



India Trade Promotion Organization  
Store Division  
Prantik Building, Near Gate No.1,  
Pragati Maidan,  
New Delhi – 110001  
Telephone No. 011-23378645, Fax No. 23371492

**Tender Document**

**T e n d e r   N o.: 253-ITPO (9)/ST/2006-2015**

**TENDER**

*for*

**SUPPLY OF WOLLEN JERSEY (FULL SLEEVES –V NECK) IN GREY  
COLOUR & WOLLEN CARDIGAN IN GREY COLOUR (FULL SLEEVES)  
FOR GROUP C & D MALE & FEMALE STAFFS OF ITPO.**



**India Trade Promotion Organization  
(Store Division)  
Prantik Building, Near Gate No.1,  
Pragati Maidan,  
New Delhi – 110001**

**Tender Document**

No.253-ITPO (9)/ST/2006-15

Dated: 23/11/2015

**Sub:** supply of woolen jersey (full sleeves –V neck) & wollen cardigan (full sleeves) in grey colour for group C & D male & female staffs of ITPO.

India Trade Promotion Organization (ITPO) invites sealed quotations from manufacturers/their authorized distributors/dealers/ suppliers or NSIC/ MSMEs, merely owned by SC/ST entrepreneurs, as per guidelines issued by Ministry of Micro, Small and Medium Enterprises (MSME), Udyog Bhavan, New Delhi for the following items, as per the required quantity and approved rate mentioned against each items shown in the table subject to the terms and conditions printed overleaf.

				<b>To be filled by bidder</b>		
Sl. No.	Description of items	Required Qty. in nos.	Estimated rate per piece +Vat/taxes (in Rs.)	Quoted rate per piece +vat/taxes (in Rs.)	Total Amount +Vat /Tax (in Rs.)	Brand name + other remarks, if any.
Col.(1)	Col(2)	Col.(3)	Col(4)	Col(5)	Col(6)	Col.(7)
01.	full sleeve V-type neck in grey colour Jerseys /Sweaters for male group C and D staffs of ITPO	304	461.00			
02	full sleeve in grey colour cardigan for female group D staffs	45	365.00			

### **Document Control Sheet**

1. Tender Enquiry No.: 253-ITPO (9)/ST/2006-15
2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION
3. Last Date and time for submission of tender document :  
3 p.m., 08/December/2015
4. Date & Time of opening of Bid: 08/December/2015, 3.30 p.m.
5. Name of Division: Store Division
6. Address for Communication :  
  
Manager (Store),  
INDIA TRADE PROMOTION ORGANISATION  
Store Division, Prantik building,  
Near Gate No. - 1, Pragati Maidan,  
New Delhi-110001
7. Earnest Money Deposit: Rs. 3,159. /- (Rupees three thousand one hundred fifty nine only)

For further details and getting the copy of tender documents, kindly visit the tender section of corporate website (<http://www.indiatradefair.com>)

**Date: 23/11/2015**

**Place: New Delhi**

**MANAGER (STORE)**

**Note:**

- The bidders should note that the quotation(s), duly super scribed “ Quotation for supply of woolen jersey (full sleeve –V type neck) & woolen cardigan (full sleeve) in grey colour for group C & D male & female staffs of ITPO.”, will be dropped/deposited by yourself/your representative in tender box , kept in Store Division, Prantik Building , Near Gate No. -01, Pragati Maidan, ITPO, New Delhi-01, by 3. p.m. on or before 08/December/2015 and will be opened at 3.30 pm on the same day in the presence of interested bidders or their representatives (the concerned representative would be required to produce the authority letter from the respective firm/supplier in account thereof), who may like to be present.
- Please note that the quotation(s) completed in all aspect, such as, indicating price, time of delivery with detailed specifications, relevant drawings, samples, pamphlet and literature, where applicable, should be addressed to the undersigned mentioning enquiry no., bid opening date, name of the bidder, address and mobile number, on the sealed envelope.
- Quotations received after stipulated date/time shall under no circumstances be entertained.
- In case, the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may seek the same from the undersigned, well in time to ensure that required clarification is received by them, before the last date for tender submission.

**Terms and Conditions:**

- Firms, who fulfill the following eligibility criteria, should apply:-
  - ❖ The bidders must have at minimum 2 years experience for supply of uniform items in Govt. offices /PSU and other similar organizations. Necessary supporting documents to this effect must be enclosed with the quotation. Copies of the work order for the last two years should be enclosed. The firms are required to furnish their complete address and telephone numbers along with self attested photocopies of PAN/TAN, Service Tax No, Sales Tax/VAT registration certificate etc.
  - ❖ The turnover of the firm should be at least 02 (two) lakhs per annum during the last two financial years for the uniform items. The proof of audited and certified profit loss account/balance sheet should enclose in this regard.

