

INDIA TRADE PROMOTION ORGANISATION  
CHENNAI REGIONAL OFFICE

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No.ROC/IILF 2014/2013

Date: 12.09.2013

**INVITATION FOR QUOTATION**

The Senior Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmipathy Road, Egmore, Chennai 600 008 on behalf of the Chairman-cum-Managing Director of ITPO, Pragati Maidan, New Delhi invites item-wise quotations for the following works / services pertaining to India International Leather Fair and other ITPO fairs during the year 2014 at Chennai Trade Centre, Nandambakkam, Chennai from reputed agencies up to 3.00 PM on 26.09.2013 which will be opened by the authorized representative(s) on the same day at 3.30 PM, i.e. 26.09.2013.

<b>S.No.</b>	<b>Description</b>	<b>Estimated Cost (Rs.)</b>	<b>E.M.D. (Rs.)</b>	<b>Cost of Tender (Rs.)</b>
1.	Hiring of Photography & Videography services	30000/-	750/-	100/-

Earnest Money should be deposited through Bank Draft favouring 'India Trade Promotion Organisation, Chennai' and sent with the Quotations in the prescribed format. Details of description of works and services can be had on production of Income Tax Clearance Certificate from the office of the undersigned between 11.00 AM to 3.00 PM on all working days from 12.09.2013 to 26.09.2013. The quotations WITHOUT earnest money in the aforesaid manner shall be summarily rejected. For details and tender documents, please refer **website [www.indiatradefair.com](http://www.indiatradefair.com)**

SENIOR MANAGER (CHENNAI)  
28587297 / 28524655 / 28415416

INDIA TRADE PROMOTION ORGANISATION  
CHENNAI REGIONAL OFFICE

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**TENDER & CONTRACT (OTHER THAN WORKS)**

**(A)** Tender for :-

**HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES**

- .....
- (i) To be submitted by 15.00 hours on 26.09.2013  
to Senior Manager , ITPO Chennai
  
  - (ii) To be opened in presence of tenderers who may be  
present at 3.30 hours on 26.09.2013 in the office of Senior  
Manager, India Trade Promotion Organisation, Raja  
Annamalai Building, II Floor, 72, Rukmani Lakshmi pathy Road,  
Egmore, Chennai 600 008

Issued to.....

(Contractor)

Signature of officer issuing the documents.....

Designation.....

Date of Issue.....

## TENDER

I/We have read and understood the notice inviting tender, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified to the CMD, ITPO within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Terms & Conditions and Conditions of contract and with such materials as are provided and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for seven (07) days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs.....has been deposited in cash/demand draft of a scheduled bank as earnest money. If I/we fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the CMD, ITPO or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that CMD, ITPO or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon ordered, up to maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in tender form.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall

not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor  
Postal Address:

Witness:  
Address:  
Occupation:

**ACCEPTANCE**

The above tender is accepted by me for and on behalf of the CMD, ITPO for a sum of  
Rs.....(Rupees.....  
.....).

The letters referred to below shall form integral part of this contract/Agreement.

- (a)
- (b)
- (c)

For & on behalf of the CMD, ITPO  
Signature.....  
Designation.....

Dated.....

**INDIA TRADE PROMOTION ORGANISATION**

REGIONAL OFFICE, CHENNAI

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**SCHEDULE OF QUANTITIES**

Estimated cost – Rs.30,000/-  
E.M.D. – Rs.750/-  
Performance Guarantee- 5% of tendered value  
Security Deposit - 5% of tendered value

**Name of Fair** : INDIA INTERNATIONAL LEATHER FAIR 2014

**Name of work** : HIRING OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES

( to be printed on company's letterhead)

Name of the company :  
TIN/TAN of the company :  
PAN :  
Service Tax No. :

Specification	Rate in Rs. (per copy/album, as applicable)
1. Digital colour photograph charges (15 cm x 10 cm)	
2. Charges for extra photograph charges (15 cm x 10 cm)	
3. Charges for black & white photograph (15 cm x 10 cm)	
4. Charges for extra black & white photograph (15 cm x 10 cm)	
5. Album cost	
6. Videography charges (short 5 minute edited clip for uploading on Fair Website)	

Name : Designation:

Signature : Date : Stamp of the company

*Copies of TIN/TAN, PAN, Service Tax no. should be provided by the company with quotation.*

**General Rules & Direction:**

Officer inviting tender : Manager / Sr. Manager

Officer-in-Charge : Manager /Sr. Manager or his representative  
Accepting Authority : As per DFPR Sch. I-V of ITPO

Department : ITPO

General condition of contract :Condition of contract as annexed separately

Time :

(i) Time allowed for submission of Performance Guarantee  
From the date of issue of letter of acceptance 05days

(ii) Maximum allowable extension beyond the period  
(Provided in i) above 0 days

Authority for fixing compensation HOD / ED

Number of days from the date of issue of letter  
Acceptance for reckoning date of start 02 days

Specification to be followed for execution of work  
Competent Authority for deciding reduced rates/part rates HOD