



India Trade Promotion Organisation
(A Government of India Enterprise)

F. No.130-ITPO-IITF'21/Ptg./2021-22

29th, September 2021

23371545

Invitation of E-Tender

Sub: Inviting rates for printing and supply of Entry Tickets, Passes, Badges (with security features and QR-Code) and Laser Print QR-code Stickers for India International Trade Fair (IITF)-2021 and other big/small fairs in Pragati Maidan or elsewhere, for two years.

India Trade Promotion Organisation (ITPO) invites bids from those printers who are empanelled with Indian Banks' Association (IBA), having their press in National Capital Region (NCR) for printing and supply of Entry Tickets, Passes, Badges (with security features and QR-code) and Laser Print QR-code Stickers for India International Trade Fair (IITF)-2021 and other big/small fairs in Pragati Maidan or elsewhere, for two years with a provision to extend the work by further one year at the discretion of ITPO.

For **IITF -2021** the entry related items are to be printed as per the specifications (valid for other fairs for two years) and terms & conditions given below:

Name of the job	(I) Entry Tickets and Passes	(II) Badges
Finished Size	10½" x 3¼" – (with one/two perforations), Qty. - approx. 16 lakhs in different denominations and different colour schemes.	3¾" x 4½", Qty. - approx.
Paper	90 gsm Super Sunshine (Ballarpur or equivalent)	a) 210 gsm Kent-Ivory Card b) 120 gsm non-tearable matt finish paper
Printing Process	Offset	Offset
Specifications	Colour: 4+4 Printing of security features as follows: Star mark/ITPO logo printed with anti-photocopy (UV) ink and void pantograph on one side at two/three places.	Colour: 4+1 Colour: 4+4 Printing of security features as follows: Star mark/ITPO logo printed with anti-photocopy (UV) ink and void pantograph on one side at one place.
Quantity to be quoted for	(I) 500, 1000, 1500, 2000, 2500, 3000, 4000, 5000, 10000, 15000, 25000, 30000, 40000, 50000, 70000, 75000, & 100000.	(II) 100, 200, 300, 500, 700, 900, 1000, 2000, 2500, 3000, 3500, 4000, 6000, 10000, & 20000.
Art Work/Colour Scheme	Artwork to be adapted on the system by the Printer as per concept of ITPO. Colour scheme will be provided.	
Composing / Processing	Through image setter CTP on high resolution	
Plates making	Only PS plates to be used.	

Proofs	The colour laser proofs (or m/c proof if required) are to be shown to ITPO for final approval.
Serial Numbering	Serial Numbering as approved by ITPO will be on one side at two/three places for tickets and passes, numbering shall be on one side at one place on badges.
QR Code	QR Code will be printed on one side at one place on tickets, passes and badges as per artwork.
Binding	<p>i. 1,000 or more booklets, duly serial numbered on covering brown or on other colour paper, will be made containing 14 tickets (5+9) for each day of the 14 day fair (i.e. Nov. 14-27, 2021).</p> <p>ii. 1000 or more Booklets of seasonal tickets, duly serial numbered on covering brown or on other colour paper, will be made containing 14 tickets (5+9) for each day of the 14 day fair (i.e. Nov. 14-27, 2021).</p> <p>iii. Each book containing 50 Nos. of Entry Ticket for each day will be bound.</p> <p>Binding shall be carried out with 80 gsm brown/light colour paper and stapling at 2 places. For (iii) above, each book will have book no. and serial numbers of tickets/passes (starting no. and ending no.) printed on the cover.</p>
Delivery Schedule and Penalty	15 days from the date of confirmation of final print. In case of late delivery, 5% penalty per day (within permissible limit) on the total bill amount may be levied. Please refer to the detailed penalty clauses mentioned at page no. 8. However, it is at the discretion of ITPO to change/review the above penalties with the approval of the Competent Authority GM(Printing).
Validity of Rates	Two years from the last date of issuing acceptance letter.

Terms & Conditions:

- I. For assignment of job, ITPO shall issue a work order(s), specifying therein the size, quantity, specifications of paper, colours and security features. Printer should strictly adhere to the work order, special instructions, if any and the serial numbering provided by ITPO. To accommodate design, if required, sizes of the items to be printed may differ.
- II. Printer should do pre-packing inspection while packing to check the quantity, category etc. and ensure that the declared items are contained in the packet.
- III. Once the job is executed the printer shall deliver the same progressively to ITPO Stores.
- IV. Printer shall ensure obtaining signature of recipient Officer of ITPO Stores with his name, designation and date with seal of ITPO, for each delivery note/challan.
- V. Complete security is to be maintained by the printer to ensure that no leakage or pilferage of tickets takes place. The printer should nominate two of their representatives for co-ordination with ITPO and should submit their names, addresses and mobile phone numbers to ITPO.
- VI. The Printer should have the required infrastructure/technical skills to undertake the work and whatever supplementing is required, should be done before undertaking the job and the job should be executed within the specified time under one premises.
- VII. The Printer should have necessary security procedures and routines including accounting of waste paper etc. and the printer will augment these, if it is considered necessary by ITPO.

