

INDIA TRADE PROMOTION ORGANISATION
PRAGATI BHAWAN PRAGATI MAIDAN
NEW DELHI

5-ITPO(10)/E-I/77

Dated 01.04.2015

SHORT TERM TENDER NOTICE

India Trade Promotion Organization, Pragati Bhawan Pragati Maidan New Delhi-110001, invites sealed tenders from agencies for “ **PRINTING AND SUPPLY OF PLASTIC LAMINATED MEDICAL IDENTITY CARDS WITH PHOTOGRAPHS** ” for the employees of India Trade Promotion Organization as per the details mentioned below:

1- SPECIFICATIONS:

- (a) The size of the card should be 10 cms x 8 cms
- (b) The cards should be printed in English & Hindi. The front side should have details of employee and back side having details of dependent members.
- (c) The cards should have glazed lamination.
- (d) The matter should be electronically typed as per enclosure & Photographs also to be scanned and electronically inserted.

2- DESCRIPTION: Plastic Laminated Identity Cards.

3- Number of cards required (Approximately) = 900

TERMS AND CONDITIONS

- 1- The sealed envelope superscribed as “ **TENDER FOR PRINTING AND SUPPLY OF PLASTIC LAMINATED MEDICAL IDENTITY CARD**” should be addressed to Senior Manager (Admin.) India Trade Promotion Organization, Pragati Bhawan Pragati Maidan New Delhi - 110001. Please note that the Tender covers which are not sealed will not be considered even if they fulfill all the other terms and conditions.
- 2- The last date of receipt of tender is 09.04.2015 and the tender will be opened on 10.04.2015 at 15-00 hrs in the presence of the tenderers or their representatives as may wish to be present. The tender form can be downloaded from website **www.indiatradefair.com**.
- 3- Delivery of cards at the offices should be made free of cost. The printing has to be carried out strictly as per the specification. In case any defective or damaged or substandard material card is supplied by supplier, the same shall not be accepted and same is to be replaced by new card as per specified material.
- 4- The sample Identity Card is available in this office. Interested tenderers can see the sample Identity card.
- 5- A sample of the card should be enclosed with the tender document.

TENDER PROFORMA FOR PLASTIC LAMINATED MEDICAL ID CARDS WITH PHOTOGRAPH

To

Senior Manager (Admin.)
India Trade Promotion Organization,
Pragati Bhawan,
Pragati Maidan,
New Delhi- 110001

Sir,

I have gone through the Terms and Conditions as detailed in the Tender Notice No. 5-ITPO (10)/E-I/77 dated 01.04.2015 for supply of “Plastic Laminated Identity Cards with Photographs”

I am agreeable to all the terms and conditions mentioned therein. My rates are furnished below both in words and figures.

- 1- Name of the item particulars of work :
- 2- Rate per card (In figures and words) Inclusive of all taxes:

Name & Signature