



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
India Trade Promotion Organisation

भारत सरकार का उद्यम
A Government of India Enterprise

संदर्भ
Reference :

दिनांक
Date :

फोन
Phone :

No.250-ITPO/(2)/ST/2006-12

Date : 17.5.2013

Sub: - Procurement of Digital Duplicator, Computer Compatible without computer interface card, for high speed printing at DGS&D rate against buy back of old machine

Dear Sir(s),

India Trade Promotion Organization (ITPO), New Delhi invites quotations from companies/supplier for providing Digital Duplicator, Computer Compatible. The last date for receipt of quotations in the stipulated format is 10th June 2013 at 3.00pm and the same will be opened on the same day at 4.00 p.m.

2. The bid will be submitted in two parts. First part of the bid called **Technical Bid** will be submitted in prescribed Performa (Annex-I) to be put in a sealed cover super scribed as "Technical Bid" for providing Digital Duplicator, Computer Compatible Machine . Second part of the bid called "**Financial Bid**" will be submitted in prescribed Performa (Annex-II) to be sealed in a separate cover super scribed as "**Financial Bid**" for providing Digital Duplicator, Computer Compatible Machine. Both the envelopes should be placed in another sealed envelop super scribed as "**Quotation for providing Digital Duplicator, Computer Compatible without computer Interface Card**" addressed to Shri B.L. Meena, Manager (Store) at Gate No.1, India Trade Promotion Organisation, Pragati Maidan, Pragati Bhawan, New Delhi-110001.

3. The prospective bidders are requested to go through the enclosed terms and conditions of the contract carefully. The rate quoted should be inclusive of taxes and any other charges as applicable. Incomplete or conditional bids and bid without documentary proof will not be considered.

4 The Technical Bid will be opened on 10th June 2013 at 4.00pm. Bidders, who wish to be present at the opening, may do so. The Financial Bid opening date will be communicated later.

5. The Digital Duplicator Machine and the manufacturer should be registered with DGS&D. Please attach a copy of the registration certification.

Yours faithfully

(B.L.Meena)

Manager(Stores)

1. Shri Mohd. Zameer Afzal, Dy, Manager, NCTI – with a request to kindly upload the tender in the ITPO website.
2. M(DPP) – Fin. & Accounts Division.
3. Vigilance Deptt.

पंजीकृत कार्यालय : प्रगति भवन, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फैक्स : 91-11-23371492
Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492
ई-मेल/E-mail : info@itpo-online.com वेबसाइट/Website : www.indiatradefair.com

PROFORMA FOR TECHNICAL BID

Annexure-I

The Manager (Store Division)
India Trade Promotion Organisation,
Pragati Maidan, Pragati Bhawan,
New Delhi- 110001.

Sub :- Procurement of Digital Duplicator, Computer Compatible without computer interface card, for high speed printing at DGS&D rate against buy back of old machine

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in ITPO's letter No. No.250-ITPO/(2)/ST/2006-12 dated 17.5.2013 . The information regarding technical details as desired is as per following details:-

1. Name of Tendering Company/ : -----
Firm/Agency (Attach certificate of registration)

2. Name of Proprietor/Director of: -----
Company/Firm/agency and
PAN number/s

3. Full Address of Reg.Office : -----

Telephone No. : -----

Fax No. : -----

Email Address : -----.

4. Experience details :

(No. of Machines supplied in one or more Government Departments/PSUs etc. / No. of years of experience etc.)

I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

I/we agree to the Terms & Conditions specified in the Tender documents and in taken thereof the complete set of tender documents, duly signed on each page enclosed herewith.

(Signature of Authorised Signatory)

Name of the bidder:
Complete Address:
Addresss (Works), if any,
Contact Nos.

PROFORMA FOR FINANCIAL BID

Annexure-II

The Manager (Store Division)
India Trade Promotion Organisation,
Pragati Maidan, Pragati Bhawan,
New Delhi- 110001

Sub :- Procurement of Digital Duplicator, Computer Compatible without computer interface card, for high speed printing at DGS&D rate against buy back of old machine

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in ITPO's letter No.250-ITPO/(2)/ST/2006-12 dated 17.5.2013 The information regarding financial bids as desired is as per following details:-

Sl. No.	Description	Complied Deviation (Yes/ No)
1.	Procurement of Digital Duplicator, Computer Compatible without computer interface card, for high speed printing at DGS&D rate against buy back of old machine	
	(I) Original Size : B4	
	(ii) Type : Book Type	
	(iii) Image Print Size : B4	
	(IV) Resolution in DPI : 300X 300	

1.	Name of the Model	
2.	Unit Rate of Digital Duplicator	
3.	Vat/ Other taxes	
4.	Total price including Vat/ taxes	
5.	Cost of consumable : (mention Name of the consumables with price (a) (b) (c) (d)	
6.	Vat/ Other taxes on consumables.	
7.	Warranty of Digital Duplicator	

....2/-

8. Annual Maintenance contract charges with consumables which should remain valid five consecutive years, after warrantee period.	
9. Service tax/ vat or other taxes as applicable.	
10. Rate of buy-back of old Machine, Model No. Ricoh 5308 (Gestetner Photocopy printer purchased in 2002.	
11. Delivery period.	

I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder:
Complete Address:
Addresss (Works), if any,
Contact Nos.

Terms and conditions for Procurement of Digital Duplicator, Computer Compatible without computer interface card, for high speed printing at DGS&D rate against buy back of old machine.

1. Entries should be made either in ink or typewritten.
2. Quotation must be forwarded by post/your representative in sealed cover duly superscripted with our reference subject and due date of opening.
3. Quotation should be free from correction and erasers.
4. All prices quoted must be firm and no revision in the price quoted will be allowed after the sealed tenders are opened.
5. Quotation must be valid for 120 days from the date of opening of the tender.
6. Quotation received after the specified time and date will not be entertained.
7. We reserve to ourselves unfetter right to reject any or all tenders without assigning any reasons thereof or only to buy a part of the materials for which quotations are invited.
8. The order if awarded will be subject to our standard conditions or contract.
9. Printed conditions on the back of letters originating from tenders will be ignored if it is desired to apply any particular condition to the tender the same must be clearly brought out in the body of the tender.
10. The tenderes are requested that their company and product should be registered with DGS&D.
11. Prices quoted should be for units specified by us overleaf and delivery at our office. All risks to goods till the point of delivery shall be on the supplier.
12. Price quoted should be inclusive of freight, packing, forwarding and insurance. If sales tax, excise duty and other charges are to be paid extra this should be clearly specified in tender. In the absence of any such stipulation, it will be assumed that the quotation is inclusive of these taxes.
13. The tenderers, irrespective of the fact whether they quote or not, are requested to acknowledge the receipt of the tender notice.
14. India Trade Promotion Organization reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever. India Trade Promotion Organization also reserves its right to accept or reject the lowest rates quoted by the tenderers.