



**BID DOCUMENT**

**OPEN, INLAND & NON-GLOBAL E-TENDER**

**Tender for packing of OFC Wooden Drums in Shipping Department**

***TENDER NO:-ITI/RB/SHIPPING/2026/5104/DRUMS\_PACKING***  
***DATED:-23.02.2026 DUE DATE:15.03.2026 17:00 Hrs.***

***DGM-(CIVIL, CS & LS)***  
***[nksharma\\_rbl@itild.co.in](mailto:nksharma_rbl@itild.co.in);***  
***[pushpraj\\_rbl@itild.co.in](mailto:pushpraj_rbl@itild.co.in)***

**ITI LIMITED**  
**(A Government of India**  
**Undertaking) Sultanpur Road,**  
**RAEBARELI-229010(U.P)**

Visit us at <https://tenders.itild.in/>

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**ITI LIMITED  
DOORBHASH NAGARRAEBARELI -229010**

**Ref.: ITI/RB/SHIPPING/2026/5104/DRUMS\_PACKING**

**Date: 23.02.2026**

**TENDER DOCUMENTS**

**Sub.: Tender for packing of OFC Wooden Drums in Shipping Department**

**SECTION-A: TENDER INVITATION & GENERAL REQUIREMENTS.**

This Tender shall be called the "**Tender for packing of OFC Wooden Drums in Shipping Department**".

01. This Tender Form is NON TRANSFERABLE.
02. a) The tenderers shall quote their minimum rate for packing of OFC Wooden Drums in premises of ITI Limited situated at Doorbhash Nagar at RaeBareli as per the Terms & conditions of the Tender in SECTION-B.  
  
b) The bid offer must be valid for 180 Days from the due date.
03. **Submission of Tender:**
  - Submission of bids shall be through HARD COPY submission via any means **to be submitted to central dispatch in the name of DGM-LS, CIVIL & CS, superscribed with tender reference number and due date.**
  - Single packet bids i.e. Technical (SECTION-A, SECTION-B & SECTION-C) and Financial bids (SECTION-D) shall be submitted by the bidder at the same time and in a single envelope.
  - TENDER NO. ITI/RB/SHIPPING/2026/5104/DRUMS\_PACKING, DATED: 23.02.2026 "Tender for packing of OFC Wooden Drums in Shipping Department". DUE DATE 15.03.2026.
  - The Tender must be submitted before 17:00 Hrs on XX .XX.2026.
04. It is advised that all the documents as per eligibility criteria mentioned in Section-B to be submitted are in eligible condition, otherwise liable to get rejected. Rates in Price bid (Excel Format) may be filled appropriately.
05. (i) The Terms and Conditions are detailed as per SECTION-C. Duly signed copy is to be uploaded with technical bid.  
(ii) Earnest money deposit of Rs.10,000/-(Rupees Ten Thousands only) is to be submitted through FDR, with at least validity of 90 days after bid due date in favour of "ITI Limited, Raebareli" (details mentioned in bank mandate form).
06. **OPENING OF THE TENDER:**
  - i) The last date of submission of Tender Bid will be 21 days from the date of issue of enquiry. At the earliest possible day after the last date of receipt offer, SINGLE PACKET Bid will be opened in presence of tender Opening Committee.
  - ii) ITI Limited RaeBareli reserves the right to accept or reject any or all the tenders received without assigning any reason what so ever and the decision of the company is final and binding on the Bidders.
  - iii) ITI RaeBareli cannot give any guarantee regarding quantum of work.

