

**INDIA TRADE PROMOTION ORGANISATION**

(A Govt. of India Enterprise)

**E-Tender Invitation for making and supply of ITPO Holograms with Serial Numbers and Security Features.**

Rates/Quotations are invited from reputed manufacturers as per the job specifications and Terms & Conditions given below: **MANUAL BIDS SHALL NOT BE ACCEPTED.**

<b>Name of the job</b>	<b>Making and supply of ITPO Holograms with serial numbers and security features</b>
<b>Size</b>	<b>15 mm x 15 mm Square</b> (Sheet Form; 100 holograms persheet) <b>25 mm x 25 mm Square</b> (Sheet Form; 36 holograms per sheet) <b>25 mm x 25 mm Round</b> (Sheet Form; 25 holograms per sheet)
<b>Estimated Quantity</b>	Please see page no. 2 of the tender document.
<b>Specifications</b>	24/36 Micron metalized polyester (Pressure Sensitive Tamper proof) WaterBased Adhesive, 7 Micron Polyester or Platinum Coated Solventless Paper for Release Line
<b>No. of Layers</b>	3 Layers
<b>Artwork/Master</b>	Dot-Matrix with Micro Text, Laser Readable Concealed Images, Animation & Kinematic Movement, Gradient effect etc. The Artwork will be prepared by the supplier and the approval of ITPO must be taken. The Master will be under the safe custody of the tenderer and the instruction of ITPO should be followed.
<b>Pasting</b>	Pasting of Holograms will be done by ITPO or by the third party Exhibitors under ITPO's supervision on entry related items. Utmost care is required, so that these holograms are not leaked from the manufacturer to other unauthorized persons.
<b>Inspection</b>	The Inspection Team from ITPO may be present in the premises of the Supplier for random checking of the job, if required. No hindrance or whatsoever must be made during the inspection and co-operation from the supplier is necessary.
<b>Packing &amp; Delivery</b>	Packet, containing fifty sheets each, giving serial numbers (Starting and Ending) or as per requirement of the holograms must be supplied/delivered in ITPO's Stores (at Hall No. 12, Pragati Maidan) with proper packing and sealing or to be handed over to the Project Officer/User Division as per requirement. The manufacturer will have to obtain the name, designation and the signature of officer/official of stores/user division on delivery of challan, which will have to be submitted with the bill.
<b>Time Schedule &amp; penalty</b>	The complete delivery should be made within 5 working days from the Final O.K. of the proof of the master, which itself should be supplied within a week of the issuance of work order to the party. In case of late Delivery, penalty of 5% of bill amount may be levied. In case of poor quality, suitable amount decided by Competent Authority may be deducted.

**QUOTATION:**

Interested parties are requested to quote their rates in the proforma as follows type written legibly without any cutting and overwriting:

S. No.	Hologram (SerialNumbers withSecurity Features)	Estimated quantities Required by ITPO for 2 years.	(Rate in rupees per sheet excluding taxes)
1.	15 mm x 15 mm Square (In sheet Form; 100 holograms per sheet)	1,00,000 to 5,00,000 Nos. (+/-50,000)	
2.	25 mm x 25 mm Square (In sheet Form; 36 holograms per sheet)	10,000 to 50,000 Nos. (+/- 5,000)	
3.	25 mm x 25 mm Round (In sheet Form; 25 holograms per sheet)	10,000 to 50,000 Nos. (+/- 5,000)	

**Taxes/GST would be extra**

The above-mentioned quantities are subject to change while awarding job of making & supply of ITPO Holograms. The above rates are invited for quotation purpose. The job will be awarded as per requirement. **The rates shall remain valid for two years from the date of issuing ITPO's award letter, with an option to increase it further by one year.**

Tender documents may be downloaded from ITPO's website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

Publish Date: **21.06.2023**,  
 Bid Document Download Start Date: **21.06.2023**,  
 Bid Submission Start Date : **21.06. 2023**,  
 Bid Submission End Date: **03.07.2023 at 3:00 PM**,  
 Bid Opening Date : **04.07.2023 at 3:30 PM**.

**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection

**Technical Bid Opening: Date 04.07.2023 at 3:30 PM.**, in the presence of bidders who wish to be present. The Technical bid should include the followings.

1. Scanned and signed copy of ISO Certificate
2. Scanned and signed copy of Proof of working in Govt. of India Organisation/Govt. Enterprises/Govt. Undertaking
3. Scanned and signed copy of GST & PAN No.
4. Samples of holograms. **(To be submitted physically before bid closing date)**
5. Scanned and signed copy of Address Proof of your firm/Unit

**Financial Bid Opening:** Financial bids shall be opened of those entities only who are technically qualified. The date, time and venue shall be intimated to them in advance, accordingly. Financial bids should include the quoted rates and GST/Taxes separately.

