

India Trade Promotion Organisation

No.ITPO/KOL/ADMN/Jute Bags:

DATE: 27/06/2014

**TENDER NOTICE**

Tender of : Supply of Jute Bags for the Financial Years 2014-15 & 2015-16

Manager, India Trade Promotion Organisation, Vanijaya Bhawan, 1/1 Wood Street, 5<sup>th</sup> Floor, Kolkata – 700 016 invites sealed tender from the specialized firms dealing in the field for the following work on behalf of the Chairman and Managing Director, India Trade Promotion Organisation, New Delhi.

**Name of work**

**Duration of Contract**

Jute Bags

02 Years

Last date of submission of Financial Bids is 07/07/2014. by 12.00 noon positively at ITPO Office, Kolkata.

Both the technical and financial bid will be opened on 07/07/2014 at 3.30 p.m. at ITPO office, Kolkata. On successful opening of technical bid of the agency, financial bid will be opened. Both the bids should be submitted in separate sealed envelopes, which will be submitted together in another sealed envelope.

In case any clarification, please contact Manager, India Trade Promotion Organisation, Vanijaya Bhawan, 1/1 Wood Street, 5<sup>th</sup> Floor, Kolkata – 700 016 on working days from 10.00 am. to 6.00 pm. (Phone Nos.2282 5820/2904).

Manager  
ITPO, Kolkata



Telephone No:.....

**Terms & Conditions:**

1. The rates will be valid up to 31<sup>st</sup> March 2016 and the same can be extended for one more year.
2. ITPO reserves the right to reject all the quotations or award the work to any agency without assigning any reason whatsoever.
3. The work/job is required to be completed on or before date failing which the penalty will be levied @5% for each day of delay.
4. No payment will be made if the work/job is not carried out as per specifications/instruction.
5. Tax deducted at source will be deducted as per rules of the Government.

Signature:.....

Name of the Firm and Address:.....

.....  
.....  
.....

Phone No.....

Pan No.....

**Note:**

- Delivery bills will be paid as actual (to be supported by the actual bill by Train/Air/Courier)
- Design will be sent in the form of Art work in the actual size.
- All the items/ rates must be filled. Incomplete quotations will not be accepted.
- Rates quoted should be exclusive of taxes.

**FORM**

**Technical Bid**

1. Copy of the Registration Certificate of the VAT/PAN No./TIN No.(Proof to be attached)

.....

2. Year of establishment.....

3. Name & Address of the partner/proprietor/Director

a) Office

b) Works

4. Full time man power available on the pay role.....

5. It is certified that the above particulars given by the Firm/Press are true and correct and nothing has been concealed there from. In the event it is found to be false appropriate action shall be taken against them by ITPO.

Signature.....

Name.....

Name of the Firm.....

Address.....

.....

Telephone No.....

**Terms & Conditions:**

1. ITPO has the right to reject any Jute (sample) that is sub-standard.
2. In emergency the work will be given to anybody else if the approved Party is not present or unable to do the work within the stipulated time.
3. ITPO reserved the right to reject all the quotations or award the work to any Party without assigning any reason what so ever.
4. The work/job is required to be completed on or before date failing which the penalty will be levied @5% for each day of delay.
5. No payment will be made if the work/job is not carried out as per specifications/instruction.
6. Tax deducted at source will be deducted as per rules of the Govt.

Signature.....

Name.....

Name of the Firm.....

**Note:** All the items/rates must be filled. Incomplete quotation will not be accepted.