

India Trade Promotion Organisation**A Govt. of India Enterprise****(www.indiatradefair.com)****TENDER INVITATION**

Rates/Quotations are invited from reputed manufacturers as per the job specifications and terms & conditions given below :

Name of the job	Making and supply of ITPO Holograms with serial numbering and security features
Size	15 mm x 15 mm (Sheet Form; 100 holograms per sheet)
Quantity	Five Lakhs Holograms
Specifications	24/36 Micron metalized polyester (Pressure Sensitive Tamper proof) Water Based Adhesive, 7 Micron Polyester or Platinum Coated Solventless Paper for Release Line.
No. of Layers	3 Layers
Art work/Master	Dot-Matrix with Micro Text, Laser readable Concealed Images, animation & Kinematic Movement, Gradient effect etc. The Artwork will be prepared by the supplier and the approval of ITPO is to be taken. The Master will be under the safe custody of the tenderer and the instruction of ITPO should be followed.
Pasting	Pasting of Holograms will be done by ITPO or the third party exhibitors. under ITPO's supervision on entry related items. Utmost care is required, so that these holograms are not leaked from the manufacturer to other unauthorized persons.
Inspection	The Inspection Team from ITPO may be present in the premises of the supplier for random checking of the job. No hindrance or whatsoever is to be made during the inspection and co-operation from the supplier is necessary.
Packing & Delivery	Packet, containing fifty sheets each, giving serial numbers (Starting and Ending) of the holograms are to be supplied/delivered in ITPO's Stores (at Gate No.1, Pragati Maidan) with proper packing and sealing. The manufacturer is to obtain the name, designation and the signature of competent authority of stores on delivery challan, to be submitted with the bill.
Time Schedule & penalty	The complete delivery should be made within 10 days from the final O.K. of the proof of the master, which itself should be supplied within a week of the issuance of work order on the party. In case of late delivery, penalty of 5% of bill amount per day will be levied. In case of poor quality, suitable amount decided by Competent Authority will be deducted.
Payment	100 % payment shall be released after the full delivery of the ordered quantity, as per terms and procedures of ITPO.

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QUOTATION :

Interested parties are requested to quote their rates in the proforma as follows hand/type written legibly without any cutting and overwriting :

Hologram (Serial Numbered with Security Features)	Quantity - Five Lakhs	Additional/Reduced Qty. - One lakh(1,00,000) Holograms
The rate for each hologram including Master Origination Cost, inclusive of all taxes	Paise (in fig.) per hologram. Paise (in words) only per hologram.	Paise (in fig.)/..... per hologram. Paise (in words)/..... only per hologram.

Taxes shall be included in the unit rate quoted.

The rates shall remain valid for one year from the last date of submission of the bid.

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 to the Manager (Printing) on or before **5th July 2013 at 3.00 pm** in sealed cover specifying the name of the job on top of the envelope.

Bid Opening : **5th July 2013 at 3.30 pm** in the presence of quotationers who wish to be present.

Terms & Conditions

1. Tenderer should have latest ISO certification for manufacture and supply of Holograms. Tenderer have to give the list of Government and other institutions where they have already supplied the Holograms along with the brief profile of the organization.
2. The manufacturer's name, their trade mark and brand, if any, should be invariably mentioned in the tender and illustrative leaflets giving technical particulars etc. are to be enclosed with the tender to facilitate consideration by ITPO.
3. The complete execution of the job should be done in-house at one place and no deviation will be accepted in this regard.
4. ITPO reserves the right to award the job to any supplier irrespective of the lowest quotationer or cancel one/all quotations without assigning any reason. No deviations/representations/explanations will be entertained after submission of quotation.
- 5. This quotation is for only those manufacturers who have latest ISO certification for manufacture and supply of security holograms and have their manufacturing unit and office situated in National Capital Region within a radius of 35 kilometers from ITPO Office at Pragati Maidan, New Delhi**

***Documents enclosed :**

- 1)
- 2)
- 3)

Seal

(Name, Designation & Signature of Authorised Signatory)