

**INDIA TRADE PROMOTION ORGANISATION**

(Stores Division)

Prantik Building, Near Gate No.1

PRAGATI MAIDAN

**NEW DELHI-110001**

Telephone No. 23378645 FAX # 23371492

**No. 258 -ITPO( 27)/Store/2013**

**Date: 18-09-2013**

**Subject: Procurement of 2000 nos of medium size balloons, to be filled in gas for releasing during rehearsal and inaugural ceremony and rehearsal of IITF - 2013**

India Trade Promotion Organisation invites sealed quotations for the 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. The list of items is placed below:

S.N.	Description of item	Qty/nos	Price range (Rs.)	Last date of tender/ application	Rate quoted by the party (Rs.)inclusive of VAT/Taxes
1.	<b>Balloons in National Flag Colour, i.e green, orange and white to be filled in gas</b>	2000 nos..	Rs. 10.00 per balloon Inclusive of all	Closing date: 03-10-2013 by 3.00 PM  Date of opening tender: 3-10-2013 at 3.30 PM	
					The rate includes the cost of material, cost of gas to be filled in, releasing of the balloons in the air and conveyance charges and labour cost. No extra amount will be paid to the contractor.

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

- i) The firm should have at least three years of experience of supplying the above mentioned items in at least 3(three) Government Ministries/Department, 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.
- 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 should be addressed to Dy Manager/Sr. Manager (Stores) and put in the Tender Box kept in Stores Division, ITPO, Pragati Maidan, New Delhi – **110001 latest by Oct. 3, 2013 at 3.00 pm. Quotations** 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. The earnest money and tender document fee (if applicable ) will be deposited by the tenderer/applicant in the form of bank draft in favour of India Trade Promotion Organisation, New Delhi along with the quotation. The Govt. Cooperative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST are exempted from paying the earnest money/tender document fee. The tender document can also be taken from Stores Division, ITPO or downloaded from ITPO's Website. The tender document fee (if applicable) will be non-refundable. The tender application without EMD, if applicable will not be accepted, however, EMD of unsuccessful tenderers will be refunded after finalization of order.

5. The following terms and conditions may be kept in view while submitting the bids:

- a) The firm/supplier should be in a position to supply the items mentioned, on very short notice as and as and when required.
- b) The items should be delivered to ITPO, at Gate No. 1, Stores Division, ITPO, Pragati Maidan, New Delli.
- 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 in a position to provide the items on

Saturday/Sunday/Holidays also, if required. The firm should have their office/showroom in Delhi/NCR.

d) No request for escalation of rates would be entertained after the 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 ITPO to cancel the contract forthwith & forfeit the EMD.

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 mentioned. Cutting I overwriting, if any, should be countersigned. These rates must be applicable for a period of one year i.e. up to 31-03-2014. After scrutnisation of the party/parties, ITPO will issue order for supply of above items, as per requirement.***

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)