- ❖ The firm should not have been blacklisted by any Ministry /Departments of the Govt. of India or any state government agency. A declaration has to be made in this regard in firm's own letter head.
  - ❖ The samples submitted along with bid application should be in single piece and the size, whatever may be, tagged in the sample would be deemed to be actual at the time of selection and at the time delivery of materials.
  - ❖ Further the unsuccessful bidder(s) should note that their/his/her sample submitted might collect after bid period of tender failing which the same would be taken into stock.
- The following terms and conditions may be kept in view while submitting your bid:
    - The firm should be in a position to supply the items, as mentioned in the list on very short notice, as and whenever needed. The firm should also ready to supply the items on Saturday/Sunday/Holidays also, as and when required.
    - The successful bidder shall deliver/supply woolen jersey (full sleeve –V type neck) & woolen cardigan (full sleeve) in grey colour for group C & D male & female staffs, to India Trade Promotion Organization, Stores Division at Prantik Building, Near Gate No.1, Pragati Maidan, New Delhi-110001.
    - The owner of firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile no. and email- id is mandatory to be provided to this office.
    - The woolen jerseys and cardigans should be of standard make. Later on, it is noted that in case, the items are not of standard make, or are of unacceptable quality or do not match our approved specification, the same should be replaced by the firm unconditionally or otherwise it would be open for ITPO to cancel the contract forthwith and forfeit the EMD/Bid Security.
    - The firms must be registered with Delhi VAT/Sales Tax Department/ Central Sales Taxes Department.
  - Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm.
  - The rates quoted by the parties should be valid till **31.03.2016**. Also the approved rates of successful bidder shall be deemed to be valid till **31.03.2016**. The bid period would be 120 days.

- The quantity mentioned above is subject to change prior to issue of Supply Order/Award of Work. Also the Supply Order/Purchase Order, if awarded, will be subject to our standard, conditions of contract.
- Quotations should be free from any corrections, overwriting and erasers.
- Price quoted should be per unit/per item specified by us overleaf and delivery at our office. All risk to goods till the point of delivery shall be on the supplier.
- Price quoted should be for inclusive of freight, packing, forwarding and insurance. If sales tax, excise Duty, value added tax and other taxes are to be paid extra, this should be clearly specified in the bid. In the absence of any such stipulation, it will be assumed that the quotation is inclusive of these taxes. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.
- Bidders may please quote their unconditional rates in Indian rupees strictly as per the list of item mentioned in the table. After scrutiny/evaluation of parties, ITPO deserves to issue award of work order for supply of above items as per requirement and specification.
- It will be the sole discretion of India Trade Promotion Organization to accept or reject/withdraw any tender in full or in part without assigning any reason thereof. Also ITPO deserves its rights to cancel or postpone the supplies without assigning any reasons what so ever or cancel the order without any liability or to buy a part of the materials, for which the quotations are invited. The discretion of ITPO shall be final and binding in this regard.
- This tender is non- transferable.
- Payment against bill/invoice shall be released only after full supply/ thorough inspection of the proposed items. Payment will be made directly to the supplier through A/c payee cheque only.
- No advance payments will be made in any case.
- ITPO reserves the right to impose any other conditions for regulating the contract in public interest.
- In case the successful bidder is found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit shall be forfeited after giving proper opportunity through show cause notice.
- **Penalty:** It shall be obligatory of supplier to adhere strictly to the deliveries quoted and accepted by us in our orders. The items ordered shall be supplied, as per specification(s)/sample(s) selected, to Store Division, Prantik Building, Near

Gate No. - 1, Pragati Maidan, ITPO, New Delhi-1, within 20 days of placing of the order, In case of delay in supplies, unless extension of delivery has been granted by ITPO on application from supplier, the organization may at its option either (a) recover from the supplier as liquidated damage a sum to 2% of the price of any stores not delivered for a month or a part of the month subject to maximum limit to 10% or (b) purchase elsewhere on account and at the risk of the supplier the stores not delivered or (c) cancel the contract without prejudice to its rights .

- The bid document must be filled in neatly and clearly with ink or typed in computer. Incomplete or unconditional bids will not be entertained.
  - Bidder will not be allowed to withdraw his/her offer. EMD shall be forfeited at the risk of bidder, if the bidder fails to honor the contract.
  - Any request at any time for increase in the approved rates of ITPO, for any reason, will not be entertained.
  - Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.
  - The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this office or any committee constituted by ITPO for this purpose.
  - **Earnest Money Deposit (EMD) and Cost of Tender Fes :**
8. The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs. Rs. 3,159. /- (Rupees three thousand one hundred fifty nine only) , through Demand Draft in favour of INDIA TRADE PROMOTION ORGANISATION, New Delhi, payable at New Delhi. The Bid Security/EMD is valid for a period of 120 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful bidders immediately but in any case within 30 days after the award of the contract without any interest. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract. A bid received without Earnest Money, shall be summarily rejected. Certified copies of the bid exemption document should be furnished with the quotation for claiming the relaxation, failing which quotation will be rejected.
- Cost of tender fees is non-refundable.
  - The sample will be selected by Purchase Committee of this Department. One or more items of the same/other firm may be selected by the committee and accordingly order shall be placed to the firm for one or more items. The decision of the Committee will be final and binding on all bidders.

- A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of Office later contract will be cancelled immediately and security forfeited.
- ITPO reserves its right to trade the old jerseys, cardigans and khaki colour jerseys etc. with prospective successful bidder, whoever may be, while purchasing the new one on buy-back offer through a new set of procedures. Depending on the assessed value and condition of the old items to be traded, the time as well the mode of handing over the old items to the successful bidder should be decided by the purchase committee.
- It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful bidders of the outcome of the tender process.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory (NCT) of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

Manager (Stores)