lanyard-pouches /2021-22

11th October, 2021

23371545

E-TENDER INVITATION

Subject : Printing & supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2021 & other big/small fairs, for two years.

Dear Sir,

India Trade Promotion Organisation (ITPO) invites quotations through e-tendering from the reputed manufacturers/ dealers for printing & supply of the following items subject to our **Terms and Conditions given below/printed overleaf. Manual bids/quotations will not be acceptable.**

Interested printers may apply online (E-Tender) for empanelment on CPP Portal (Govt. Website) with tender document fee of Rs. 1000/- (Rupees one thousand only) plus GST @ 18% towards cost of the Tender Document Fee, which may be paid through DD (non-refundable) payable to ITPO or through RTGS /NEFT with detailed technical specifications of the item should reach us on or before **20th October, 2021 at 3.00 pm.** The bids will be opened **next day at 3.00 pm.**

Technical Specifications: As per ITPO's approved sample.

- i. Sattan (cloth) Patti/Lanyard printed in one colour with "India Trade Promotion Organisation" or IITF-2021 or any other name as approved by ITPO for IITF or any other event in size of 16 mm width and Open Length 36 inch/As per ITPO's approved design.
- ii. PVC Pouches: Size 106(W) x 155(H) mm for corresponding Badge Size of 95(W) x 130(H) mm/As per ITPO's approved design.
- iii. Nickel plated Metal/Plastic Hook: 16 mm/ As per ITPO's approved requirement/sample.

Requirement :

Qty.	PVC Pouch (₹) Basic Rate	Neckline sattan patti with metal hook. (₹) Basic Rate	Addl./Red. one colour on sattan cloth patti (₹)
500			
1000			
3000			
5000			
8000			
10000			
20000			
30000			
37000			
40000			
50000			
80000			
100000			

- i. The bid would be both technical and financial. To qualify technical bids, the bidder should have the following requirements:
 - a) GST No.
 - b) PAN No.
 - c) Experience of at-least one year of working with Govt./PSUs. A proof in this regard should be enclosed.
 - d) Address proof
 - e) Scanned pictures of lanyards and pouches
- ii. ITPO may require small/large quantities of the above item(s), at rates quoted by you, for its other big/smaller/much-smaller fair(s) and manufacturer/supplier shall be bound to supply these at the rates quoted (valid for two years) without protest or demur. However, ITPO will have sole discretion to extend the contract period by further one year on need basis, subject to satisfactory of services.
- iii. The job will be executed for both PVC Pouches and Printed Flat Lace Neckline (Sattan Patti) by one vender/supplier only.

Special Terms & Conditions:

1. Suppliers can see the approved sample material in ITPO with the Dy. Manager/Manager (Printing). ITPO may provide specific sample/design for exhibitions/events as per requirement.
2. The quotation without Tender Fee (bank draft/RTGS/NEFT) receipt will be rejected. Scanned copy of receipt may be attached.
3. Delivery time: Ten days after confirmation of order.
4. Cost of Tender Document: The cost of Tender Document will be Rs. 1000/- + GST @ 18% = Rs. 1180/-.
5. **Clause for Performance Guarantee Money**

"Bids may be supported with a Bid Securing Declaration rather than submitting the Earnest Money Deposit. The contractor, whose tender is accepted, will be required to furnish Performance Guarantee of 3% of the tendered amount or Rs. 60,000.00, whichever is more from the date of issue of letter of acceptance. This guarantee shall be in the form of Demand Draft/Pay Order of any scheduled bank or Government Securities or Fixed Deposit Receipts in accordance with the prescribed form. In lieu of EMD, Bids Securing Declaration Form has to be submitted as per the Annexure-I.
6. This quotation is for only those manufacturers who have their manufacturing unit and office in Delhi or situated in National Capital Region within a radius of 35 kilometers from ITPO Office at Pragati Maidan, New Delhi. Please enclose necessary documents and Samples of PVC Pouches and Printed Flat Lace Neckline (Sattan Patti).
7. The supply should be strictly as per approved sample. Any short coming/deviation in quality and/or size shall invite penalty as deemed fit by ITPO or the whole lot rejected without any liability.

