



Annexure: I
INDIA TRADE PROMOTION ORGANISATION
E-TENDER NOTICE

Online Item rate E-Tenders are invited through two bid system for **Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.**

Manual bids shall not be accepted.

The detail of tender is as under.

S.N.	Name of Work	Time for completion	Estimated cost	Earnest money	Cost of tender
1.	Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.	One Year	73,61,952/-	1,47,250 /-	1180 /-i/c GST

- The following will be eligibility criteria for non-CPWD registered contractor and specialized agencies:
 - Who have satisfactorily completed in GOVT/PSUs. (In case no bidder has provided Government experience / public sector experience, then the bidders with experience in Reputed organizations may be considered by the competent authority of the Client.
 - Three similar works each of value not less than 40% of estimated cost or two similar work each of value not less than 60% of estimated cost or one similar work of value not less than 80% of estimated cost in last 7 years ending last day of the month previous to the one in which the tenders are invited.
- The tender documents are available on our website www.indiatradefair.com (for reference only) and www.eprocure.gov.in, and the same can be downloaded. However, the documents required, such as two Demand Drafts towards the Cost of Tender and Earnest Money (the Demand Draft should be in favor of India Trade Promotion Organization, payable at New Delhi), should be deposited in the Administration Building at Gate No. 9 before the close of time for opening the e-tender. The contractor should have a PAN Number, GST Number, and ESI & EPF Registration Number.
- The contractor should have valid registration for the work as mentioned above as a specialized agency.
- Tender documents may be downloaded from ITPO's web site 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

Published Date	24 /04/2025
Bid Document Download Start Date	24 /04/2025
Bid Submission Start Date	24 /04/2025
Bid Submission End Date	02 /05 /2025 at 03.00PM

5. 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.

6. Not more than one tender shall be submitted by one contractor 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.

7. Tenderer who has downloaded the tender from the ITPO's web site www.indiatradefair.com 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.

8. Intending tenderers are advised to visit again the ITPO website www.indiatradefair.com and the CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to the closing date of submission of the tender for any corrigendum, addendum, or amendment.

EMD Payment& Tender cost:

Earnest Money Deposit& Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD/ Tender Cost payment at the time of Bid Preparation.

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.	:	AAATI2955C

The Hard Copy of original instruments in respect of cost of tender document, earnest money, must be delivered to Ashish Dhar Dwivedi, Sr.Manager (Civil), Administration building at GateNo-9, India Trade Promotion Organization, Bharat Mandapam, New Delhi., New Delhi-110001 on or before bid opening date/time as mentioned in critical date sheet. The technical bid of the agencies shall not be opened for non submission of original payment instrument such as DD/RTGS etc of cost of tender/EMD before opening of the bid also Tenderer shall likely to be liable for legal action for non-submission of

original payment instrument like DD/RTGS,etc, against the submitted bid.The Demand Draft attached /submitted for tender fee shall be non refundable. EMD of other than lowest agency shall be returned.

9. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid 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 part”, viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed wherever required, and 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) Copy of valid registration of company.
- ii) Copy of PAN No, GST number
- iii) Copy of EPF &ESI registration number
- iv) Copy of documents like Earnest Money Deposit, Tender cost.
- v) Copy of Tender Acceptance Letter(Annexure III)
- vi) Price bid undertaking (Annexure iv)
- vii) Copy of ISO: 9001 and equivalent of bidder/OEM.
- viii) Copy of OEM Certificate.
- ix) Minimum Average Annual Turnover of the bidder for any 3 of last 5 years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24) should not be less than 50% of the tender cost.
- x) Copy of experience/performance certificates “satisfactorily completed three similar works each of value not less than 40% of estimated cost or two similar work each of value not less than 60% of estimated cost or one similar work of value not less than 80% of estimated cost in last 7 years ending last day of the month previous to the one in which the tenders are invited". (if the work is executed in more than one year, then proportionate work done will be calculated in one year.)

Financial Bid

- (a) Schedule of price bid in the form of BOQ_XXXX .xls.

Annexure: II
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 the last date of bid submission 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 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.

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: Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.

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 as on date 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)

Annexure: 1V

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To, _____

Dear Sir/Madam,

- 1 I submit the Price Bid for **“Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.**
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, Annexure IV inclusive of all applicable taxes except G .S Tax.

