

No. 252-ITPO (14)/ST/2014  
India Trade Promotion Organization  
(A Govt of India Enterprise)  
Store Division  
Prantik Building, Pragati Maidan,  
New Delhi.

Pragati Maiden, New Delhi

13<sup>th</sup> October, 2014

### Quotation Notice

Sub: Installation of Machines for lamination of badges during IITF'2014 at Pragati Maidan, New Delhi.

India Trade Promotion Organization (ITPO), a Govt. of India Enterprise invites sealed quotations for installation of machines for lamination of badges during IITF'2014 at Pragati Maidan, New Delhi.

Quotations indicating price including lamination machines and badges (plastic pouch size 11.5cm x 9.5cm) should reach us on or before 26.10.2014 **at 3.30 PM**. The received quotations will be opened on the same day at 3.30 pm in the presence of the intending parties or the authorized representatives thereof.

Sl. No.	Description	Amount quoted per piece
1	Installation of 9 (nine) nos. lamination machines with pouches (size 11.5cm x 9.5 cm) with sufficient skilled and trained operators to streamline the IITF work from November 6 to 18, 2014 during IITF'2014.	

The bidders must deposit an amount of Rs.5, 000/- (Rupees five thousand only) as an earnest money along with quotation notice by way of demand draft favouring "India Trade Promotion Organization, New Delhi. The quotations without Earnest Money Deposit (EMD) will not be entertained and also mention VAT/Taxes etc. separately. The bidder should mention his company's name, his name and mobile no. etc.

#### Terms and Conditions:

- 1 ITPO will provide free space and electric supply simultaneously for the usage of machines.
- 2 The lamination machine would be used only for 10 to 15 days by ITPO for IITF'2014. The contractor will have to bring the lamination machines to Pragati maidan and take back to their destination once the job is completed.
- 3 Only good, transparent and quality pouches should be provided.

- 4 The contractor should ensure that the bar-coding lamination batches are readable at the gate by the door frame metal detector and hand held metal detector at the time of entry into Pragati Maidan.
- 5 The contractor must be registered with Delhi Sales Tax on work contract act, Value Added Tax, Service tax authority as the case may be. Please attach the self attested copy of registration certificate along with the quotation. The successful bidder shall have to produce the above documents in original for verification by the Manager Store.
- 6 The EMD of the successful bidder will remain with ITPO as interest free security and will be returned to the contractor on satisfactory completion of the job and the EMD of others will be returned.
- 7 ITPO also reserves the right to accept or reject the offer.
- 8 ITPO also reserves the right to terminate the contract before the expiry of the contract period, if the party's services are not found satisfactory, or any other reason which may create doubtful integrity. The decision of ITPO regarding quality of services shall be full and final.

Note: Please send your quotation to Manager (Store), India Trade Promotion Organization, Pragati Bhavan, Prantik Buidling (Near Gate No.1), New Delhi, clearly super scribing on the top of envelop the quotation for lamination of badges.

(R.K.Badlani)  
Dy. Manager  
On behalf of India Trade Promotion Organization

