



**India Trade Promotion Organisation**  
(A Government of India Enterprise)

F. No. 130-ITPO(216)/Printing/2014-15-(XII)

August 12, 2014

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### **Tender Invitation**

**Sub: Inviting rates for printing and supply of Entry Tickets, Passes, Badges (with security feature and bar-code) and non-peelable Laser print bar-code stickers for India International Trade Fair (IITF)-2014 and other big/small fairs in Pragati Maidan or else where, for one year.**

India Trade Promotion Organisation (ITPO) invites rates, from those printers who are empanelled with Indian Banks' Association (IBA), having their press in National Capital Region (NCR) situated within a radius of 30 (Thirty) kilometers from ITPO's office at Pragati Maidan, New Delhi, for printing and supply of Entry Tickets, Passes, Badges (with security feature and bar-code) and non-peelable Laser print bar-code stickers for India International Trade Fair (IITF)-2014 and other big/small fairs in Pragati Maidan or else where, for one year.

For **IITF -2014** the entry related items are to be printed as per the specifications (valid for other fairs for one year) and terms & conditions given below:

<b>Name of the job</b>	<b>(I) Entry Tickets and Passes</b>	<b>(II) Badges</b>
<b>Finished Size</b>	10½" x 3¼" - (with one/two perforations), Qty. - approx. 16 lakhs in different denominations and different colour schemes.	3¾" x 4½", Qty. - approx. 33,500 (Thirty three thousand five hundred)
<b>Paper</b>	90 gsm Super Sunshine (Ballarpur or equivalent)	210 gsm Kent-Ivory Card
<b>Printing Process</b>	Offset	Offset
<b>Specifications</b>	<b>Colour:</b> 4+4  Printing of security features as follows:  Star mark/ITPO logo printed with anti-photocopy (UV) ink and void pantograph on one side at two/three places.	<b>Colour:</b> 4+1  Printing of security features as follows:  Star mark/ITPO logo printed with anti-photocopy (UV) ink and void pantograph on one side at one place.
<b>Quantity to be quoted</b>	<b>(I)</b> 500, 1000, 3000, 5000, 10000, 25000, 75000, 100000 & 140000.	<b>(II)</b> 100, 300, 1000, 1250, 2500, 4100, 10000, 20000 & 30000.
<b>Art Work/Colour Scheme</b>	Artwork to be adapted on system by Printer as per concept of ITPO. Colour scheme will be provided.	
<b>Composing / Processing</b>	Through image setter CTP on high resolution	
<b>Plates making</b>	Only PS plates to be used.	

<b>Proofs</b>	The colour laser proofs (or m/c proof if required) are to be shown to ITPO for final approval.
<b>Serial Numbering</b>	Serial Numbering will be on one side at two/three places for tickets and passes, numbering shall be on one side at one place on badges.
<b>Bar Code</b>	Barcode will be printed on one side at one place on tickets, passes and badges as per artwork. The laser print barcode should have the symbology "i 2 of 5" from any standard laser print barcode generating system.
<b>Binding</b>	<p>i. 5,000 or more booklets, duly serial numbered on covering brown paper, will be made containing 14 tickets (5+9) for each day of the 14 day fair (i.e. Nov. 14-27, 2014).</p> <p>ii. 3000 Booklets of seasonal tickets, duly serial numbered on covering brown coloured paper, will be made containing 14 tickets (5+9) for each day of the 14 day fair (i.e. Nov. 14-27, 2014).</p> <p>iii. Each book containing 50 Nos. of Entry Ticket for each day will be bound.</p> <p>Binding shall be carried out with 80 gsm brown/light colour paper and stapling at 2 places. For (iii) above each book will have book no. and serial numbers of tickets/passes (starting no. and ending no.) printed on the cover.</p>
<b>Delivery Schedule and Penalty</b>	15 days from the date of final print order. In case of late delivery, 5% penalty per day (within permissible limit) on the total bill amount will be levied. Please refer to the detailed penalty clauses enclosed as annexure.
<b>Validity of Rates</b>	<b>One year from the last date of submission of bid.</b>

### **Terms & Conditions:**

- I. For assignment of job, ITPO shall issue a work order, specifying therein the size, quantity, specifications of paper, colours and security features. Printer should strictly adhere to the work order, special instructions, if any and the serial numbering provided by ITPO.
- II. Printer should do pre-packing inspection while packing to check the quantity, category etc. and ensure that the declared items are contained in the packet.
- III. Once the job is executed the printer shall deliver the same progressively to ITPO Stores.
- IV. Printer shall ensure obtaining signature of recipient Officer of ITPO, Stores with his name, designation and date with seal of ITPO, for each delivery note/challan.
- V. Complete security is to be maintained by the printer to ensure that no leakage or pilferage of tickets takes place. The printer should nominate two of their representatives for co-ordination with ITPO.
- VI. The Printer should have the required infrastructure/technical skills to undertake the work and whatever supplementing is required should be done before undertaking the job and the job should be executed within the specified time under one premises.

