

India Trade Promotion Organization
(Stores Division)
Prantik Building, Near Gate No.1
Pragati Maidan,
New Delhi – 110001

Telephone No.23371836/23378645 Fax # 23371492

ENQUIRY

No.253-ITPO (2)/Store/2013

Dated: 15.04.2014

Subject: Procurement of Sandals for Male/Female Staff.

India Trade Promotion Organization (ITPO) 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 Bhavan, New Delhi-110011.

To be filled by the parties/applicants

S.No.	Name of item	Quantity required	Price range	Brand name	Per unit	Vat/Tax	Price incl. Vat/tax
1.	Sandals for male staff	325	Rs.786/-				
2.	Sandals for female staff	47	Rs.838/-				

Note : A) The quantity mentioned above is subject to change.

B) Firms, who fulfill the following criteria should apply.

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- i) The firm should have at least three years experience of supply the items in at least in the three Govt. 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 Govt. 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.

C) Sealed quotations, duly subscribed "Quotation for Sandals addressed the Dy. Manager (Stores), ITPO, Pragati Maidan, New Delhi – 110001 latest by 28th April, 2014 at 3.30. Quotation received after stipulated date and time shall not be entertained. The quotations will be opened on the same day 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.

D) An earnest money, equivalent to the value of 2.5% of the items applied, as per their quoted rates has to be deposited in the form of bank draft drawn in favour of India Trade Promotion Organization, New Delhi alongwith the quotation. The earnest money will be refunded to the unsuccessful tenderer on finalization of the contract. The Govt. Co-operative stores/Govt. agencies/MSEs including MSEs owned by SC/ST are exempted from paying the earnest money.

E) 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 job order 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/Sunday/ 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 Organization to cancel the contract forthwith and 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.

F) 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 formal purchase order by ITPO.

G) 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 Organisation also reserves its right to give preference to MSEs including MSEs owned by SC/ST, as per guidelines and directions issued by the Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110011.

Yours faithfully,

(R.K.Badlani)
Dy. Manager(Stores)