ITI LIMITED,DOORBHASH NAGAR- RAEBARELI-229010ELIGIBILITY CRITERIA & ENCLOSURES OF SECTION- B

1. EMD of Rs. 10,000 /- (Ten Thousands Rupees ONLY) in the form of FDR with atleast validity of 90 days after bid due date (if exempted, upload valid MSME certificate).
2. The bidder should have GST and PAN registration. Self-attested copies of all documents should be uploaded.
3. Authority letter/power of Attorney from Director/Proprietor of the firm in favor of the signatory if he/ she is other than the Director/ Proprietor itself.
4. **The Tenderer must have a local office in Raebareli City, if not available shall provide an undertaking that he/she will open the office within 21 days of awarding the work order, if selected.**

**5. FINANCIAL STRENGTH**

- a. The average annual financial turnover of the bidder for the last 3 years (up to 31st March 2025) shall not be less than 20% of the estimated cost. The requisite Turnover shall be duly certified by a Chartered Accountant with his seal/Signatures and registration number.

**6. BLACKLISTING**

- A. Bidder shouldn't have been blacklisted from any Govt. / PSU – A self-declaration should be submitted.

**B. Note:**

Even though the bidders meet the above qualifying criteria, they are subject to being disqualified if they have:

- i. Made misleading or false representations in the forms, statements, affidavits, and attachments submitted in proof of the qualification requirements, or record of submission of any false/fake documents.
- ii. Record of poor performance such as abandoning the works, not properly completing the Work Order, inordinate delays in completion, litigation history, or financial failures, etc.,
- iii. Bidders even after awarding of work orders, if found to be presenting false statements in any kind, may be declared as disqualified and further blacklisted at any stage during the contract period.

**Bidders have to submit all above required documents, unless and otherwise exempted, otherwise liable to get rejected.**

Signature of Tenderer  
Office seal

ITI LIMITED, RABARELI-229010.

Ref.: ITI/RB/SHIPPING/2026/5104/DRUMS\_PACKING

Date:23.02.2026

TERMS AND CONDITIONS: DRUM PACKAGING CONTRACT

1. This tender is for packing of 5,000 (Five Thousands) wooden drums including wrapping of polythene sheets around the OFC, battening and fixing of Hoop Iron strips in wooden drums.
2. Job order period will be upto the completion of above work.
3. Party shall have to perform the above job as and when required depending on work load on day to day basis. Even in the case of packing 01 (single) drum, if contractor is informed, he has to arrange packing of the same within 24 hrs of informing the same.
4. In case of non compliance of the above, ITI LIMITED is free to arrange for packing of drums from outside and cost shall be deducted from running bills of contractor.
5. L1 shall be decided based on **BASIC price per unit drum**, indicative in Section D. The packing rate shall be as per format enclosed at SECTION-D on per NOS. basis.
6. Work order shall be splitted between two parties L1 & L2 in the ratio of 60:40 respectively at L1 rate. In case of L2 party doesnot agree to work on L1 rate, 100% work shall be awarded to L1 party at L1 rate.
7. Stamp paper of value not less than Rs.100 (One Hundress Rupees) is to be arranged by the bidder for signing the contract.
8. Rates are to be firmed till the completion of work.
9. Payment shall be made on satisfactory completion of work through bills payable section through RTGS/NEFTs after submitting Tax Invoice in Shipping department. Payment will be made for minimum completion of 150 drum packing.
10. Depending on the requirement of work, ITI will have discretion to increase or decrease or temporarily stop the jobs.
11. All the packing materials of drums **except iron nails** will be provided by ITI. Nails must be of appropriate size as per thickness of Outer battens and shall be provided by bidder.
12. All tools and tackles required to accomplish the packaging job shall be brought by bidder themselves.
13. Safety arrangements and accidents consequences if any while packaging of drums will be borne by the party. ITI will not be responsible for any injury occurred to any person during performing the job.
14. Basic value and GST value must be separately mentioned in the BOQ of drums packaging and in case of GST exemption, a GST exemption certificate should be enclosed with the tender enquiry.
15. No terms and conditions other than mentioned above shall be accepted by ITI LIMITED at any stage of bidding, job awarding and during the contract period.
16. The decision of DGM (CIVIL,CS & LS) will be final and binding on the contractor.
17. PERIOD OF CONTRACT:-

The period of contract will be for/ Till completion of packaging of 5,000 nos. (Five Thousand) drums from the date of signing of contract which may be extended further on mutual consent.

