



**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.: 255/ITPO (1)/ST/2011-2015

TENDER

for

**Supply of office furniture items on hire/rental basis during ITPO's
own various fairs/events at Pragati Maidan, New Delhi.**



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Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645/23371506
Fax No. 23371492**

Tender Notice

No. **255/ITPO (1)/ST/2011-2015**

Dated 25/08/2015

Sub: **Supply of office furniture items on hire/rental basis during ITPO's own various fairs/events at Pragati Maidan, New Delhi.**

India Trade Promotion Organisation (ITPO), a Govt. of India Enterprises invites sealed quotations from reputed firms/agencies having experience and expertise in the field of supply of office furniture item, as per **Annexure-I** attached herewith, for the purpose of award of work contract, be applicable, for a period of one year initially and may be extendable further another one year depending on the actual satisfactory performance of the firm.

2. The terms and conditions, instructions to the bidders, etc. may be seen in the tender document enclosed herewith for information and necessary action.

3. This tender documents consists of (i) Scope of work (ii) Instructions to the Bidders (iii) Terms and Conditions.

4. Bidders are requested to go through the instructions to the bidders and terms and conditions in the bid documents which can be downloaded from tender section of corporate website of ITPO, i.e. (**<http://www.indiatradefair.com>**).

Document Control Sheet

1. Tender Enquiry No.: 255/ITPO (1)/ST/2011-2015

2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION

3. Last Date and time for submission of tender document :
08th, September, 2015, 3 p.m.

4. Date & Time of opening of Bid: 08th, September, 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. E.M.D. : Rs.10,000/- (Rupees ten thousand only)

Place: New Delhi

Date: 25/08/2015

Manager (Store)

SCOPE OF WORK:

This tender means for the purpose of hiring a nominated agency, who will intend to supply of office furniture for various fairs/events to be held at Pragati Maidan, ITPO, New Delhi. Scope of Contract includes providing office furniture at the prescribed rate in Advance during the pre-preparatory of IITF or any other fairs/activities. Further the contract shall also include providing all skilled man power, transportation of furniture items, deputation of manpower, labour charges etc.

Instructions to the bidders :

1. The quotation in the prescribed format, completed in all respect, along with supporting documents, in a sealed cover super scribing with **"Supply of office furniture items on hire/rental basis during ITPO's own various fairs/events at Pragati Maidan, New Delhi plus Tender Notice No.- 255/ITPO (1)/ST/2011-2015, dated 25/08/2015"** should be sent addressing to the Manager (Store), India Trade Promotion Organization, Room No.1, Prantik Building, Near Gate No. -1, Pragati Maidan, New Delhi-110001, so as to reach this office **latest by 08th September, 2015, at 3.00 p.m.**

Provided that, tenders may be hand delivered/dropped in the tender box, being kept at the aforementioned address.

2. The tender will be opened on same day at **3.30 p.m.** The quotations received after stipulated date and time will not be considered at all.

3. The tenderer may present at that time or may, if so desire, depute one of their representatives to be present at the timing of opening the tender along with the authority letter.

4. Tenders received after the closing date and time prescribed in the tender notice shall **NOT** be accepted under any circumstances.

5 **The bidders having** adequate experience, of not less than 3 years in the relevant field, i.e., "supply of furniture items" in the Government Ministries / Departments/Other private sectors. (Valid proof of the same has to be attached).

6. Bidders should not have been blacklisted/barred by any Depts. /Ministries of the Govt. of India. An undertaking to this effect should be attached with tender documents.

8. **Earnest Money Deposit (EMD):** The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) should necessarily accompany with the Bid in the form of Demand Draft drawn in favour of 'INDIA TRADE PROMOTION ORGANISATION' payable at New Delhi. Also please mention the D.D. No., date, Name of the firm, Proprietor's name, etc. on the reverse side of Demand Draft. Bid received

without EMD or EMD for lesser amount will be summarily rejected. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

9. The EMD in respect of the unsuccessful bidders shall be returned **within 30 days**, without any interest, after placing the award of work. However, EMD in respect of successful bidder will be rest with ITPO till the contract will satisfactorily be completed.

10. The EMD shall stand forfeited if a bidder withdraws or amends the quotation / tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender / quotation by any of the tenderers.

