



आईटीआई लिमिटेड
 पंजीकृत एवं निगमित कार्यालय :
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ITI LIMITED
 Registered & Corporate Office :
 ITI Bhavan, Dooravaninagar,
 Bangalore - 560 016, India
 Phone : +91 (80) 2561 4466
 Fax : +91 (80) 2561 7525
 Website : www.italtd-india.com

To:		ENQUIRY CRP21A002/1	
		DATE	12 01 2021
Dear Sir / Madam, Please send your quotation with most competitive rate, in a sealed cover, superscribed with our enquiry reference and due date, for the following:-			
Sl.No	DESCRIPTION	Qty	
1	REQUIREMENT OF PHOTOCOPIER PAPERS A4 75 GSM Papers A4 80 GSM Papers	1044 Reams 125 Reams	
A	Tender Due Date & time	27 TH JANUARY 2021 - 1200 HRS	
B	Tender Opening Date & time	27 TH JANUARY 2021 - 1500 HRS	
C	Submission of Tenders	Offers are to be submitted strictly as per clause 1 of General Terms & Conditions in Annexure-IV & offer formats in Annexure – I, II & III	
D	Terms of Price	FOR, ITI Ltd	
E	Terms of Payment (TOP)	Within 30 days from the date of submission of invoice	
F	All statutory levies, if any, has to be taken into account in tax column of Annexure-III. No other claim on statutory levies shall be entertained on a later date.		
G	ITI Limited reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.		
H	All suits shall be subject to jurisdiction of Bangalore.		
Encl: 1) Annexure-I (Format of Technical Bid) 2) Annexure-II (Terms & Condition) 3) Annexure-III (Format of Price Bid) 4) Annexure-IV (General Terms & Condition)		For ITI Ltd DGM-MM&CPIO Phone: 080-25614466 Extn : 2263 Email : corporatemm@italtd.co.in	

Annexure-I
Format of Technical Bid

ITI Ref: CRP21A002/1 - Photocopier papers

Dt.12.01.2021

Sl.No.	Description	Qty. in reams	Brand	Product Name	*Complied/Not Complied
	To be supplied as per Clause No.4 of Annexure-II				
1	A4 size 75 GSM	1044	TNPL	TNPL Copier (Platinum)	
			JK	JK Copier (Red cover)	
2	A4 size 80 GSM	125	TNPL	TNPL Copier (Platinum)	
			JK	JK Copier (Red cover)	

Note: Only indicated Brand with Product Name will be supplied.

* Please state whether complied/not complied. In case of non-compliance your offer will not be considered & rejected

Signature with Seal of the
Supplier

Annexure – II**Enclosure to Purchase Enquiry No CRP21A002/1 dated 12-01-2021****Terms & Conditions**

Sl. No	Particulars	Complied/ Not Complied
1	The requirement indicated is tentative for a period of one year.	
2	Basic price/Rate shall be firm and valid for a period of one year from the date of the Purchase Order. Taxes will be extra and will be paid as per the applicable rate at the time of supply.	
3	<p>Bidders are advised to submit their quotation for delivering the item at the offices of ITI Limited cited hereunder, on FOR destination, basis.</p> <p>(a) ITI Limited, Regd. & Corp Office, ITI Bhavan, Dooravaninagar, Bangalore – 560 016 (Near to KR Puram Bus Station)</p> <p>(b) ITI Limited, Marketing Dept / HRED, F-100, Bangalore Plant, Dooravaninagar Bangalore – 560 016</p>	
4	<p>Monthly indents shall be placed by ITI Limited, where-in the following information shall be furnished. The agency has to deliver the item to the offices as indicated in the monthly indent.</p> <p>(a) Name of the indenter (b) Location of the indenter (c) Specification of the paper indented (d) Quantity indented</p>	
5	Separate invoice against each of the above Indent / supply has to be made and acknowledgement obtained therein	
6	Supplier has to deliver the item at the office(s) of the indenter and the respective invoice/bill copy with acknowledgement of the intender to be submitted to Materials Management Department for arranging payment. The payment shall be released within 30 days from the date of invoice, on submission of bills along with Materials Pass-In issued by the Security Department of ITI Limited	
7	Monthly indents shall be made in writing on or before 10 th of each month and delivery has to be made before 15 th of the same month.	
8	Original Photocopier papers of the offered make in Company sealed packets are to be supplied.	