**Terms & Conditions.**

1. Tenderer should have latest ISO certification for manufacture and supply of Holograms. Tenderers have to provide the list of Government and other institutions where they have already supplied the Holograms along with the brief profile of the organization.
2. The manufacturer's name, their trademark and brand, if any, should be invariably mentioned in the tender and illustrative leaflets giving technical particulars etc. have to be enclosed with the tender to facilitate consideration by ITPO.
3. The complete execution of the job should be done in-house at one place and no deviation will be accepted in this regard. The job will be awarded to only one printer who qualifies technically and whose rates are accepted and approved by ITPO.
4. ITPO reserves the right to award the job to any supplier irrespective of the lowest quotationerorcancel one/all quotationswithoutassigninganyreason.  
Nodeviations/representations/explanations will be entertained after submission of quotation.
5. An EMD of 6,250/- (Rupees Six Thousand Two Hundred Fifty only) with GST @ 18% through Demand Draft in favour of "India Trade Promotion Organisation" payable at New Delhi, is required to be enclosed with the application form. The DD of unsuccessful bidders will be returned after completion of process. The EMD of the successful bidder will be retained with ITPO till the expiry of the validity period of tender rates. The bidders may also deposit EMD through RTGS in ITPO.

Payment of Tender Document Fee through RTGS/NEFT:	<b>INDIA TRADE PROMOTION ORGANISATION</b> Bank: Central Bank of India Branch: Pragati Maidan Saving Account No.: 1167404133 IFSC Code: CBIN0284078 GSTN: 07AAATI2955C1ZX
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6. **This quotation is for only those manufacturers who have latest ISO certification for manufacture and supply of security holograms and have their manufacturing unit and office situated in National Capital Region. Please enclose necessary documents and Samples of Holograms in the given sizes. Proof of working in Govt. of India Organisation/Govt. Enterprises/Govt. Undertaking etc. may please be provided. Also submit GST No., PAN No., Bank Account details.**
7. The above-mentioned quantities are just indicative, which may be reduced or increased as per ITPO's requirement. The selection of the bidder would be on the basis of Technical bids and quoted rates.
8. Tenders should also provide GST No. PAN No., Bank Accounts No. and Proof of remitting EMD of Rs. 6,250 + 18% Tax.
9. The successful bidder would undertake & enter into an agreement on the stamp paper of 100/- duly attested by the appropriate authorities, that they will not disclose ITPO's 'designing display work', or any paper to others in any manner and also would not sublet the material to be printed to the other printers for safety reasons. In case, it comes to notice of

ITPO at any stage, the party (Printer) will be responsible for that and liable for necessary action.

10. The validity period of tender rates may be increased by further one year with the kind approval of Competent Authority.

11. Contact Person Shri Sapneswar Behera, Assistant Manager (Printing), Mobile No:8076614920

### **12.Arbitration**

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996. The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties. The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English. The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

### **13. Jurisdiction**

All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

### **14.Force Majeure**

If at any time, during the continuance of this Contract, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts(as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as "Event"), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Contract.

### **15.Indemnity**

Contractor/Agency shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc.which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Contractor/Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

### **16.Confidentiality**

Contractor/Agency shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/or detrimental to ITPO's interest. Contractor/Agency shall treat as confidential all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the ITPO, even after expiry/termination/determination of the Contract. ITPO shall take necessary legal and other remedial actions for infringement of this clause.

### **17. Intellectual Property Rights**

ITPO's name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs by the Contractor/Agency and/or their sub-agents/sub-contractors/employees etc., the Contractor/Agency shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Contractor/Agency shall indemnify ITPO against any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

### **18. Compliance with Statutory Laws**

All applicable laws (Central/State/Municipal/Local Laws etc.) including labour laws must be complied with/followed by the contractor/agency.

### **Disclaimer**

- a) The information contained in this Bid Document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of ITPO, or by any of its employees, is provided to Bidders on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided.
- b) This Bid document is neither an agreement nor an offer by ITPO to the prospective Bidders or any other person. The purpose of this Bid document is to provide interested parties with information to assist in the formulation of their proposals for selection pursuant to this Bid. The assumptions, assessments, statements and information contained in this Bid document may not be complete, accurate, adequate or correct and each Bidder should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.
- c) ITPO, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption or information contained therein or deemed to form part of this Bid document.
- d) ITPO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, its assessment or assumptions contained in this Bid document. Such changes shall be intimated to all the Bidders. In case additional period for submission, if required due to such amendments, is necessitated the same shall be intimated to all the Bidders.
- e) The issue of this Bid document does not imply that ITPO is bound to select or to appoint any Bidder for the contract and it reserves the right to reject all or any of the Bidders without assigning any reasons whatsoever.
- f) ITPO reserves the right not to proceed with the Bidding Process at any time or stage, without notice or liability, and to reject any or all Bid(s) without assigning any reasons whatsoever.

(Narayan Prasad Yadav)  
 Manager (Printing)  
 (Name, Designation &  
 Signature of Authorized Signatory)