- VIII. The Printer will install necessary quality control checks and obtain required Electronic/Mechanical Equipment for testing an on-going work. A mechanism/process will be instituted for selecting pieces out of every batch produced to verify the quality and record of such testing will be kept which will be made available for inspection if called for.
- IX. The entire production process will be subject to vigorous checking by ITPO. The Printer shall provide inspection facilities to check that the infrastructural, security and quality control checks are fully met before start of production runs; further these could also be inspected by ITPO or its authorized representative at any time during the Printing Process.
- X. ITPO will not compensate for any losses suffered by the printer such as cost of re-runs, excess printing etc. The printer should compensate ITPO for any losses on account of rejection due to bad printing quality, missing security features, wrong numbering, non-readability of bar-code etc.
- XI. The supply schedules will be well maintained and timely deliveries must be ensured as specified.
- XII. The printer will print all the items in the work order as per the design approved by ITPO.
- XIII. The printer shall submit Proforma Invoice enclosing therewith the sample, copy of work-order, copy of delivery Challans in quadruplicate. Thereafter, ITPO shall issue pay order for the material supplied.
- XIV. On the basis of pay order, printer is required to submit bill duly pre receipted (first copy) in triplicate (3 copies) along with voucher copy of samples, copy of work order, copy of pay order, 3 copies of delivery Challan for settlement of bill.
- XV. ITPO envisages that all the jobs should be executed under one roof by the single printer. Therefore the bidders must quote all the items as given in the proforma. However, ITPO reserves its rights to allocate the job to more than one printer or any other printer.**
- XVI. ITPO reserves its rights to terminate/cancel/suspend the contract any time without assigning any reasons.
- XVII. In case of poor quality or using paper other than specified, ITPO reserves the rights to impose suitable penalty and/or reject the entire lot as per ITPO's approved norms.
- XVIII. The terms & conditions mentioned in this letter shall be prevalent.
- XIX. The Printer must return the duplicate of this bid-invitation letter duly signed along with his quotation in the prescribed form duly signed by an authorized signatory in acceptance of the terms & conditions.
- XX. 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 **13th, October, 2021 by 3.00 PM**. The quotations will be opened at **03.00 p.m. on 14th, October, 2021** in the presence of the quotationers, who wish to be present.
- XXI. The successful bidder would undertake & enter into an agreement on the stamp paper of ₹100/- duly attested by the appropriate authorities, that they will not disclose ITPO's 'designing display work', or any paper including entry tickets/passes/badges/barcodes etc. 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.
- XXII. The successful party (i.e. empanelled party) will have to inform ITPO at least three months before it has planned to quit/withdraw the name from the empanelment of ITPO.
- XXIII. The quotation invitation is only for Security Printers who are empanelled with Indian Bank's Association (IBA) and have their press in National Capital Region (NCR). The printers quoting rates should have valid empanelment with IBA till the date & time of bid. The printers must therefore enclose a copy of the valid certificate of their empanelment with IBA.**
- XXIV. ITPO may require small/bigger quantities of the above item(s) for its other big/smaller/much-smaller fair(s) and printer/supplier shall be bound to print/supply these at the quoted rates (valid for one year) without protest or demur.

XXV. The quantities mentioned in the tender are indicative and not the actual quantities. The actual quantities may be more or less than the quantities mentioned in the tender. The selection of the successful bidder would be on the basis of the number of quantities in which a party is L-1 and not by the aggregate amount created by computer. The successful bidder will have to work on the overall lowest rates i.e. on the item-wise lowest quoted rates in various quantities of items in tender. In case any party refuses or disagrees, ITPO has full right to take work from the other party.

XXVI. **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.

XXVII. **JURISDICTION:** All disputes arising out of and in relation to the contract between the parties herein shall be governed by Indian Laws, subject to the jurisdiction of the courts of Delhi only.