11. 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 intending Firm.

12. The contractor must be registered under Delhi Sales Tax/Delhi Value Added Tax (DAVT) Act-2004 & Works Contract Act-1999. The self attested photocopies TIN Number, VAT/Service Tax Registration Certificate and Proof of Income Tax Assessment, Pan Number etc., must be attached along with the quotation.

13. Name of the firm, name of the proprietor, address, telephone No., Email id., Fax No. must be provided in company's letter head to this office. The owner of firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone.

14. Service Tax/VAT, if any, must be quoted. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.

Terms and Conditions:

1. Only good, transparent and quality office items painting with identification mark of the concerned firm should be provided, as and when required.
2. ITPO also reserves the right to terminate the contract before the expiry of the contract period, if the party's services are not found satisfactory, or any other reason which may create doubtful integrity. The decision of ITPO regarding quality of services shall be full and inal.
3. In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relation with this office.
4. The rates must be quoted in whole Indian rupees, shown in Annexure-I. These rates will be valid for two years accruing from the date of

award of work. These quoted rates should include delivery, collection charges, transportation, laboring and other incidental charges.

5. All pages of bid documents should be signed, sealed/stamped and properly numbered and the total of pages must be indicated on the forwarding letter.
6. The list of items required during IITF will be provided 15 days before starting of the mega exhibition. Work will be exercised as per our schedules of fair/events and is to be carried out in the premises of ITPO.
7. The selected firm shall submit the pre-receipted bill (triplicate), to the Store Division, after the completion of works attended. Payment against bill/Invoice raised shall be released only after work is found to the satisfaction of the ITPO. Payment will be made direct to the agency through A/c payee cheque only. No advance payment will be made in any case.
8. The bid document must be filled in neatly and clearly with ink or typed in computer. Incomplete or unconditional bids will not be entertained
9. Canvassing in any form is strictly prohibited and tenderer who resort to such activities will be summarily rejected.
10. This tender is non transferable.
11. Erasing or cutting or overwriting, whatsoever, if any, should be countersigned.
12. The rates of successful bidder should be valid for **at most two year** from the date of signing of the rate contract agreement. **Tender rates valid for a shorter period shall be rejected as non-responsive.** No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
13. ITPO reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
14. **Agreement :**
The successful bidder shall require signing and executing the Agreement, at his own cost and submit the same to ITPO within one month of the receipt of notification of award. While submitting, the successful bidder shall have the correct amount to stamp duly adjudicated by Superintendent of Stamps.
15. 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 tenderers of the outcome of the tender process.

16. The contract will remain in force for a **period of One year initially**, from the date of award. ITPO further reserves the right to renew the contract for another one more year or for such period(s) less than that as it may deem necessary, taking into account the satisfactory performance of the contractor firm during the currency of the contract. The contract can be terminated at any time without assigning any reasons, if the services are not found, at the sole discretion of ITPO.
17. No upward revision in rates will be allowed during the period of contract under any circumstances.
18. Under no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
19. The successful contractor's staffs, so deputed, shall not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.
20. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.
21. The contractor shall ensure proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work.
22. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

Manager (store)

The rate contract of the proposed office furniture items
(To be submitted in firm's own letter head)

Annexure-I

Sl. No.	Name of office furniture items	Qty required In nos.*	Quoted Rates per item in Rs.	Total Amount in Rs.	Remarks If any
Col(1)	Col(2)	Col(3)	Col(4)	Col(5)	Col(6)
1.	Table Assistant	100			
2.	Chair Office	125			
3.	Chair office Cushion	80			
4.	Chair Garden	300			
5.	Chair Counter	20			
6.	Almirah Steel Small	25			
7.	Almirah Steel Big	15			
8.	Daries 8'x12'	18			
9.	Carpets 8'x8'	16			
10.	Table Computer	2			

Note:

- 1) * denotes that quantity indicated above is subject to change before issuing award of work to the successful bidder, who ever may be.
- 2) The service taxes or any other statutory taxes, if applicable, will be paid extra Also the rates so quoted will be exclusive of taxes.

Date:

Place:

(Signature with stamp)
Name & Address of the Party with Phone Number &
Email Id

