

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 2014 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.N o.	Description	Estimated Cost (Rs.)	E.M.D. (Rs.)	Cost of Tender (Rs.)
1	Computerized Registration of Business Visitors	250000/-	6250/-	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](http://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 :-

**Computerized Registration of Business Visitors**

**during India International Leather Fair' 2015, Jan 31 – Feb 3, 2015.**

.....

(i) To be submitted by 15.00 .....hours  
(Time)

On 13.10.2014..... to  
(Date)

(ii) To be opened in presence of tenderers who may be present at  
15.30.....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:

**ACCEPTANCE**

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

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Estimated Cost - Rs.2,50,000/-  
EMD – Rs.6,250/-

Performance Guarantee- 5% of tendered value

Security Deposit - 5% of tendered value

**Name of Work: Computerized Registration of Business Visitors during India International Leather Fair 2015, Jan 31 – Feb 3, 2015.**

India Trade Promotion Organisation (ITPO), a premier trade promotion organization, is organizing 29<sup>th</sup> edition of India International Leather Fair 2015 at Chennai Trade Centre, Nandambakkam, Chennai during Jan 31 – Feb 3, 2015. ITPO intends to engage an agency for computerized registration of business visitors during the exhibition.

Sealed technical and financial bids are invited from companies having necessary infrastructure, manpower and experience in the field.

### **Technical Bid:**

1. **Brief Profile** of the company high lighting turnover over of last three financial years, technical manpower, hardware, infrastructure, some of the major jobs undertaken, experience in the field.
2. **Job Details** for the agency:

The agency would be broadly responsible for the following jobs;

- » Installing 20 number of computer systems (minimum P-IV), and laser printers with cartridge along with CVT/UPS at the registration counters with provision of networking the computers for centralized processing of data for report generation etc.
- » Providing services of 25 data entry operators for feeding information into the Computer, based on the registration forms/Business cards across the counters.
- » The agency shall be responsible for developing appropriate programs/software for registration of visitors and printing details of the visitors on the badges.
- » Provision of back up support including services of supervisors / engineers.
- » Providing guidance to the visitors for filling up the form properly.
- » Advance Printing of exhibitors badges, service badges, excel file will be provided by ITPO by Jan 25, 2015.
- » Printing visitors' badges containing, name of the visitor, company, country, date, etc. on a pre-printed stationery. Pre-printed stationery (badges, Registration forms) will be arranged by ITPO.

- » Inserting the badge into a poly pouch and handing over the same along with publicity material, if any, to the visitors. Poly pouches will be arranged by ITPO.
- » Data entry operators and officials of the registration agency should wear formal dress so as to make them easily identifiable by the visitors and in order to impart a professional look to the entire registration team.
- » Generation of report on visitors' turn-out covering country/product/category wise as well as brief summary of visitors and submitting to ITPO on day-today basis and final consolidated report at the end of the event.
- » Feeding complete details of the visitors into the database based on the registration forms and pre-registration forms.

The installation of Computer System etc. should be completed by 10:00 hrs on 29<sup>th</sup> January 2015 so that visitors approaching Registration Counter may be registered on 30<sup>th</sup> January 2015 itself.

- » The data will be given in MS Excel/Access program. The address will be broken into following fields so that the same could be converted into mailing labels:

Name	Designation	Company
Address1	Address II	Address III
City	Pin Code	State/Country
Phone	Fax	E-mail Id

- » Generating detailed profiles of the visitors on hard copy as well as in CD-Rom (2 copies) and submitting the same to ITPO after conclusion of the fair.
- » In case of deficiency in the report, penalty will be imposed on the agency as deemed appropriate.
- » Necessary furniture and electrical power points will be provided by ITPO.
- » On the last day of the fair, the agency will give a consolidated report for the total number of visitors within one hour of the closing hours.

The Registration Counters will be operational from 30<sup>th</sup> Jan 9.00 AM and one hour before the commencement of the event each day and will be closed after taking outputs in the evening.

Information on the visitors is the property of ITPO and will be kept strictly confidential and will not be disseminated to anyone in any form. Failure to do so could result in legal action and monetary penalties.

The completed tender forms will be received till 13.10.2014 up to 3.00 p.m. and will be opened on the same day at 3.30 PM.

Agencies interested in undertaking the above job may submit technical and financial bids in separate sealed covers super scribing "Technical/Financial Bid for Computerized Registration of Business Visitors" 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 Lakshmi pathi Road, Egmore, Chennai 600 008  
 Tel: 28587297, 28524655, 28415416

**Format for Financial Bid:**

**On company's letterhead**

Name of the company :  
TIN/TAN of the company :  
PAN :  
Service Tax No. :

Particulars	Rate ( in Rs.)
Basic Rate for the registration agency as per job details mentioned in technical bid.	
Service Tax @	
<b>Rate only</b> for additional hardware, if required	
CPU with TFT screen, keyboard, mouse & UPS	
CPU with TFT screen, keyboard, mouse with B/W laser printer( with toner)	
Wi-Fi routers with connection & unlimited internet ( min. 5 days)	

EMD: Rs..... DD No: ..... date: ..... Bank: .....

Name: Designation:

Signature: Date : Stamp of the company

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

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