8. **Last date of bid submission:** Quotation by e-tendering may be submitted on or before **20th October, 2021 by 3.00 pm.**
9. **Bid Opening : 21st October, 2021 at 3.00 pm** in the presence of quotationers who wish to be present.
10. **Selection process:** The quantities mentioned in the tender are indicative and not the final quantities, which may differ from exhibition to exhibition/event. The tenderer/bidder who has been technically qualified and has quoted the lowest rates in most of the quantities will be treated L-1 subject to the approval by the Competent Authority. The successful bidder will have to work on the overall lowest rates.
11. The successful bidder would work for two years from the date of issuing award letter. However, ITPO may extend the period by one year with the kind approval of the Competent Authority.
12. For making payments for Tender Fee through NEFT/RTGS, ITPO's Bank details are as under:

Payment of Tender Document Fee through RTGS/NEFT	India Trade Promotion Organisation Bank: Central Bank of India Branch: Pragati Maidan Saving Account No.: 1167404133 IFSC Code: CBIN0284078
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General Terms and Conditions :

1. Interested printers are requested to quote their rates in the form of quotation enclosed and upload the same on the CPP Portal on or before **20th October, 2021 by 3.00 p.m.** The quotations will be opened at **03.00 p.m. on 21st October, 2021** in the presence of the quotationers, who wish to be present.
2. Quotation received after the specified time and date will not be entertained.
3. ITPO reserves rights, to reject any or all tenders without assigning any reasons or to only buy a part of the materials for which quotations are invited.
4. Price quoted should be for consolidated quantity specified by us. Unit price, if quoted shall not be entertained. Delivery is to be made to ITPO Stores at Hall No. 12, Pragati Maidan, New Delhi or as desired by ITPO. All risk to goods till the point of delivery shall be on the supplier.
5. Consolidated individual (Pouch and Neckline) Price quoted for different quantities must be inclusive of freight, packing forwarding and insurance. All taxes/Vat should be mentioned separately.
6. India Trade Promotion Organisation (ITPO) reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever. ITPO also reserves right to accept or reject the lowest rates quoted by the tenderer.

7. The successful bidder would undertake & enter into an agreement on the stamp paper of Rs. 100/- duly attested by the appropriate authorities, that they will not disclose ITPO's 'designing display work', or any paper to others in any manner and also would not sublet the material to be printed to the other printers for safety reasons. In case, it comes to notice of ITPO at any stage, the party (Printer) will be responsible for that and liable for necessary action.

8. Arbitration :

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

9. **JURISDICTION:** All disputes arising out of and in relation to the Tender/ Contract between the parties herein shall be governed by Indian Laws, subject to the jurisdiction of the Courts of Delhi only.

10. Validity of Bids

1.	Published Date	11.10.2021
2.	Bid Document download start date	11.10.2021
3.	Bid Submission start date	11.10.2021
4.	Bid Submission end date	20.10.2021
5.	Bid opening date	21.10.2021
6.	Bid Validity	6 months from the date of opening of tender

11. **FORCE MAJEURE :** If at any time, during the continuance of this Contract, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any Act of GOD (hereinafter referred to as "Event"), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/ compensation /costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option terminate the Contract.

12. **INDEMNITY:** Agency shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions /dues to EPFO/ESIC/GOVT. Departments/Local Bodies/Statutory Authorities etc., which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.
13. **Confidentiality:** Agency shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/ or detrimental to ITPO's interest. Agency shall treat as confidential any and all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the ITPO, even after expiry/termination/determination of the Contract. ITPO shall take necessary legal and other remedial actions for infringement of this clause.
14. **Intellectual Property Rights:** ITPO's name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any misuse /misrepresentation/ unauthorized use of ITPO's name/logo/IPRs by the Agency and /or their sub-agents/sub-contractors/employees etc., the Agency shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse /misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Agency shall indemnify ITPO against any misuse /misrepresentation/unauthorized use of ITPO's name/logo/IPRs and /or any claims(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

Dy. Manager (Printing)

Annexure-I

Bid Securing Declaration Form

Date:

Bid No.:

xxx/ITPO/xxx/2021/xxxxx

To

The Deputy General Manager,
Printing Division
India Trade Promotion Organisation
Pragati Maidan, Pragati Bhawan
New Delhi - 110001

We, the undersigned, declare that, we, M/s.....(herein referred as bidder) understand that, according to bid clause No. 5), bids may be supported with a Bid Securing Declaration, therefore rather than submitting the Earnest Money Deposit.

Bidder renders the declaration that:-

Bidder will automatically be suspended from being eligible for bidding in any contract with the India Trade Promotion Organisation (ITPO)(herein referred as Purchaser) for the period of *5years*, starting on bid submission closing date if bidder are in breach of any of the following obligation(s) under the bid conditions:-

- (a) If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- (b) In case of as successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this Tender Document or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this Tender Document.
- (c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Bidder understands that this declaration shall expire if Bidder is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)
Authorized Signatory

Name:

Designation:

Office Seal:

Place:

Date: