

INDIA TRADE PROMOTION ORGANISATION
CHENNAI REGIONAL OFFICE

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No.ROC/IILF 2015/2014

Date: 22.09.2014

INVITATION FOR QUOTATION

The Senior Manager, Regional Office, India Trade Promotion Organisation, Raja Annamalai Building, II Floor, 72, Rukmani Lakshmi pathy Road, Egmore, Chennai 600 008 on behalf of the Chairman-cum-Managing Director of ITPO, Pragati Maidan, New Delhi invites item-wise quotations for the following works / services pertaining to India International Leather Fair and other ITPO fairs during the year 2015 at Chennai Trade Centre, Nandambakkam, Chennai from reputed agencies up to 3.00 PM on 13.10.2014 which will be opened by the authorized representative(s) on the same day at 3.30 PM, i.e. 13.10.2014.

S.No	Description	Estimated Cost (Rs.)	E.M.D. (Rs.)	Cost of Tender (Rs.)
1.	Printing of Fair Guide, Registration form, inauguration cards with envelopes, badges, plastic pouches, tickets, receipts, fliers etc.	330000/-	8200/-	100/-

Earnest Money should be deposited through Bank Draft favouring 'India Trade Promotion Organisation, Chennai' and sent with the Quotations in the prescribed format. Details of description of works and services can be had on production of Income Tax Clearance Certificate from the office of the undersigned between 11.00 AM to 3.00 PM on all working days from 22.09.2014 to 13.10.2014 The quotations WITHOUT earnest money in the aforesaid manner shall be summarily rejected. For details and tender documents, please refer **website www.indiatradefair.com**

SENIOR MANAGER (CHENNAI)
28587297 / 28524655 / 28415416

**INDIA TRADE PROMOTION ORGANISATION
REGIONAL OFFICE
CHENNAI**

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TENDER & CONTRACT (OTHER THAN WORKS)

(A) Tender for the work of :-

Printing of Fair Guide, Visitor folder, Inauguration Cards with Envelopes, Badges, Plastic Pouches, Receipt Book, Tickets, Publicity folder etc.

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(i) To be submitted by 15.00 hours

On 13.10.2014 to Senior Manager, ITPO Chennai

(ii) To be opened in presence of tenderers who may be present at 3.30 hours on 13.10.2014 in the office of Senior Manager , ITPO , Raja Annamalai Building, Rukmani Lakshmipathi Road, Egmore , Chennai - 600008.

Issued to.....
(Contractor)

Signature of officer issuing the documents.....

Designation.....

Date of Issue.....

TENDER

I/We have read and understood the notice inviting tender, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified to the CMD, ITPO within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Terms & Conditions and Conditions of contract and with such materials as are provided and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for **Sixty (60)** days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs.....has been deposited in cash/demand draft of a scheduled bank as earnest money. If I/we fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the CMD, ITPO or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that CMD, ITPO or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon ordered, up to maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in tender form.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor
Postal Address:

Witness:
Address:
Occupation:

A C C E P T A N C E

The above tender is accepted by me for and on behalf of the CMD, ITPO for a sum of Rs.....
(Rupees.....).
.....).

The letters referred to below shall form integral part of this contract/Agreement.

- (a)
- (b)
- (c)

For & on behalf of the CMD, ITPO
Signature.....
Designation.....

Dated.....

**INDIA TRADE PROMOTION ORGANISATION
REGIONAL OFFICE, CHENNAI**

SCHEDULE OF QUANTITIES

Estimated Cost – Rs. 3,30,000/-

E.M.D. - Rs.8,200/-

Performance Guarantee- 5% of tendered value

Security Deposit - 5% of tendered value

**Name of Work INDIA INTERNATIONAL LEATHER FAIR'
CHENNAI ' 2015**

**Sub Head Printing of Fair Guide, Visitor folder, Inauguration Cards
with Envelopes, Badges, Plastic Pouches, Receipt Book,
Tickets, Publicity folder etc.**

Rates quoted for all items should be inclusive of composing, planning, scanning, system charges etc. ITPO will not pay any extra charges for these items/services. All quoted rates should be excluding taxes. Applicable taxes should be clearly mentioned.

1. Technical Bid :

- 1.2 Brief company Profile :
- 1.3 Tin/ TAN Number :
- 1.4 Service Tax Registration No :
- 1.5 PAN Number :
- 1.6 Annual turnover of the company in
the preceding financial year :
- 1.7 Technical Manpower details :
- 1.8 Printing Plant & machinery details:

Minimum Parameters required:

Pre-press (composing, designing & plate making etc)	Printing	Post Printing / Binding/ finishing
<ul style="list-style-type: none"> • Availability of facilities for designing & composing in Hindi & English 	<ul style="list-style-type: none"> • One or more four color computer ized plate control (CPC) off-set machine 	<ul style="list-style-type: none"> • One perfect binding machine
<ul style="list-style-type: none"> • Minimum two PCs 	<ul style="list-style-type: none"> • One double colour off-set 	<ul style="list-style-type: none"> • One program me cutting

	machine	machine
<ul style="list-style-type: none"> Scanner, proofer, colour printers 	<ul style="list-style-type: none"> One single colour off-set machine 	<ul style="list-style-type: none"> One folding machine
<ul style="list-style-type: none"> Computer to plate(CTP)/ Image setter, plate making machines 		<ul style="list-style-type: none"> One section sewing machine
		<ul style="list-style-type: none"> One lamination machines

1.10 Experience

(Minimum 3 years in the field of printing of fair guide / exhibition related works) :

(The printer should have handled single job of minimum of Rs. 2.5 Lakhs in a year during last three years)