Authorized Signatory
(Signature of the Authorized Person)

GOVERNMENT OF INDIA

INDIA TRADE PROMOTION ORGANISATION

Notice Inviting Tender

Item/Percentage rate tender through e-tendering are invited on behalf of the CMD, ITPO, for the following work from specialized/reputed agencies, up to 03.00 PM on 02/05/2025, which will be opened by him (or his authorized representative) at 03.00 PM on 03/05/2024 for the work of – **Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.** The enlistment of the contractors should be valid on the last date of receipt of tenders. In case only the last date of receipt of the tender is extended, the enlistment of the contractor should be valid on the original date of receipt of tenders.

1. The work is estimated to cost Rs. 73,61,952/- This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be three days from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
4. The site for the work is available.

OR

The site for the work shall be made available in parts as specified below:

5. Tenders shall be accompanied with Earnest money of **Rs. 1,47,250** /-in demand draft of a scheduled bank issued in favour of India Trade Promotion Organisation, payable at New Delhi.
6. The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 5% (Five percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
7. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderer at the office of the above mentioned officer.
8. Tenderer are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his/ their own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and

- rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
9. The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
 10. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
 11. The competent authority on behalf of CMD, ITPO reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
 12. No Engineer of gazette rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
 13. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders/Ninety days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
 14. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 3 days from the stipulated date of start of the work, sign the contract consisting of:-

SCHEDULE 'E'

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil

CLAUSE 10 CC

Component of Cement – expressed as percent of total value work.	N/A
Component of Steel-expressed as percent of total work.	N/A
Component of civil (except cement & steel)/Electrical construction Materials-expressed as percent of total value of work.	N/A
Component of labour-expressed as per cent of total value of work.	N/A
Component of P.O.L. – expressed as percent of total value work.	N/A

SCHEDULE 'F'

Reference to General Conditions of contract.

Supplying of Bio Aroma herbal & non toxic oil for Scent Detoxification Aroma System & Air Detoxification at Bharat Mandapam Pragati Maidan.

Estimated cost of work	Rs. 73,61,952/-
(i) Earnest money:	Rs. 1,47,250/-
(ii) Performance Guarantee	5% of tendered value
(iii) Security Deposit	2.5 % of tendered value

General Rules & Directions:

Officer inviting tender GM (Works)

Maximum percentage for quantity of items of work to be executed beyond
Which rates are to be determined in accordance with Clauses 12.2 & 12.3 100%

Definitions

2(v) Engineer-in-Charge	Sr. Manager (Civil)
2(viii) Accepting Authority	As per DFPR Sch. V of ITPO
2(x) Percentage on cost of materials and Labour to cover all overheads and profits.	15% incl in tendered amount
2(xi) Standard Schedule of Rates	market rates
2(xii) Department	ITPO (Engg.)
9(ii) Standard CPWD contract Form	CPWD form 7/8 as modified & corrected up to date

Clause 1

(i) Time allowed for submission of Performance Guarantee From the date of issue of letter of acceptance	3	days
(ii) Maximum allowable extension beyond the period (Provided in i) above	2	days

Clause 2

Authority for fixing compensation under clause 2. GM (W)

Clause 2A

Whether clause 2A shall applicable No

Clause 5

Number of days from the date of issue of letter
Acceptance for reckoning date of start 3 days

Mile stone(s) as per table given below:

Table of Mile Stone(s)

Sl. No.	Description of Milestone(Physical)	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone
1.	1/8 th (of the whole work)	1/4 th (of the whole work)	In the event of not achieving the necessary progress as assessed from the running payments, 1% of the tendered value of work will be withheld for failure of each mile stone maximum upto 10% of tendered value.
2.	3/8 th (- do -)	1/2 (- do -)	
3.	3/4 th (-do-)	3/4 th (-do-)	
4.	Full	Full	Maximum upto 10% of tendered value

Time allowed for execution of work

5 days for construction & 2 days for dismantling after close of the fair

Clause 6, 6A

Clause applicable – (6 or 6A)

Clause 6A

Clause 7

Gross work to be done together with net payment/adjustment or advance for material collected, if any since the last such payment for being eligible to interim payment

N A

Clause 10A

List of testing equipment to be provided by the contractor at site lab.

As per the site requirement and as per direction of Engineer In-charge

Clause 10 B (ii)

Whether Clauses 10 B (ii) shall be applicable

No

Clause 10CA

Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed

1. _____ NA _____

2. _____

Clause 10CC

Clause 10CC to be applicable in contracts with stipulated period of Completion exceeding the period show in text column

N/A

Clause 11

Specification to be followed for execution of work

relevant Specifications & as per description of items

Clause 12

Deviation limit beyond which clauses 12.2 & 12.3 shall

Apply for building work

100%

Deviation limit beyond which clauses 12.2. & 12.3

Shall apply for foundation work

100%

Clause 16

Competent Authority for deciding reduced rates.

