

**INDIA TRADE PROMOTION ORGANISATION**  
**(ITPO)**

**Tender No. ITPO/Ptg./Lanyard-pouches /2017-18**

**Dated: 10/04/2017**

**Tender Document for**

**Printing & supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2017 & other big/small fairs, for two years  
i.e. from the date of issuing Award letter.**

**India Trade Promotion Organisation**  
**(A Govt. of India Enterprise)**  
**Gate No. 3, Pragati Bhawan, Pragati Maidan**  
**New Delhi – 110001**

**Tender No. ITPO/Ptg./Lanyard-pouches /2017-18**

**Date: 10/04/2017**

Online bids are invited through single bid system for “**Printing & supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2017 & other big/small fairs, for two years i.e. from the date of issuing Award letter**”. Manual bids shall not be accepted. The details of tender are as under.

S.no.	Name of Work	Earnest money (INR)
1	<b>Printing &amp; supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2017 &amp; other big/small fairs, for two years i.e. from the date of issuing Award letter.</b>	20,000/-

1. The tender documents are available on our website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded. However, the documents required such as DDs towards Earnest money (Demand Draft should be in favour of `India Trade Promotion Organization`, payable at New Delhi) must be delivered to Manager, Printing Unit, Pragati Bhawan, Pragati Maidan, New Delhi before bid opening date/time as mentioned in critical date sheet.
2. Tender documents may be downloaded from ITPO's website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

Publish Date	10/04/2017
Bid Document Download Start Date	10/04/2017
Bid Submission Start Date	10/04/2017
Bid Submission End Date	25/04/2017 at 3:00 pm
Technical Bid Opening Date	26/04/2017 at 3:00 pm

**Those who are technically qualified, financial bids will be opened of those bidders.**

3. 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/Tenderer 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.

4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will 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) 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.
5. Tenderer who has downloaded the tender from the **ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com)** (for reference only) 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 would be forfeited and tenderer is liable to be banned from doing business with ITPO.
6. Intending tenderers are advised to visit again ITPO website [www.indiatradefair.com](http://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.

### **EMD Payment**

#### **BANK Details for EMD Payment through NEFT/RTGS:**

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAAT12955C

1. Earnest Money Deposit is to be deposited through DD in favour of ITPO payable at New Delhi. Bidders are required to submit the instruments of EMD to Manager/Dy. Manager, Printing Unit, Ground Floor, Pragati Bhawan, Pragati Maidan, New Delhi before bid opening date/time as mentioned in critical date sheet. Contact no: 23371545 Mr. S. K. Goel, Manager and Mr. G.N. Tandan, Dy. Manager, Printing Unit.
2. The hard copy of original instruments in respect of earnest money, must be delivered to Manager/ Dy.Manager, Printing Unit, Ground Floor, Pragati Bhawan, Pragati Maidan,

New Delhi before bid opening date/time as mentioned in critical date sheet. The tender fee/ cost of tender shall be non refundable.

3. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

### **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 sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (As applicable):

- i) Scanned copy of PAN No, Service Tax number, Registration number.
- ii) Scanned copy of Experience certificate in government sector.
- iii) Scanned copy of documents like Earnest Money Deposit.
- iv) Scanned copy of Tender Acceptance Letter (Annexure II)

### **Financial Bid**

- (a) Price bid undertaking (Annexure I)
- (b) Signed, filled and scanned copy Annexure III.
- (c) Schedule of price bid in the form of BOQ\_XXXX .xls.

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a

standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk New No.0120-4200462, 0120-4001002 , 91-8826246593.

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Gate No. 3, Pragati Bhawan, Pragati Maidan  
New Delhi – 110001

**Tender No. ITPO/Ptg./Lanyard-pouches /2017-18**

**Date: 10/04/2017**

**Sub: Printing & supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2017 & other big/small fairs, for two years i.e. from the date of issuing Award letter.**

India Trade Promotion Organisation (ITPO) invites online bids 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.**

**Quotation typewritten, without any cutting and over-writing, indicating price and VAT/Tax separately, time of delivery with detailed technical specifications of the item should reach us on or before April 25th, 2017 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-2017 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			

Please mention Taxes/VAT .....%

**Note :**

- i. ITPO may require small quantities of the above item(s), at rates quoted by you, for it's 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.
- ii. The job will be executed for both PVC Pouches and Printed Flat Lace Neckline (Sattan Patti) by one vender/supplier only, if requisition to be done both PVC Pouch with Flate lace Neckline.

**Special Terms and Conditions :**

1. Suppliers can see the approved sample material in ITPO with the Dy. Manager/Manager (Ptg.), Phone 23371545. ITPO may provide specific sample/design for exhibitions/events as per requirement.
2. The party will submit Technical Bid along with EMD of Rs. 20,000 (Twenty thousand only) bank draft in a separate envelope. The sample submitted by the bidder shall be examined by a committee.
3. The quotation without certified sample and EMD bank draft will be rejected.
4. Entries should be type written with signature and stamp.
5. Quotation must be free from correction and erasers, neatly and legibly type written.
6. Delivery time: Ten days
7. Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees twenty thousand only) must be deposited along with the Technical Bid, in separate envelope, in the form of Demand Draft on any scheduled bank favoring "India Trade Promotion Organisation".
8. 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.

9. Last date of bid submission: Bid in this proforma under the cover of the letterhead of the company, duly signed and stamped, may be submitted by post/your-representative to the Deputy Manager/Manager (Ptg.) on or before 26<sup>th</sup> April, 2017 by 3.00 pm, in sealed cover specifying the name of the job and bid opening date on top of the envelope.
10. Bid Opening : 26<sup>th</sup> April, 2017 at 3.00 pm in the presence of bidders who wish to be present.
11. 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 lowest rates, even if, quoted by other parties.

**General Terms and Conditions :**

1. Bids received after the specified time and date will not be entertained.
2. We reserve to ourselves unfettered 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.
3. Printed conditions on the back of letters originating from bidder will be ignored. If it is desired to apply any particular condition to the tender, the same must be clearly brought out in the body of the tender.
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 Gate No 1, Pragati Maidan, New Delhi. 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 its unfettered right to accept or reject the lowest rates quoted by the bidder.
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.

The bidder will sign and stamp of the tender invitation.

**FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

1. I submit the Price Bid for **“Printing & supply of (one colour) Flat Lace Neckline/Lanyard Sattan (cloth) Patti with nickel plated Metal/Plastic Hook and PVC Pouches for IITF-2017 & other big/small fairs, for two years i.e. from the date of issuing Award letter.”** and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Authorized Signatory  
(Signature of the Authorized Person)

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

**Date:**

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

**1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

\_\_\_\_\_

**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**(FINANCIAL BIDS OPTIONAL AS PER REQUIRMENT)****Requirement :**

Qty.	Addl./Red. one colour on sattan cloth patti (Optional) (₹)
500	
1000	
3000	
5000	
8000	
10000	
20000	
30000	
37000	
40000	

Qty.	PVC Pouch (Optional) (₹) Basic Rate	Neckline sattan patti with metal hook. (Optional) (₹) Basic Rate	Addl./Red. one colour on sattan cloth patti (Optional) (₹)
50000			
80000			
100000			

Please mention Taxes/VAT .....%

**Note :**

- i. ITPO may require small quantities of the above item(s), at rates quoted by you, for it's 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.
- ii. The job will be executed for both PVC Pouches and Printed Flat Lace Neckline (Sattan Patti) by one vender/supplier only, if requisition to be done both PVC Pouch with Flate lace Neckline.