

INDIA TRADE PROMOTION ORGANISATION
(Stores Division)
Prantik Building, Near Gate No. 1
PRAGATI MAIDAN
NEW DELHI-110001.

Telephone No. 23371841, 23378645 FAX# 23371492

ENQUIRY

No. 253-ITPO(5)/Store/2013

Date: Oct. 15, 2013

Subject: Procurement of 94 Cardigans for Group C & D entitled Female Staff

India Trade Promotion Organisation invites sealed quotations for the following items as shown in the table from manufacturers/their distributors/dealers, Govt. Co-operative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST entrepreneurs. Procurement from the MSEs including MSEs owned by SC/ST entrepreneurs will be made as per guidelines and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi – 110011.

				To be filled by the parties/applicants			
	Name of item	Quantity Required	Price range (Rs.)	Brand name	Per unit rate (Rs.)	VAT/Taxes Rs. per unit	Price ind. VAT/
1.	Cardigans for female Group D Employees in Grey colour	94 Nos.	Rs. 315.00 + VAT/Taxes				

Note: The quantity mentioned above is subject to change.

2. Firms, who fulfill the following criteria should apply.

i) The firm should have at least three years experience of supplying the items in at least three Government Ministries/Departments, in each item applied.

ii) The turnover of the firm should be at least 14 (fourteen) lakhs per annum during the last three financial years for the items mentioned.

iii) The firm should not have been blacklisted by any Ministry/Department/ of the Government of India or ITPO.

v) The clause no. 2(i) and 2(ii) related to three years experience and turnover will not be applicable

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iv) The clause no. 2(i) and 2(ii) related to three years experience and turnover will not be applicable on Govt. Cooperative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST.

3. Sealed quotations, duly subscribed "Quotation for Female Cardigans " addressed to the undersigned may be sent in sealed cover and be deposited in the Tender Box kept in Stores Division, ITPO, Pragati Maidan, New Delhi -110001 **latest by Oct. 29, 2013 at 3.00 pm. Quotation received after stipulated date/time shall not be entertained.** The quotations will be opened on the same date at 3.30 pm in Stores Division, ITPO, Pragati Maidan, New Delhi, in the presence of the interested tenderers or their representatives who *may* like to be present.

4. *An earnest money of Rs. 800.00 (Eight hundred only) equivalent to the value of 2.5% of the items applied approximately as per their quoted rates and tender document fee of Rs. 210.00 (two hundred ten only) has to be deposited in the form of bank draft drawn in favour of India Trade Promotion Organisation, New Delhi along with the quotation. The earnest money will be refunded to the tenderers on finalization of the contract. The Govt. Cooperative Stores/Govt. Agencies/MSEs including MSE's owned by SC/ST are exempted from paying the Earnest money.*

5.. The following terms and conditions may be kept in view while submitting your bid:

- a) The firm should be in a position to supply the items, as mentioned in the list, on very short notice as and whenever needed.
- b) The items should be delivered to this Department at Gate No. 1, Stores Division, ITPO, Pragati Maidan, New Delhi.
- c) The owner/ firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile number may also be given. The firm should be able to provide the items on Saturday/Sundays/ Holidays also, as and when required.
- d) No request for escalation of rates would be entertained after approval of the rates.
- e) The items should be of standard make. In case it is noted that the items are not of standard make, it would be open for the India Trade Promotion Organisation to cancel the contract forthwith & forfeit the EMD/Security, as applicable.
- f) The firm must be registered with Delhi VAT Tax Department.
- g) The firm/company should submit the duly attested photocopies of documents related to PAN Number, TIN Number, Undertaking in favour of eligibility criteria mentioned in para 2 above.
- h) Incomplete quotations in any manner will not be accepted and are liable to be rejected.

6. *Tenderers may please quote their unconditional rates strictly as per list of items. Cutting/overwriting, if any, should be countersigned. These rates must be applicable for a period of six months after the issue of formal purchase order by ITPO.*

7. India Trade Promotion Organisation reserves the right to accept or reject any tender in full or in part without assigning any reason thereof. India Trade Promotion Organization also reserves its right to give preference to MSEs including MSEs owned by SC/ST, as per guidelines of and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi – 110011.

Yours faithfully,

(S.K Goel)

Dy Manager (Stores)

On Behalf of India Trade Promotion Organisation