18. AGREEMENT:-

- (a) The Bidder shall enter into an AGREEMENT with the company within a fortnight of date of appointment embodying these and other conditions may be laid down by the company. This arrangement shall be valid for a period/Job specified in the tender which may be extended by mutual consent at the rates, terms and conditions. Until such time the agreement is signed, the correspondence pertaining to this tender exchanged will be deemed as terms and conditions of the contract and binding on the parties.
- (b) If the written agreement is not signed by the Bidder within specified period, the contract awarded is liable to be terminated forfeiting the Earnest Money deposit at the discretion of

the Company.

19. **TERMINATION, AGREEMENT AND NOTICE PERIOD:-**

- A) The agreement is pre-determinable during its currency by either party giving notice in writing of the intention to terminate the contract provided that the notice period shall not be less than three months from the date of service the notice.
- B) In case of default in complying with the terms of agreement entered by the Bidder, penalties are liable to be levied. If the services continue to be unsatisfactory in spite of two written warning/ notices, the contract is liable to be terminated without any further reference. On termination of the contract or any such action of the Bidder, the Earnest Money Deposit/ Security Deposit shall stand forfeited.

20. **RIGHT TO THE ACCEPT AND AWARD CONTRACT:-**

- (A)** Company reserves the right to enter into parallel contract at any time at their absolute discretion without assigning any reason.
- (B)** Company reserves the right to accept or reject any tender irrespective of its competitiveness at its own discretion without assigning any reason.

21. **TENDER VALUE, EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT:-**

- a) Tender Value Approx. Rs 5 Lacs (Five Lacs only) and against this, the Bidder will pay an Earnest Money deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousands only) in form of **FDR** with atleast validity of 90 days after bid due date in favor of "ITI Ltd. Raebareli" payable at SBI, ITI Town Ship Branch at Raebareli (details mentioned in bank mandate form).
- b) If the successful tenderer withdraws the offer or fails to accept the contract or does not deposit security amount within specified time or fails to take up the work in accordance with the instructions of the company the amount of EMD deposited by him will be forfeited by the company and the acceptance of the tender in his favour is withdrawn.
- c) The earnest money deposit will be returned after submission of Security Deposit and after 03 months of satisfactorily completion of jobs.
- d) Security Deposit of amount equivalent to 5% of the Tender value i.e, Rs. 25,000/- (Twenty Five Thousands) only in the form of FDR with atleast validity of 730 days is to be submitted within 14 days of signing the contract.
- e) Security deposit shall be refunded after successful completion of Work Order without any interest and it shall be forfeited in the case if Bidder leaves the job in mid. Further bidder shall be blacklisted to participate in any tender published by ITI LTD.

22. **Any documents required further by the company shall be submitted immediately.**

23. No counter terms and conditions in any form either by way of printed conditions or in any other form will be accepted by the company.

24. **FORCED MAJORE:-**Due to forced majeure on account of natural calamities or other reasons not attributable to the Bidder, the provisions of the contract may be settled mutually on the merit of the case.

25. **DISPUTES:-**All disputes and difference arising out of or in any way touching or concerning the agreement whatsoever will be referred to as decided by arbitration at Rae Bareli and the Plant head of ITI Ltd., Rae Bareli shall appoint such an arbitration shall be done under an in accordance with the provisions of the Indian Arbitration Act 1940 and the decision of the Arbitrator shall be final and binding on both the parties to this agreement. The Rae Bareli courts alone shall have jurisdiction for all litigations, if any, between the parties.

26. Pre contract integrity pact (as per format attached) on plain paper duly signed should be

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Submitted along with technical Bid/ Tender Documents.

27. Stamp paper of value not less than Rs.100 (One Hundress Rupees) is to be arranged by the bidder for signing the contract.
28. ITI Management has all the right to amend/ change/ delete/interpret/cancel all/Part of above listed clause without assigning any reason to bidders at any stage of contract.

DGM-CS, CIVIL & LS

ITI LIMITED, RAEBARELI