- VII. The Printer should have necessary security procedures and routines including accounting of waste paper etc. and the printer will augment these, if it is considered necessary by ITPO.
- VIII. The Printer will install necessary quality control checks and obtain required Electronic/Mechanical Equipment for testing an on-going work. A mechanism/process will be instituted for selecting pieces out of every batch produced to verify the quality and record of such testing will be kept which will be made available for inspection if called for.
- IX. The entire production process will be subjected to vigorous checking by ITPO. The Printer shall provide inspection facilities to check that the infrastructural, security and quality control checks are fully met before start of production runs; further these could also be inspected by ITPO or its authorized representative at any time during the Printing Process.
- X. ITPO will not compensate for any losses suffered by the printer such as cost of re-runs, excess printing etc. The printer should compensate ITPO for any losses on account of rejection due to bad printing quality, missing security features, wrong numbering, non-readability of bar-code etc.
- XI. The supply schedules will be well maintained and timely deliveries must be ensured as specified.
- XII. The printer will print all the items in the work order as per the design approved by ITPO.
- XIII. The printer shall submit Proforma Invoice enclosing therewith the sample, copy of work-order, copy of delivery Challans in quadruplicate. Thereafter, ITPO shall issue pay order for the material supplied.
- XIV. On the basis of pay order, printer is required to submit bill duly pre-receipted (first copy) in triplicate (3 copies) along with voucher copy of samples, copy of work order, copy of pay order, delivery Challan 3 copies for settlement of bill.
- XV. ITPO envisages that all the jobs should be executed under one roof with a single printer. Therefore the bidders must quote all the items as given in the proforma. However, ITPO reserves its rights to allocate the job to more than one printer or any other printer.**
- XVI. ITPO reserves its rights to terminate/cancel/suspend the contract any time without assigning any reasons.
- XVII. In case of poor quality or using paper other than specified, ITPO reserve the rights to impose suitable penalty and/or reject the entire lot as per ITPO's approved norms.
- XVIII. The terms & conditions mentioned in this letter shall be prevalent.
- XIX. In case of any dispute the same shall be referred to CMD, ITPO or his nominee to act as Sole Arbitrator, under the provisions of Indian Arbitration & Conciliation (Amendment) Act, 1996 and give award thereof. The award so given shall be final and binding on parties.
- XX. The Printer must return the duplicate of this bid invitation letter duly signed along with his quotation in the prescribed form duly signed by an authorized signatory in acceptance of the terms & conditions.
- XXI. Interested printers are requested to quote the rates in the form of quotation enclosed, without any cutting or over-writing, neatly typed under the cover of their application on their letter head and send it to the Manager (Printing), India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi - 110001 in a sealed envelope indicating name of the job on the envelope and due date of opening on or before

**2<sup>nd</sup> September 2014 by 03.00 pm.** The quotations will be opened at 3.30 pm on the same day in the presence of the quotationers, who wish to be present.

XXII. The jurisdiction for all disputes shall be Delhi, New Delhi courts.

\* **The quotation invitation is only for Security Printers who are empanelled with Indian Bank's Association (IBA) and have their press in National Capital Region (NCR) situated with-in a radius of 30 (Thirty) kilometers from ITPO's office at Pragati Maidan, New Delhi. The printers quoting rates should have valid empanelment with IBA till the time of bid. The printers must therefore enclose a copy of the valid certificate of their empanelment with IBA.**

\*\* **ITPO will require small quantities of the above item(s) for it's other big/smaller/much-smaller fair(s) and printer/supplier shall be bound to print/supply these at the rates quoted (valid for one year) without protest or demur.**

Manager (Printing)



India Trade Promotion Organisation  
Pragati Maidan, New Delhi

### **FORM OF QUOTATION**

- (I) Entry Tickets**, Size - 10½" x 3¼", with one/two perforations (i.e. in two/three parts), Colour - 4+4, Paper - 90 gsm Super Sunshine (Ballarpur or equivalent) + Security Features and Laser Print Bar-code with number.

<b>Quantity</b>	<b>Basic rate</b>
500	₹
1,000	₹
3,000	₹
5,000	₹
10,000	₹
25,000	₹
75,000	₹
1,00,000	₹
1,40,000	₹

- (II) Badges**, Size - 3¾ " x 4½", Colour - 4+1, Paper - 210 gsm Kent-Ivory Card + Security Features and Laser Print Bar-code with number.

