



INDIA TRADE PROMOTION ORGANISATION
(A Government of India Enterprise)
(Printing Unit)
Pragati Bhawan, Pragati Maidan
New Delhi-110001

File No. ITPO/PPU/IITF-13/Pouches/2013-14 11th/September/2013

2337 1545
98683 05733

TENDER INVITATION

Subject : Supply of high quality transparent PVC Pouches and Printed (one colour) Flat Lace Neckline (Sattan Patti) with nickel plated Metal Hook for IITF-2013 & other big/small fairs, for one year.

Dear Sir,

India Trade Promotion Organisation (ITPO) invites sealed tenders from the reputed manufacturers/dealers for supply of the following items subjects to our **terms and conditions given below/printed overleaf.**

Quotation hand/typewritten, without any cutting and over-writing, indicating Price inclusive of all taxes, time of delivery with detailed technical specifications of the item should reach us on or before September 20, 2013 at 3.00 pm. The bids will be opened on the same day at 3.30 pm.

Tech. Specs. : as per ITPO's approved sample.

- i. High quality transparent PVC Pouches: Size 106(W) x 155(H) mm for corresponding Badge Size of 95(W) x 130(H) mm
- ii. Sattan Patti printed in one colour with "India Trade Promotion Organisation" or IITF-2013 or any other name, of 16 mm width and Open Length 36 inch
- iii. Nickel plated high quality Metal Hook :16 mm

Small quantities of Pouches may be required, without-one-colour printing on the Sattan Patti towards which please quote the rates for addl./red. one colour printing, in the format below :

Rates, valid for one year, to be quoted for consolidated Quantities, as below inclusive of all taxes.

Qty.	PVC Pouch (₹) Basic Rate	Neckline sattan patti with metal hook. (₹) Basic Rate	Addl./Red. one colour on sattan patti (₹)
1000			
3000			
5000			
8000			
10000			
20000			
30000			
40000			

Note :

- i. ITPO will require small quantities of the above item(s), at rates quoted by you, for its other big/smaller/much-smaller fair(s) and manufacturer/supplier shall be bound to supply these at the rates quoted (valid for one year) without protest or demur.
- ii. The job will be executed for both PVC Pouch and Printed Flat Lace Neckline (Sattan Patti) with one vendor/supplier only, if requisition to be done both PVC Pouch with Flate lace Neckline.

Special Terms and Conditions :

1. Suppliers can see the approved sample in ITPO with the Manager (Sh. R.P. Sharma; Printing), Phone 2337 1545, Mobile 98683 05733.
2. Certified samples (1 in No) (Technical bid) is to be submitted by the bidder with the EMD bank draft in a separate envelope. The sample submitted by the bidder shall be examined by a committee and the Financial bid (2nd Envelope) shall be considered/opened in case of only those bidders whose sample is approved/passed by the committee.
3. The quotation without certified sample and EMD bank draft will be rejected.
4. Entries should be made either in blue ink ball point pen or type written.
5. Quotation must be free from correction and erasers, neatly and legibly hand/type written.
- 6. Delivery time: Ten days**
7. **Earnest Money Deposit (EMD)** of ₹ 20,000/- (₹ twenty thousand only) must be deposited along with the Technical bid, in separate envelope, in the form of Demand Draft on any scheduled bank favouring “**India Trade Promotion Organsiation**”.
8. The supply should be strictly as per approved sample. Any short coming/deviation in quality and/or size shall invite penalty as deemed fit by ITPO or the whole lot rejected without any liability.
9. Quotation must be valid for one year from the date of opening of the tender.
- 10. All Taxes shall be included in the consolidated rate quoted for different quantities.**
11. **Validity of Rates :** The rates shall remain valid for **one year** from the last date of submission of the bid.
12. **Last date of bid submission:** Quotation in this proforma under the cover of the letterhead of the company, each page duly signed and stamped, may be submitted by post/your-representative to the Deputy Manager/Manager (Printing) on or before **20th September, 2013 by 3.00 pm**, in sealed cover specifying the name of the job and bid opening date on top of the envelope.
13. **Bid Opening : 20th September, 2013 at 3.30 pm** in the presence of quotationers who wish to be present.

General Terms and Conditions :

1. All prices quoted must be firm and no revision in the price quoted will be allowed after the sealed tenders are opened.
2. Quotation received after the specified time and date will not be entertained.
3. We reserve to ourselves unfettered rights, to reject any or all tenders without assigning any reasons or to only buy a part of the materials for which quotations are invited.
4. Printed conditions on the back of letters originating from tenderer will be ignored. If it is desired to apply any particular condition to the tender, the same must be clearly brought out in the body of the tender.
5. Price quoted should be for consolidated quantity specified by us. Unit price, if quoted shall not be entertained. Delivery is to be made to ITPO Stores at Gate No 1. Pragati Maidan, New Delhi. All risk to goods till the point of delivery shall be on the supplier.
6. Consolidated individual (Pouch and Neckline) Price quoted for different quantities must be inclusive of freight, packing forwarding and insurance and all taxes.
7. India Trade Promotion Organisation (ITPO) reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever. ITPO also reserves its unfettered right to accept or reject the lowest rates quoted by the tenderer.

Seal

(Name, Designation & Signature of Bidder's Authorised Signatory)