

INDIA TRADE PROMOTION ORGANISATION
(STORES DIVISION)
Prantik Building, Near Gate No.1
PRAGATI MAIDAN
NEW DELHI-110001.
Telephone No. 23378645 FAX # 23371492

Enquiry No. 253-ITPO (8)/DST/13

Date: Sept. 16, 2013

Sub: Procurement of Bags, T-Shirts, Caps and Stationery items with Artwork to be provided by ITPO

Dear Sir,

India Trade Promotion Organisation invites sealed quotations for the following items as shown in the table from the 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. Quotations, indicating price, time of delivery with detailed specifications should reach us on or before Sep, 26, 2013 at 3.00 pm and same will be opened on the same day at 3.30 pm.

Sl. No.	Description of item	Colour	Quantity	Price range (Rs.) per unit	EMD (Rs.) & cost of tender docuement	Price quoted by the party
1.	Bags (back packs)	In brown colour as per approved artwork	2000 nos.	Rs. 300.00 each	EMD : Rs. 38,000.00 for items at Sl. no. 1,2 & 3 Tender document cost : 1050.00 inclusive of VAT	
2.	T - Shirts Size : Small : 540 Medium: 1080 Large : 945 Extra large : 135	Yellow as per approved artwork	2700 nos.	Rs. 250-300 each		

3.	Caps	Yellow, same colour as of T - Shirt	1700 nos.	Rs.50- 75.00 per unit		
4.	Stationery items					
	a. Small Diary	As per approved artwork	1700	Rs. 35.00	EMD: Rs. 3200.00 For items at serial no. 4(a),4(b), 4(c) & 4(d) Cost of tender document : Rs. 210.00 inclusive of DVAT	
	b. Letter/Writing Pad	As per approved artwork	1700	Rs. 30.00		
	c. Pen	Reynold 045	1700	Rs. 5.70		
	d. Pencil	HB Camelin/Natraj	1700	Rs. 3.00 – 4.00		
The items mentioned at sl no. 1,2,3,4(a) and 4(b) are to be printed with artwork which will be supplied by ITPO alongwith purchase order						

5. Note: 1. Please send your quotation to the **Dy. Manager (Stores) indicating Enquiry No. and opening date on the top of Envelope. The quantity of above is subject to change.**

2. Please submit sample of each item for approval

3. The tender without sample will be rejected

4. Delivery time : The above items are to be delivered urgently.

5. EMD of Rs. 38,000.00 will be deposited along with application in the form of Demand Draft favouring India Trade Promotion Organization. EMD of Rs. 3200.00 will have to deposited for Stationery items only.

6. The tender document can be collected from Stores Division, at a cost of Rs. 1050/- (Rs. 1000 + 5%

DVAT) for T –Shirts, Bags and Caps and for Stationery items only by paying Demand Draft of Rs. 210.00 (Rs. 200 + 5% DVAT) by demand draft favoring India Trade Promotion Organisation. It can be downloaded from ITPO's website www.indiatradefair.com. The Govt. Cooperative Stores/Govt. Agencies/MSEs including MSE's owned by SC/ST are exempted from paying EMD & Tender document Application Fee

7. The supply should be strictly as per approved sample. Any deviation in quality will not be accepted.

8. The following terms and conditions may be kept in view while submitting your quotation:

1. The firm should be in a position to supply the above mentioned items, on very short notice as and when required.

2. The items should be delivered to this Department at Gate No. 1, Stores Division, ITPO, Pragati Maidan, New Delhi.
3. 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 supplier should be able to provide the items on Holidays also.
4. No request for escalation of rates would be entertained after approval of the rates.
5. The said items should be of standard make. In case it is noted that the items are not of standard make, it would be open for India Trade Promotion Organisation to cancel the contract forthwith & forfeit the security.
6. The firm must be registered with Delhi VAT Tax Department.
7. 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.
8. Incomplete quotations in any manner will not be accepted and are liable to be rejected. . ***Tenderers may please quote their unconditional rates strictly as per list of items.***
9. ***Cutting / overwriting, if any, should be countersigned. These rates must be applicable for a period of three months.***

10. 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)