XXVIII. **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, 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.

XXIX. **Validity of Bids**

1.	Published Date	29.09.2021
2.	Bid Document download start date	29.09.2021
3.	Bid Submission start date	29.09.2021
4.	Bid Submission end date	13.10.2021
5.	Bid opening date	14.10.2021
6.	Bid Validity	6 months from the date of opening of tender

XXX. **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.

XXXI. **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.

XXXII. **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.

XXXIII. **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.

(Bharat B. Sharma)
Deputy Manager (Printing)



India Trade Promotion Organisation
Pragati Maidan, New Delhi

1. **GST/Taxes payable extra, as applicable. GST/Taxes category/type and % age of the same should invariably be stated.**
2. The rates should be inclusive of the costs towards paper, printing, production, numbering, packing, freight and delivery (incl. unloading and stacking) at ITPO's Stores at Hall 12, Pragati Maidan, New Delhi. All risks till the point of delivery (in ITPO) shall be to the account of the printer/supplier.
3. **The bidder must quote consolidated price typed legibly for the quantities mentioned, without any cutting/over-writing. Hand filled quotations or quotations giving Unit/Per piece prices shall not be acceptable, as approved by Finance & Accounts Division.**
4. Interested printers may apply online (E-Tender) for empanelment in the prescribed application form on CPPP (Govt. website) with tender document fee of ₹1000/- (Rupees one thousand only) plus GST @ 18%, which may be paid through a DD (non refundable) payable to ITPO or through RTGS/NEFT as per details below.

The tender document is also available at ITPO's corporate website: www.indiatradefair.com for information.

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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5. **Clause for Performance Guarantee Money**
"Bids may be supported with a Bid Securing Declaration, therefore 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, 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. **Bid Validity** : These bid rates shall be used by ITPO for **two years** from the last date of submission of the tender, for fairs, large and small, in Pragati Maidan and elsewhere, requiring one or more of these items in smaller/much-smaller quantities. The printer shall be bound to print smaller or much smaller print jobs, at these rates, for two years, with security features and QR-code, without protest or demur.
7. **In case of any shortcomings in quality of paper or printing and size & delivery time, ITPO reserves the rights to impose suitable penalty as per ITPO approved norms (Copy enclosed), which includes discretion to reject the entire lot without any liability.**
8. ITPO envisages that all the jobs should be executed under one roof with a single printer. Therefore the bidders must quote all the items as given in the proforma. However, ITPO reserves its rights to allocate the job to more than one printer or any other printer.
9. **The quotation invitation is only for Security Printers who are empanelled with Indian Bank's Association (IBA) and have their press in National Capital Region (NCR). The printers quoting rates should have valid empanelment with IBA till the time of bid. The**

printers must therefore enclose a copy of the valid certificate of their empanelment with IBA.

10. ITPO may require smaller/bigger quantities of the above item(s) for its other big/smaller/much-smaller fair(s) and printer/supplier shall be bound to print/supply these at the rates quoted (valid for one year) without protest or demur.
11. The party should ensure that there is no criminal case, blacklisting etc. against them.
12. Number of working days of the press in a week.....(excluding weekly off Sunday.....) and working hours in a day.....
13. Distance of the press from ITPO officeKm.
14. In case, any variation/change in the sizes of artwork takes place the Security Printer will not refuse for printing due to this reason.
15. The quantities mentioned in the tender are indicative. The actual quantities may differ. ITPO has full right to accept or reject any tender including the lowest rates. The successful bidder will have to work at the lowest rates even if quoted by other bidders. ITPO will prioritize bidder who are lowest in most of the items in different categories, i.e. (I) Tickets (II) Badges (III) Non peel-able QR-code Stickers.
16. However the final decision will be made by the Competent Authority for selection of successful bidder.

(Office Seal)

**(Signature, Name and Designation of Bidder's
Authorised Executive)**

Penalty Clauses :

In case of delay or unacceptable quality of paper, printing etc. it will be at the discretion of India Trade Promotion Organisation (ITPO) to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason what so ever or cancel the order without any liability. The discretion of ITPO in this regard shall be final and binding.

A broad category of penalties, as approved are as follow:

S. No.	Job Status	Penalty
1.	The job is rejected on account of bad quality or late delivery.	No payment.
2.	The job is accepted but not up to the desired level of quality.	20% on the total bill
3.	The Printer has not followed any of the specifications stipulated in the letter inviting quotations such as paper size, colour etc. (in case of size ¼" variation can be accepted due to variation in the cutting machine)	50% on the total bill
4.	Late Delivery	5% per day (within acceptable limit) as per the practice followed by Finance Divn and Printing Unit for many years.
5.	If the penalties are levied on more than 3 occasions on the same printer	Printer will be black-listed and removed from our approved panel of printers for the rest of the term.

It is at the discretion of ITPO to change/review the above penalties with the approval of the Competent Authority/DGM(Printing).

Deputy Manager (Printing)
India Trade Promotion Organisation

Annexure-I

Bid Securing Declaration Form

Date:

Bid No.:xxx/ITPO/xxx/2021/xxxxxx

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. xxviii**), 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: