

**India Trade Promotion Organisation**  
(A Govt. of India Enterprise)  
Gate No. 3, Pragati Bhawan, Pragati Maidan  
New Delhi – 110001

No.:ITPO/SD&CSD/Misc-1/2014

Dated: 26.8.2014

Tender Documents

**Subject : Invitation of sealed bids for procurement of Miscellaneous computer/  
IT related items.**

India Trade Promotion Organisation (ITPO), a premier trade promotion organisation, manages India's premier trade fair complex, Pragati Maidan in New Delhi. ITPO intends to procure **Miscellaneous computer/ IT related items**. ITPO invites sealed bids from the eligible bidders.

**A. Scope of work:**

To supply items as per the quantity given as the below:

S.No.	Description	Quantity
1	Batteries for Dell Vostro 1510 laptop. (Rating 11.1 V-4400 MAH, Type – T 114C)	Two (2)
2	Battery for Sony Vaio Laptop (PCG – 6QXP) (DC 19.5 V)	One (1)
3	Battery for Sony Vaio Laptop (VGP – BPS2C) (11.1 V/44mAh)	One (1)
4	Optical Mouse USB	Twenty (20)
5	Main Power supply for HP LaserJet 9000dn printer	One (1)
6	Mouse Pads	Hundred (100)
7	Hp LaserJet 3055 printer Fuser assembly	Four (4)
8	Fuser assembly unit :- C8556A (220V) for HP LaserJet 9500HDN printer.	One (1)
9	CAT 6 network cable	Three (3) Boxes
10	Battery for Laptop Model :- Dell Vostro 1720 Li-ion battery , TYPE - T117C Rating 11.1V Capacity - 56Wh.	One (1)
11	8 Port Hub	Five (5)
12	Key Board with USB port	Ten (20)
13	Fuser assembly HP Laserjet 1200 printer (part no. RG9-1494-000)	One (1)
14	LPT to USB converter cable	

15	HDMI VGA Cable	
16	Wireless keyboard	Four (4)
17	Wireless Mouse	Four (4)
18	Wi-fi Router with USB	Two (2)

**B. Supply Period :** Supply to be completed within 7 (Seven) working days from release of the purchase order.

**C. Terms & Conditions :**

1. Items supplied should be of warranty for 1 year, wherever apply.
2. Items supplied should be genuine and from the OEM/parent company.
3. Transportation cost, if any, shall be borne by the vendor.
4. The bids shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right not to accept or reject any or all the bid without assigning any reason.
5. In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.
6. The price should be including all the taxes etc.
7. The bids will be opened on the same day at 3.30 PM in the presence of the representatives of the bidder.
8. ITPO reserves the right to accept or reject any offer without assigning any reason thereof.
9. Order will be placed to the Single Bidder who is the overall lowest.
10. Quantity of items to be procured may change.
11. In case of fault the items to be replaced with in 48 Hours.
12. Successful Bidder shall provide undertaking alongwith part nos. The format for undertaking is enclosed at Annex – 1.

**D. Payment Terms:** Payment would be made after successful supply of the items & receipt of warranty cards/letter. (Warranty should be directly by OEM).

**E. ELIGIBILITY CRITERIA**

1. The bidder should either be an Original Equipment Manufacturer(OEM) or should be authorized/certified directly by the OEM to sell computer and related peripherals. (Please submit supporting documents).
2. The bidder should have a registered number of VAT/TIN/Service Tax. Please provide certified copy as supporting document (any one).
3. The company must deposit Earnest Money Deposit (EMD) of Rs. 2,500/-(Rs. Two Thousand Five Hundred Only) in the form of bank/demand draft drawn in favour of "India Trade Promotion Organisation", payable at New Delhi. (To be submitted in original).
4. The company must deposit Cost of tender document in the form of demand draft for Rs. 210/-(Rs. Two Hundred Ten Only, including 5% DVAT) drawn, in favour of "India Trade Promotion Organisation", payable at New Delhi. (To be submitted in original).

**F. SUBMISSION OF Bids**

Bids should be submitted in sealed envelope.

**G. SCHEDULE & IMPORTANT INFORMATION**

Cost of tender document	Rs. 210/-(Rs. Two Hundred Ten Only, including 5% DVAT) through demand/bank draft favoring ITPO. (To be submitted in Envelope -1 along with tender document)
Earnest money deposit	Rs. 2,500/-(Rs. Two Thousand Five Hundred Only) through demand/bank draft drawn in favour of ITPO . (To be submitted in Envelope -1 along with tender document)
Last date for submission of sealed bids	17.09.2014 latest by 15:00 Hrs
Opening of Technical bids	17.09.2014 at 15:30 Hrs.
Validity of Bids	60 days from the last date of submission.

The quotations in sealed cover / Envelop should reach at below mentioned address:

Mr. Ravi Pareek  
Dy. Manager,  
Room No:- 8 Ground Floor, Annex Building,  
System Development and Compliance Services Division  
Pragati Bhawan, Pragati Maidan  
New Delhi – 110001  
Ph. 011-23371592  
Email : [ravipareek@itpo.gov.in](mailto:ravipareek@itpo.gov.in)

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**Dated : 26.08.2014**

**Subject : Invitation of sealed bids for procurement of Miscellaneous computer/  
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**TECHNICAL BID**

**Company Details**

Name of the Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Contact Executive \_\_\_\_\_

(Name & designation)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

1. VAT No. \_\_\_\_\_ Service Tax No. \_\_\_\_\_

PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

**2. Details of EMD:**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**3. Details of Cost of Tender Document**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the company:**

**(Authorized Signature)**

**Name:**

**Designation:**

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**Dated : 26.08.2014**

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**Financial Bid**

**Company Details**

Name of the Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Contact Executive \_\_\_\_\_

(Name & designation)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

4. VAT No. \_\_\_\_\_ Service Tax No. \_\_\_\_\_

PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

**5. Details of EMD:**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**6. Details of Cost of Tender Document**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

S.No.	Description	Quantity	Amount in Rs.	Type and % of Tax	Amount of Tax	Total
1	Batteries for Dell Vostro 1510 laptop. (Rating 11.1 V-4400 MAH, Type – T 114C)	Two (2)				
2	Battery for Sony Vaio Laptop (PCG – 6QXP) (DC 19.5 V)	One (1)				
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11	8 Port Hub	Five (5)				
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13	Fuser assembly HP Laserjet 1200 printer (part no. RG9-1494-000)	One (1)				
14	LPT to USB converter cable					
15	HDMI VGA Cable					
16	Wireless keyboard	Four (4)				
17	Wireless Mouse	Four (4)				
18	Wi-fi Router with USB	Two (2)				
	Grand Total					
	Grand Total in words					

**Date:** \_\_\_\_\_

**Seal of the company:**

**(Authorized Signature)**

**Name:**

**Designation:**

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**Dated : 26.08.2014**

To,  
Dy. Manager,  
Room No:- 8 Ground Floor, Annex Building,  
System Development and Compliance Services Division  
Pragati Bhawan, Pragati Maidan  
New Delhi – 110001

**Subject : Undertaking with regard to the items supplied.**

Dear Sir,

We hereby undertake that items supplied by us through this tender are genuine and contains warranty directly from the OEM. Please also find the list of part nos./ sr. nos. enclosed for cross reference of ITPO.

**Date:** \_\_\_\_\_

**Seal of the company:**

**(Authorized Signature)**

**Name:**

**Designation:**

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