

## TENDER NOTICE

Tender No.208/FFA/CS/ITPO/2014-15

25<sup>th</sup> July, 2014

Sub:- Empanelment of Banks/financial Institutions/Foreign Exchange Dealers who deal in foreign exchange for remittances/Personal Exchange to officials of ITPO for the period of three years.

ITPO intends to empanel Banks/agencies dealing in Foreign Exchange for remittance of foreign exchange, across the globe, for India's participation in Fairs/Exhibitions abroad as well as personal foreign exchange for its officials. The agency must have all necessary clearances from RBI and also fulfils other statutory requirements for dealing in foreign exchange:-

The offer must include the following:-

1. Copy of Registration with RBI for dealing in foreign exchange.
2. Net worth & Turnover certificates from CA and audited Accounts for last two years along with a copy of the annual report. The minimum turnover required for eligibility in the bid is Rs. 500 crores in each year in the last two years.
3. Rates quoted for purchase & sell of US\$, GBP and Euro for the dates June 15-30, 2014.
4. Copy of Registration Certificate with Service Tax Authorities.
5. The bidder must have operational office in Delhi. (Please enclose the relevant proof).

Interested Banks/agencies may submit their offer in Annexure "A" (i.e. Average IBR of the day + service tax + Service charges + transaction charges, if any) in a sealed cover by 18<sup>th</sup> August, 2014 upto 3:00 PM to Shri Gajraj Singh, Senior Manager (Finance), Pragati Maidan, New Delhi. The bids will be opened on same day at 3:30 PM in Room No. 234. ITPO reserves the right to accept or reject the offers without assigning any reasons.

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Pragati Bhawan, Pragati Maidan, New Delhi-110 001

E-mail:- [gsingh@itpo.gov.in](mailto:gsingh@itpo.gov.in). Ph: - 011-23371986

ANNEXURE A

1. Average IBR of the day \_\_\_\_\_

2. Service tax \_\_\_\_\_

3. Service Charges, if any \_\_\_\_\_

4. Transaction charges, if any \_\_\_\_\_

(Signature with stamp)