9	Offers to specify the rate for different sizes of the paper as indicated in the purchase enquiry.	
10	Offers to specify the rate for different makes of the papers. Our requirement is for Brands as per the product name/s mentioned in the Technical offer format at Annexure-II.	
11	Successful bidders have to furnish a Security Deposit (SD) equivalent to 3% of the Purchase Order value within seven days from the date of the Purchase Order. Security deposit shall carry no interest and will be refunded immediately on satisfactory completion of the contract period.	
12	Bidders are requested to furnish most competitive rates against each type of the papers. Taxes if any applicable over and above the rate quoted has to be indicated clearly, otherwise it would be considered that the rates quoted are inclusive of taxes and levies. No subsequent claim for taxes/levies shall be admitted.	
13	ITI Limited reserves the right to extend the contract period for a further period of one year, upon successful completion of the present contract period of one year, if performance found satisfactory, at the existing rate, terms and conditions.	
14	ITI Limited reserves the right to terminate the purchase order at any point of time, in the event of breach of any of the terms & conditions of the Purchase Order, including violation in the quality of the paper/brand supplied. In such an event, the Security Deposit shall be forfeited totally.	
15	ITI reserves the right to place repeat purchase order for any of our units, at the same rate, terms and conditions, within a period of one year from the expiry date of the purchase order.	
16	<p>You are required to give technical offer as per the format given in Annexure-II in a sealed cover/envelope superscribing the same as “Technical Bid” as detailed in Annexure-IV (General Terms & Conditions).</p> <p>You are required to offer your prices as per the format enclosed in Annexure-III in a separate sealed cover/envelope superscribing the same as “Price Bid” as detailed in Annexure-IV (General Terms & Conditions).</p>	
17	Any modification on the formats provided in this tender document for bidding purpose is not allowed. In case bidder chooses to alter the same, his offer/bid will be rejected.	

SIGNATURE OF THE BIDDER WITH SEAL

Annexure-III
Format of Price Bid

ITI Ref: CRP21A002/1 - Photocopier papers

Dt. 12.01.2021

Sl.No	Description	Brand	Product Name	Qty. in reams (a)	Rate per Ream in Rs. (b)	GST % (c)	GST Amount in Rs. (d)	Net Amount per Ream in Rs. (e)=(d)+(b)	Total Net Amount in Rs (e)=(a)*(e)
	To be supplied as per Clause No.4 of Annexure-II								
1	A4 size 75 GSM	TNPL	TNPL Copier (Platinum)	1044					
		JK	JK Copier (Red cover)						
2	A4 size 80 GSM	TNPL	TNPL Copier (Platinum)	125					
		JK	JK Copier (Red cover)						
				Total Amount:					
	Total Amount in words:								

Note: i) Indicated Brand with product Name will be supplied

ii) Taxes will be as per the rates applicable at the time of delivery

Signature with Seal of the Supplier

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER (INLAND)****ENCLOSURE TO ENQUIRY No. : CRP21A002/1 DATE: 12-01-2021****1. SUBMISSION OF TENDER:**

(i) This is only an enquiry to quote and not an order. This tender enquiry is not transferable.

(ii) Offers are to be submitted in Two separate covers marked as under:-

Cover 1: Part A of the Quotation ie., TECHNICAL BID

Cover 2: Part B of the Quotation ie., PRICE BID

The above two covers shall be put in an OUTER (SINGLE) COVER, duly sealed and superscribed with the Name of the Work, Enquiry Reference and Due Date and shall be addressed to the undersigned at the address mentioned below:

DGM-MM&CPIO

ITI Limited, Registered & Corporate Office,

ITI Bhavan, Doorvaninagar, Bangalore-560016

Phone : 080-25614466 Extn : 2263

Email Id: corporatemm@itiltld.co.in

- Cover containing the Technical Bid, of such bidders, shall only be opened on the Tender opening date.
- Price Bid of those who have been qualified technically only would be opened at a later date. The date for opening of Price Bid shall be intimated to the successful bidders separately.

COVER 1 – TECHNICAL BID shall contain all technical parameters, such as;

- i) Copies of PAN / GSTN / SERVICE TAX and other Commercial Tax Registration Certificates.
- ii) Technical bids shall not carry any commercial conditions or any indication with regard to the rates / price for the item being quoted. If any indication with respect to price is available in the technical bid, such offers are liable for rejection.
- iii) Bidders should enclose details of similar supplies to reputed firms/PSUs/Govt. organizations and Satisfactory Performance Report from them.

COVER 2 – PRICE BID shall contain:

- i) Price bid in the format as per Annexure-III only.
- ii) The price quoted shall be for supply of the item at the places mentioned in Sl.No.3 of Annexure-II.

Note:

Offers received after the due date and time will not be considered, under any circumstances. Offers received without indication of tender enquiry reference and due date on the envelope is also liable for rejection.

ITI Limited reserves the right to accept or reject any / all the offers without assigning any reason whatsoever.

2. OPENING OF TENDERS:

Tenders against our enquiries will be opened on the due date and time. If there is any pre-bid meeting with the tenderers, the date & time of the same will be informed to them.

3. LATE OFFERS:

Tenders without indicating our enquiry No. & Due Date on the face of the envelope and tenders received late are liable for rejection without assigning any reason.