GM(W)/SM (C)

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-

As per the site requirement and as per direction of Engineer In charge

Clause 36(i)

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
						Figures Words
1.	Any Graduate	Relevant field		10 years	1	15,000/- (Rupees fifteen thousand only) per month
2.	Diploma Holder	Civil		5 years	1	10,000/- (Rupees Ten thousand only) per month

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

CLAUSE 42
As applicable

INDIA TRADE PROMOTION ORGANISATION
(Engineering Division)

CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET

S.No.	FOR	READ
1.	Government of India	India Trade Promotion Organisation
2.	C.P.W.D. or Government	India Trade Promotion Organisation
3.	CPWD -7/8/9	CPWD 7/8/9
4.	President/President of India	C.M.D ITPO
5.	Chief-Engineer	General Manager (Works)
6.	Superintending Engineer	Dy. General Manager (Civil)/SM (Civil)
7.	Engineer-in-charge/Divisional Engineer/Executive Engineer/Divisional Office	Manager (Civil)
8.	Sub-Divisional Officer/Asstt. Engineer	Deputy Manager (Civil)
9.	Administration Head	C.M.D. /General Manager
10.	Ministry of Works & Housing	ITPO /Ministry of Commerce
11.	CPWD Code, Paragraph'90	Shall be applicable to ITPO works
12.	DSR'2012	Shall be applicable to ITPO works
13.	CPWD specifications 2009 part – I & II	Shall be applicable to ITPO works
14.	DSR (Internal) 2012 for Electrical works	Shall be applicable to ITPO works
15.	CPWD specifications (Internal) 2010 for Electrical works	Shall be applicable to ITPO works
16.	DSR External 2012 for Electrical works and specifications	Shall be applicable to ITPO works
17.	Provision of Section 12 Sub-Section (i) of the works man compensation	Shall be applicable to ITPO works
18.	CPWD safety Code framed from time to time	Shall be applicable to ITPO works
19.	CPWD maternity benefits to labour	Shall be applicable to ITPO works
20.	Model Rules of the protection of health and sanitary appointment for workers employed by CPWD	Shall be applicable to ITPO works
21.	CPWD contractor labour Regulations	Shall be applicable to ITPO works

WORK SPECIFICATIONS

1. Description of Supply

The supplier shall provide high-quality, certified Bio Aroma Oils in the following fragrance profiles:

- Floral
- Citrus
- Woody
- 12 Spice
- Naturescapes
- Fresh and Pure
- Aquatic Breeze
- Other equivalent natural blends subject to prior approval by the Engineer-In-Charge

These oils are intended for use with scenting and air detoxification systems employing Cold Air Ion Atomization.

2. Technical Specifications

- Compatibility: Oils must be compatible with Cold Air Ion Atomization scenting systems
- Oil Composition: 100% natural, non-toxic, alcohol-free, water-free, with no synthetic carriers
- Use Case: Air detoxification, deodorization, and ambient scenting
- Shelf Life: Minimum of 12 months from the date of delivery.

3. Mandatory Certifications

All oils supplied must be accompanied by valid documentation demonstrating compliance with international standards:

- IFRA Certificate (International Fragrance Association Compliance)
- Heavy Metals Analysis Report
- Microbiological Analysis Report
- MSDS (Material Safety Data Sheet)
- Health and Safety Compliance Certificate (as per applicable norms)

4. Packaging and Labelling Requirements

- Oils must be packaged in high-quality, leak-proof, tamper-evident containers
- Each container must have a clear and permanent label indicating:
 - Product name and fragrance
 - Batch number
 - Manufacturing and expiry date
 - Volume/weight
 - Usage and safety instructions

5. Quantity and Delivery Schedule

- Quantity: As specified in the Bill of Quantities (BoQ) issued along with the tender
- Delivery Timeline: As per directions of Engineer-In-Charge for the period of One Year.
- Delivery Location: Bharat Mandapam
- Transportation, handling, and insurance will be the responsibility of the supplier

6. Warranty and Replacement

- All products must carry a minimum shelf life of 12 months
- The supplier shall replace any product found to be defective, damaged, leaking, or non-compliant with tender specifications within 7 days of notification.

