

INDIA TRADE PROMOTION ORGANISATION**Design & Display Division**

No. 195/ITPO(01)D&D2018

Dated: 12/10/2018

BRIEF NOTICE INVITING TENDER FOR PHOTO COVERAGE AND VIDEOGRAPY

On behalf of CMD, ITPO invites **Item rate tender** for the following work from the specialised agencies **through e-tendering**. The details of which briefly described are hereunder:

S.N.	Name of Work	Time for completion	Estimated cost	Earnest money	Cost of tender including GST
1.	Photo Coverage and Videography	Running Contract for 2 years	Rs. 10,50,000/-	Rs 26,250	Rs. 1180/-

The bids can be submitted on line up to 22/10/2018 up to 3.00 PM with date of opening at 3.00 PM on 23/10/2018. For further details including eligibility, downloadable form of tender documents etc. please refer website www.indiatradefair.com & www.eprocure.gov.in

SUBMISSION OF BIDS

- 1 (a) On-line Bids shall be submitted by the bidder with supporting documents in the following manner:
(b) All the documents submitted in the bid, should be in English only, so that evaluation committee can understand easily.

Technical Bid

- (i) **Proof of payment of Interest free Earnest Money Deposit (EMD) amount Indian**

Rs. 13,750 (for Photo coverage) & Rs. 12,500 (for Video Coverage) through RTGS/NEFT or Demand Draft / Bankers Cheque in favour of India Trade Promotion Organisation payable at New Delhi. Th technical bids will be opened first. Without EMD, the Technical & Financial bids will not be opened and summarily rejected.

- (ii) (Annexure-II,III,IV and Annexure- IV) duly filled in with supporting documents as per tender document. it should be marked as “Technical Bid for **Photo Coverage**.”

Financial Bid

(iv) It should contain **Annexure – I** duly filled. It should be marked as “**Financial Bid for Photo Coverage**”.

The name of the bidder should be clearly written with full address, Tel. nos., Email:

Last date of submission of Bids : 22 October 2018 - 03.00 PM

Date of opening of Technical Bids : 23 October 2018 - 03.00 PM

- 2 In case the bidder requires any clarifications or further information, may contact ITPO, Mr. Rajesh Soni, Manager Tel. 91-9871308150, during office hours- 10.30 am to 5.30 pm
- 3 a) The evaluation of bids will be made in three stages – (i) Earnest Money Deposit (EMD), (ii) Technical and (iii) Financial. Those companies whose EMD will be found in order, only their Technical bids shall be opened (in the presence of the bidders or their authorized representatives, if they are present).

b) Financial bids of only those firms will be considered for opening who have fulfilled the technical requirement/evaluation. After opening of financial bids, financial evaluation will be made & financial ranking statement will be prepared and the selection of the vendor/agency will be done on the basis of L1 (lowest) criteria.
- 4 **Bids received after the deadline of submission of application will not be considered or opened under any circumstances.**
- 5 **No conditional bids shall be considered. This is very important.**
- 6 The demand draft of Earnest Money Deposit (EMD) has to be physical and encashable instrument. No guarantees or other bank authority letter shall be accepted. The EMD is interest free.
- 7 Bids received through email/fax shall not be considered
- 8 No modification or substitution of the submitted application/bid shall be allowed. An applicant/bidder may withdraw his application after submission, provided that written notice of the withdrawal is received by ITPO before the due date. In case an applicant/bidder wants to resubmit his application/bid, he shall submit a fresh application/bid following all the applicable terms & conditions by the stipulated date.
9. Any document received after the closing date and time shall not be accepted.
10. Bidders are requested to refrain from any communication after submission of bid till the opening of the financial bid except at the time of opening of the technical bid by the ITPO committee.

- 11 The comparative statement of technical bids will be made indicating qualifying criteria mentioned in the bid document declaring the company qualifying or not qualifying.