<b>Quantity</b>	<b>Basic rate *</b>
100	₹
300	₹
1,000	₹
1,250	₹
2,500	₹
4,100	₹
10,000	₹
20,000	₹
30,000	₹

- \* Announcement tickets and some badges towards small quantity may be required to be printed without bar-code

**Note:** For actual quantities ordered between the two known/quoted quantities, the payable amount shall be interpolated by working out the pro-rata charges from the rates for the preceding and succeeding quantity.

**(III) Rate for non-peelable Laser Print Barcode Sticker (Approx Size 53 x 22 MM).**

(Size of the Bar-code shall be similar to that on Entry Tickets)

Quantity	Rate
500	₹
2,000	₹
5,000	₹
10,000	₹
20,000	₹
50,000	₹

1. Taxes payable extra, as applicable. Taxes category/type and % age of the same should invariably be stated.
2. The rates should be inclusive of the costs towards paper, printing, production, numbering, packing, freight and delivery (incl. unloading and stacking) at ITPO's stores at Gate No.1, Pragati Maidan, New Delhi. All risks till the point of delivery (in ITPO) shall be to the account of the printer/supplier.
3. **The bidder must only quote consolidated price typed legibly for the mentioned quantities, without any cutting/over-writing. Hand filled quotations or quotations giving Unit/Per piece prices shall not be acceptable.**
4. **Earnest Money Deposit (EMD)** for the printing of IITF-2014 entry items only, must be submitted by way of Demand Draft of a Scheduled Bank favouring India Trade Promotion Organisation for an amount of ₹ **1,00,000/-** (₹ One lakh only), in a separate envelope, along with the bid submission. The EMD bank draft shall be returned after complete and satisfactory execution of the job, in case of successful bidder.
5. **Bid Validity** : These bid rates shall be used by ITPO for **one year** from the last date of submission of the tender, for fairs, large and small, in Pragati Maidan and else where, requiring one or more of these items in smaller/much-smaller quantities. The printer shall be bound to print smaller or much smaller print jobs, at these rates, for one year, with security features and bar-code, with-out protest or demur.
6. **In case of any shortcomings in quality of paper or printing and size & delivery time, ITPO reserve the rights to impose suitable penalty as per ITPO approved norms (Copy enclosed), which includes it's discretion to reject the entire lot without any liability.**

7. ITPO envisages that all the jobs should be executed under one roof with a single printer. Therefore the bidders must quote all the items as given in the proforma. However, ITPO reserves its rights to allocate the job to more than one printer or any other printer.
8. The quotation invitation is only for Security Printers who are empanelled with Indian Bank's Association (IBA) and have their press in National Capital Region (NCR) situated with-in a radius of 30 (Thirty) kilometers from ITPO's office at Pragati Maidan, New Delhi. The printers quoting rates should have valid empanelment with IBA till the time of bid. The printers must therefore enclose a copy of the valid certificate of their empanelment with IBA.
9. ITPO will require smaller quantities of the above item(s) for its other big/smaller/much-smaller fair(s) and printer/supplier shall be bound to print/supply these at the rates quoted (valid for one year) without protest or demur.
10. Number of working days of the press in a week.....(excluding weekly of Sunday.....) and working hours in a day.....
11. Distance of the press from ITPO office .....Km.

**(Office Seal)**

**(Signature, Name and Designation  
of Bidder's Authorised official)**

## **Annexure to ITPO's Call of Quotation & Work Order**

### **Penalty Clauses :**

In case of delay or unacceptable quality of paper, printing etc. it will be the discretion of India Trade Promotion Organisation (ITPO) to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason what so ever or cancel the order without any liability. The discretion of ITPO in this regard shall be final and binding.

A broad category of penalties, as approved are as follows :

<b>S. No.</b>	<b>Job Status</b>	<b>Penalty</b>
1.	The job is rejected on account of bad quality or late delivery.	No payment.
2.	The job is accepted but not up to the desired level of quality.	20% on the total bill
3.	The Printer has not followed any of the specifications stipulated in the letter inviting quotations such as paper size, colour etc.  (in case of size 1/4" variation can be accepted due to variation in the cutting machine)	50% on the total bill
4.	Late Delivery	5% per day (within acceptable limit) as per the practice followed by Finance Divn and Printing Unit for many years.
5.	If the penalties are levied on more than 3 occasions on the same printer	Printer will be black-listed and removed from our approved panel of printers for the rest of the term.

(Sd/-)  
 Manager (Printing Unit)  
 India Trade Promotion Organisation