ADDITIONAL CONDITIONS

1. The work shall be carried out strictly as per CPWD specifications 2019, Part I & II with up to date correction slips.
2. The contractor shall take approval from the Senior Manager (Civil)/Electrical in writing for collection and stacking of materials.
3. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD Works.
4. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
5. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engg.-in-Charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
6. The contractor will rectify the damages occurred due to fixing hanger plate etc i/c holes with the complete satisfaction of the parking authorities failing which appropriate recovery will be made from the bill/security etc.
7. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of **Rs.100/-** and the cost of such stamp paper will be borne by the contractor
8. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.
9. The contractor shall be responsible for safety of the equipment and personal and ITPO shall not be responsibility for this.
10. The security/watch & ward of the materials is the responsibility of the agency.
11. The quoted rates must be net and for all heights and nothing extra will paid on this account.
12. The contractors are required to submit the bill on their printed letter head having detail of GST No. for release of payment
13. The rates should be quoted **inclusive of GST** as applicable.
14. The agency should file a ECR against ESI & EPF for the workers engaged for ITPO work& submit the same before payment, if applicable.
15. The agency should disburse the payment to individual contractual workers in the presence of an official of Engineering Division & submit the wages sheet.
16. Contractual Labour Act Registration if applicable.
- 17 The agency will submit the documentary records in the form of video and pictures of all works with the bill at his own cost.
- 18 If the contractor fails to complete the work within the stipulated time, compensation shall be levied at 0.25% of the contract amount per day of delay, subject to a maximum of 10% of the tendered value. The decision of the Engineer-in-Charge regarding the delay and compensation shall be final and binding.
- 19 If any work is found to be substandard or not in accordance with the specifications, the contractor shall rectify the defects at their own cost within the specified time. In case of failure, the department shall be entitled to get the work rectified at the contractor's risk and cost, and the expenses incurred shall be deducted from the contractor's dues. Additionally, a penalty of up to 10% of the contract value may be imposed for persistent non-compliance.
- 20 Any failure to comply with safety norms, including use of PPE, proper scaffolding, or other prescribed safety measures, shall attract a penalty of 2% of the contract value per violation, subject to a cumulative maximum of 10%.In case of any accident due to the negligence of the contractor, the entire responsibility shall rest with the contractor, and necessary deductions shall be made from the bill or security deposit.
- 21 All bidders should provide OEM certification mandatorily.
- 22 Repeated failure to adhere to the terms and conditions of the contract, unauthorized subletting, or violation of CPWD guidelines may result in a penalty of up to 10% of the contract value and may also lead to termination of the contract and blacklisting of the contractor.
- 23 Work is to be executed in accordance as per the direction of Engineer in charge and as per the

description of works. Contract will be closed only after successfully completion of the work and handing over of the work. The decision of Engineer in charge will be final at any stage.

- 24 The decision of the Engineer-in-Charge or the Competent Authority regarding imposition of penalties shall be final and binding on the contractor, with no claim entertained against such deductions.

The executing agency shall be fully responsible to follow all the required all the required labor norms. The bidder shall submit an undertaking regarding the same.

Payment clause

The tenderer shall raise invoices to ITPO under this Service Agreement covering the following components, as applicable for the month for which the invoice is being raised:

- i. The raised bill by Tenderer will be paid after verification of the invoice and supporting documents by ITPO.
 - All payments shall be subject to tax deductions at source (TDS) as applicable under the relevant laws.
 - The Tenderer shall separately mention Goods and Services Tax (GST) on all invoices submitted to ITPO.
- ii. In case of additional manpower skilled/semi-skilled/unskilled and machinery/equipment required onsite, additional billing will be done based on the item rate as per contract value and approved by ITPO.
- iii. Fee against any extra items/ manpower not covered in the price bid will be paid additionally that shall be worked out on the basis of the following
 - a. Equivalence from the existing approved Price Bid
 - b. Government approved rates,
 - c. Industry standards,
 - d. Existing Contracts of Government of India,
 - e. Benchmarks approved in Government and
 - f. Market conditions
- iv. Necessary deductions such as security deposit, TDS, labour cess, GST on TDS etc. shall be applicable as per GFR rule.

AGREEMENT

AN AGREEMENT is made this.....BETWEEN the India Trade Promotion Organisation. A company Incorporated under the companies Act, 1956 and with its registered office at Pragati Maidan New Delhi-110 001, which expression shall include its successor, unless repugnant to or Excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole proprietor/partners, Managing Director(which expression shall be including his/its successor's heirs, executors, representative and or assignees of the second party (hereinafter called the contractor).

WHEREAS the Authority has, under Notification No.
.....

WHEREAS the contractor has submitted tender for carrying out the work as above as per the tender document page to and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance Issued party No. 1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHEREOF, the parties have signed the deed of agreement on the date, month and year referred to above.

At New Delhi.

WITNESS

1. _____

Party No. 1

2. _____

Party No. 2