Note

- (a) Send your quote well in advance of the due date. Vendors are advised to submit the tenders to our Administration Department in person to avoid postal delay / loss of tenders in transit.
- (b) If you are not in a position to quote, for any reason, please communicate the same without fail to enable us to keep you on our vendor list for future requirements.
- (c) Please mention the Sl. No. and Code / description of the items exactly as per our enquiry.

4. PRICES:

- (a) ITI Ltd., is planning to have long term tie up with limited vendors, who can supply the item with good quality, prompt delivery and at lowest price. Hence, you may quote in such a way that a long-term relationship is possible.
- (b) Prices must be per unit as called for in the enquiry and should be on FOR ITI/FOR destination basis as the case may be and inclusive of Insurance charges.
- (c) ITI Ltd., under normal circumstances, may not negotiate for the price. Hence you are requested to quote your best price in the original quotation itself.
- (d) Any counter terms and conditions are not binding on us unless ITI Ltd., agree to the same in writing.
- (e) In case of an order issued on you, the ordered rate should be firm till the completion of the order. In case where the market prices are going down beyond 5% of the ordered rate or decrease in the statutory levies, the same should be passed on to ITI Ltd.
- (f) Vendors should deliver the materials to ITI Ltd., Stores/the destination as mentioned in the P.O. ITI Ltd., will not take the responsibility of clearing the goods from the carriers godown/office/Railway Station/Airport, etc.
- (g) If the supplier supplies the same item at a lower rate to any of their customers during the pendency of execution of ITI Ltd., Purchase Order/ Order Amendment, the supplier should voluntarily come forward and reduce the price.
- (h) The validity of your offer should be for a minimum period of 90 days from the date of opening the tender.
- (i) ITI reserves the right to place repeat purchase order for any of our units, at the same rate, terms and conditions, within a period of one year from the expiry date of the purchase order.

5. STATUTORY LEVIES:

- (a) All applicable statutory levies should be indicated clearly. Applicable forms if any will be issued as per statute.
- (b) In case of tax exemption, authorization letter from the competent authority should be enclosed along with the quote.
- (c) In case you absorb the statutory levies portion, the same may be specified clearly in the quotation itself and not after opening the tender, which otherwise will be treated as post-tender correction and would disqualify your quote.

6. TERMS OF PAYMENT:

- (a) Payment will be made for the accepted quantity within 30 days from the date of receipt of the material / services at our Stores / Destination.
- (b) No payment will be made for the rejected quantity.
- (c) In case you fall under SSI as per DIC, or a firm/concern owned by SC/ST, please mention the same in all your quotations / invoices indicating also the certificate number. This is essential if in the unlikely event of delay in payment, you would like to claim preferential payment as a S.S.I / relevant provisions as applicable for SC/ST

7. SAMPLES:

Those tenderers, who have been asked to supply samples and who have not supplied the material against any of earlier orders, should submit FREE SAMPLES clearly indicating enquiry reference. Free samples along with your offer is preferable. In case of a Purchase Order on you, bulk supply should commence only after approval of samples and other approval formalities including infrastructure clearance.

8. GENERAL:

- (a) We reserve the right to accept or reject any or all offers and to order full or part quantities or cancellation thereof without assigning any reason whatsoever.
- (b) Successful tenderer only will be intimated by post through letter of intent / firm orders.
- (c) Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender corrections shall render their tenders liable for summary rejection.
- (d) Any Plant/division of ITI at Bangalore reserves the right for placement of Repeat Order if required within one year of PO date.

9. DELIVERY SCHEDULE:

- (a) Please indicate minimum lead-time required for supplying the item.
- (b) Liquidated Damages Clause: Time is the essence of contract and the materials, against an order arising out of this enquiry must be delivered by the supplier according to the delivery schedule indicated in the P.O. In case of any change, the supplier should inform us in advance and obtain our approval to the revised delivery schedule. Should the supplier fail to deliver the material or part thereof as per the delivery schedule, or any extension thereof, we shall be entitled at our option either to recover from the supplier, as penalty, a sum equivalent to ½% (half percent) per week for first four weeks and 0.7% per week (fractions of a week will be considered as one week) thereafter for such delay or part thereof of the item delayed or terminate the contract

in respect of the balance supply so delayed and purchase materials elsewhere at the risk and cost of the defaulted supplier.

(c) Delivery schedule specified in the P.O. will be final.

10. LOCAL REPRESENTATION:

Please indicate your local representative's address, telephone, Fax No., of the person to be contacted, in the offer.

11. GOVERNING LAW:

All suits shall be subject to jurisdiction of Bangalore.

12. ITI Limited reserves the right to cancel the purchase order in case of default or breach of contract.

DGM-MM&CPIO