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**LIST OF IMPORTANT DATES****1. LIST OF IMPORTANT DATES**1. Name of Work : **Supply of goods**

1.	Completion Period for the work :	Within 10 days from the date of issue of supply order
2.	Date of Issue of Limited Tender	12.07.2018
3.	Deadline for Receiving quotes	23.07.2018 till 3:00 PM
4.	Time, Date and Place for Opening the Quotes	23.07.2018 at 3:30 PM IITTM, Bhubaneswar
5.	Officer Inviting Bids	Nodal Officer, Indian Institute of Tourism & Travel Management, Dumuduma, Bhubaneswar -474 011 (MP), India



NOTICE INVITING LIMITED TENDER

1. The Indian Institute of Tourism & Travel Management, Dumuduma, Bhubaneswar – 751 019 (Odisha) invites the item rate bids from the eligible dealers/suppliers to supply the following items :

1	2	3	4	5	6
S. No.	Name of Work	Quantity in nos.	Earnest Money (Rs.)	Last date and time for receipt of application	Time and date of opening of tender
	Supply of promotional items for distribution				
01	Caps (For Tourist)	30000	1,00,000	23.07.2018 3:00 PM	23.07.2018 3:30 PM
02	Pouch, Pen, Pencil, Eraser, Sharpner (School Children)	15000 each			
03	Stakeholder kit (Multi-purpose folder, pen, notebook)	2000			

Sealed quotes are invited from reputed dealers/suppliers of above items at IITTM, Bhubaneswar

Terms and Conditions

- 1) Limited Tenders are invited from the dealers/suppliers of items mentioned at clause 1 above.
- 2) Bidder should not have been black listed for non conformity of contract by any state government, central government or any PSU.
- 3) Telegraphic/Conditional Tender will not be accepted

Earnest Money Deposit

EMD of Rs 1,00,000/- (Rupees one lakh only) in the form of DD /Pay order in favour of IITTM, Bhubaneswar to be submitted along with the quotes. The Earnest Money of unsuccessful bidders will be returned within **28 days** of the end of the Bid validity period.

Sale of Tender

Complete set of tender document can be downloaded by the eligible bidders from IITTM, Bhubaneswar website www.iittmb.in and a payment of Rs 1000/- (Rupees One Thousand only) deposited as a cost of the tender document in the form of DD/Pay Order, payable in favour of Nodal Officer, IITTM, Bhubaneswar.



Last Date of Submission

Complete quotes in sealed envelope must be submitted on or before 23.07.2018 upto 3.00 pm

Limited Tender Opening Date

The quotes will be opened on 23.07.2018 at 3.30. pm in the presence of Bidder or its representative deputed for the purpose.

Nodal Officer
Indian Institute of Tourism & Travel Management,
Dumudma, Bhubaneswar -751019 (Odisha)



General Conditions of the Limited Tender

1. Scope of Bid

- 1.1 **The Indian Institute of Tourism & Travel Management, Dumuduma, Bhubaneswar – 751019 (Odisha)** - (Referred to as 'IITTM/ Nodal Officer' in this document) invites bids for the Supply, as described in these documents and referred to as "the supply". The name of the work is provided in the Appendix to ITB. The bidders shall submit bids for the complete supply detailed in the table given in the Notice Inviting Tender.
- 1.2 The successful Bidder will be expected to complete the Supply by the Intended completion Date specified in the tender. Failing to comply with the supply within 10 days of issue of supply order, it will invite a penalty of 1% every week from the 6th day of issue of supply order as the supply is most urgent under Swachhta Action Plan (SAP).
- 1.3 Throughout these documents, the term "bid" and "tender" and their derivatives (bidder/ Tenderer, bid/ tender, bidding/ tendering, etc.) are synonymous.

2. Source of Funds

- 2.1 The IITTM has funds for the purpose.

3. Qualification of the Bidder

- 3.1 As follows:

- 1) Tenders are invited from the Manufacturers/suppliers/dealers for supplying for the tendered goods.
- 2) The samples/specifications of the items to be quoted can be inspected before submitting the limited tender, by paying personal visit to IITTM, Dumuduma, Bhubaneswar – 751019 (Odisha) before the last date prescribed for submission of the limited tender.
- 3) The quantity of items to be supplied could be increased or decreased at the discretion of Nodal Officer, IITTM.
- 4) The price to be quoted should be inclusive of all taxes and GST as well as delivery at IITTM Dumuduma, Bhubaneswar – 751019 (Odisha)
- 5) Bidder should not have been black listed/non conformity of contract by any state government, central government, autonomous body/institution or any PSU.
- 6) The supply of material, if any shall have to be completed urgently within 10 days from the date of issuance of supply order by IITTM.
- 7) All disputes arising out of this tender will be settled within the jurisdiction of courts at Bhubaneswar.



- 8) The Nodal Officer, IITTM may extend the deadline for submission of bids by issuing an amendment. In that case all the rights and obligations of the IITTM and the bidders previously subject to the original deadline will then be subject to the new deadline.

4. Validity Period

- 4.1 All the prices quoted in the bid should be valid for a period of **6 months** from the date of award of supply order.
- 4.2 Bids from joint venture or partnership are not allowed.

5. Cost of Bidding

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the IITTM/ Nodal Officer will, in no case, be responsible or liable for those costs.

6. Amendment in Bidding Documents

- 6.1 Before the deadline for submission of bids, the IITTM may modify the bidding documents by issuing addenda's/ amendments.
- 6.2 Any addendum thus issued shall be part of the bidding document and shall be communicated in writing by E-mail or telephonically to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by fax to the IITTM. .

7. Process to be Confidential

- 7.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the IITTM processing of bids or award decisions may result in the rejection of his Bid
- 7.2 Any attempt by the bidder to influence the Nodal Officer office staff of IITTM during bid evaluation, bid Comparison or contract award, decision may result in the rejection of his bid.
- 7.3 There will be no price preference to any bidder.

8. Payment schedule

Payment to the supplier will be made as mentioned below:



8.1 80 % payment shall be released immediately after supply of material at IITTM-Bhubaneswar.

8.2 20 % payment shall be released after inspection of the items received.

9. IITTM and supplier's Risks

9.1 The items are required to be received at consignees place in good condition. Any damage or loss which occurs in transit will be at the risk and complete responsibility of the supplier. IITTM will bear no liability in this regard.

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