(Details of the works undertaken must be supported)

Condition : **3 years experience** in the field of **printing of fair guide/exhibition related works**. Experience certificate to be attached. Along with the details of the major printing jobs undertaken and the company quoting should have own printing press. **No printing jobs outsourcing**

Agencies interested in undertaking the above job may submit technical and financial bids in separate sealed covers super scribing "Technical/Financial Bid for Printing Jobs for IILF'2015" by 13.10.2014 up to 3.00 pm to the following:

Senior Manager
INDIA TRADE PROMOTION ORGANISATION
Raja Annamalai Building, II Floor
72, Rukmani Lakshmipathi Road
Egmore, Chennai 600 008 : Tel: 28587297, 28524655, 28415416

2. Financial Bids:

Item No. 1:

Fair Guide

2.1 SPECIFICATION

Size and Number of pages	:	Size 5" x 8 ½ " – 200 pages including cover and one page of 14 cm x 8.5 cm for layout plan
Number of colours	:	Outer Cover: 4 colour, Text pages in B/W
Quantity	:	1000 Copies + 1000 CD's
Paper	:	300 gsm Magnostar Art Card for cover and 80 gsm Magnostar / Lumi art paper for text pages
Artwork	:	Layout for cover & Colour scheme will be provided composing of required Text will be composed by the printer (3 – 4 proofs required)
Processing	:	Through image setter on high Resolution
Plates	:	Only PS Plates to be used
Lamination	:	Lamination / Matt finish on cover
Binding	:	Sectional sewing with cover machine pasted
Packaging & Delivery	:	Delivery in ITPO Office / Chennai Trade Centre
Delivery schedule	:	4 days from the date of final print order. In case of late delivery, 5% per day (on bill amount) penalty will be levied. In case of poor quality, penalty as decided by ITPO will be deducted / entire lot rejected.

2.2 The quotation format for printing of fair guide :

Basic Rate	
Additional / Reduced one colour on cover	
Additional one colour on 8 pages text on cover	
Additional / Reduced 8 pages in B/W	
Additional / Reduced 8 pages in B/W	
Additional / Reduced 8 pages in 4 colours	
Additional / Reduce 100 copies	
Insertion of book mark one number in 2000 copies	
Addl. One metallic/special colour on cover	

2.3 Item No 2: Inauguration Cards with Envelopes :

Specifications	Quantity	Rate Rs.
Printed in 4 Colours on both sides in the size 5" x 8 ½ " Using 300 GSM imported art card and supplied in the Matching Envelopes / Covers	5000	

2.3 Item No 3 : Buyer Guide / Visitor Folder

Technical specifications	Basic Rate In Rs.	Additional / Reducing qty 2000 Rate in Rs.
Printed in 4 colours on both sides		
Folded size: 3.75" X 8.5"		
Open size : 22.5" X 17"		
Fold : Eight (24 pages)		
Colour : 4 + 4		
Paper : 110 GSM Magnostar Matt finish		
Quantity : 10,000		

2.5 Item No 4: Badges and Plastic Pouches

Printed in four Colours using 210 GSM Sinarmas in the 3.8" x 4.8" size duly serial numbered & bar coded -		
Specifications	Qty.	Rates
(i) Exhibitors	4000	
(ii) Service	3000	
(iii) Organizer	200	
(iv) Visitors (150 gsm)	15000	
(v) VIP Business Visitors	2000	
(vi) Press	200	

2.6 Item No. 5: Parking Labels

Printed in two colours in the size of 4" dia 100 GSM , Sinarmas Art Paper duly numbered and gummed at the back with release paper.

Specification	Qty	Rate in Rs.
(a) Inauguration	5000	
(b) Parking 1	2000	
(c) Parking 2	3000	

2.7 Item No.6: Tickets

Specification	Qty	Rate in Rs.
Printing of entry tickets in 3 different colours with date	3000	

Item No.7: Receipts

Specification	Qty	Rate in Rs.
Printing of receipt for sale of fair guide with serial number	1000	

Item No 8 : Phamplet giving fair details

Specification	Qty	Basic Rate in Rs.	Additional/ Reducing qty per 2000
Printing of Phamplet–fair details for visitors Size A 4 – (8.25" x 11.25"), colour 4+0, paper 110 gsm super sunshine	10,000		

Item No 9 : Visitor Registration Form

Specification	Qty	Basic Rate in Rs.	Additional/ Reducing qty per 1000
Printing of Visitor Registration Form for visitors - (A4 – Back to Back) – Black and white	5,000		

No separate charges for system / scanning/ composing, page maker etc will be paid and this has to be considered as an input while quoting for above jobs.

Service tax applicable @ (as applicable on date) will be extra on above mentioned printing jobs

Name : Designation:

Signature : Date : Stamp of the company

Copies of TIN/TAN, PAN, Service Tax no. should be provided by the company with quotation.

Tender Form without prescribed EMD will be summarily rejected.

ITPO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OFFER WITHOUT ASSIGNING ANY REASON THEREOF.

General Rules & Direction:

Officer inviting tender : Manager / Sr. Manager

Officer-in-Charge : Manager /Sr. Manager or his representative

Accepting Authority : As per DFPR Sch. I-V of ITPO

Department : ITPO

General condition of contract : Condition of contract as annexed separately

Time :

(i) Time allowed for submission of Performance Guarantee
From the date of issue of letter of acceptance 05days

(ii) Maximum allowable extension beyond the period
(Provided in i) above 0 days

Authority for fixing compensation HOD / ED

Number of days from the date of issue of letter
Acceptance for reckoning date of start 02 days

Specification to be followed for execution of work
Competent Authority for deciding reduced rates/part rates HOD