

Tender > 2008-09

India Trade Promotion Organisation
(a Govt. of India enterprise)
Pragati Bhavan, Pragati Maidan
New Delhi – 110001

Tender No. ITPO/CD/CR/2009

Dated. 2.06.2009

Sub: Invitation of sealed bids for empanelment of companies for computerized registration of visitors during select exhibitions in Pragati Maidan for 1 year

India Trade Promotion Organisation, a premier trade promotion organisation, organising exhibitions in Pragati Maidan, intends to empanel agencies for computerised registration of business and general visitors to the exhibitions organized by it in Pragati Maidan. The panel is intended to be valid for a period one year. Sealed technical and financial bids are invited from Delhi and NCR based companies having necessary infrastructure, man-power and experience in the field.

The empanelled agencies would be broadly responsible for the following jobs:

- Installing sufficient number of computer systems (minimum P-IV) and laser printers (with toner) along with CVT/UPS at the registration counters with provision of networking the computers for centralized storage and processing of data for report generation etc.
- Providing services of required number of data entry operators for feeding information into the computer, based on the registration forms/Business cards across the counters.
- The agency shall be responsible for developing appropriate programme/software for registration of visitors and printing details of the visitors on the badges.
- Provision of back up support including services of supervisors/engineers.

- Providing guidance to the visitors for filling up the form properly.
- Printing visitor badges containing information like name of the visitor, company, country, date, etc. on pre-printed stationery. Pre-printed stationery (badges, Registration forms) will be arranged by ITPO.
- Inserting the badge into a poly pouch and handing over the same along with publicity material to the visitors. Poly pouch will be arranged by ITPO.
- Generation of report on visitors' turn-out covering country-wise/commodity-wise and category-wise statement as well as brief summary of visitors and submitting to ITPO on day-today basis and final consolidated report at the end of the event in 10-15 days.
- Feeding complete details of the visitors into the database based on the registration forms and pre-registration forms.
- Generating detailed profiles of the visitors on hard copy as well as in CD-Rom (2 copies) and submitting the same to ITPO after conclusion of the fair.

The Registration Counters will be operational half an hour before the commencement of the event each day and will be closed after taking outputs in the evening.

Information on the visitors will be kept strictly confidential and will not be disseminated to anyone in any form. Failure to do so could result in legal action and monetary penalties.

ITPO intends to empanel 2-3 agencies for computerised registration of visitors. Hence, in order to apply uniform rates under various heads, the lowest rate among the rates quoted by all the bidders under various heads will be made applicable to all the empanelled agencies uniformly subject to acceptance by the agency concerned.

Tender document may either be downloaded from our website www.indiatradefair.com or collected from the address given below by paying the tender document cost of Rs. 300/-. Those downloading the document from the website, may deposit the cost of tender along with the bid.

Clarifications, if any, may be sought from the following between 10-30 AM and 05-30 PM on all working days upto **11.06.2009** from Shri Rohtas Saigal, Deputy Manager-IT (Tel: 011-23371673).

The bidding companies should specify the quantity of computers and laser printers owned by it. At the same time, they should also specify the number of persons on the roll of the company for the purpose of the work under reference.

If the hardware and manpower are hired by the company(s), the same may so be specified.

Agencies interested in undertaking the above job may submit technical and financial bids in separate sealed covers superscribing "**Technical/Financial Bid for Computerised Registration of Visitors**" as per the enclosed format latest by **12.06.2009** to the following

Shri Rohtas Saigal

Deputy Manager-IT

Computer Department

India Trade Promotion Organisation

Pragati Bhavan, Pragati Maidan

New Delhi – 110001

Tel: 011-23371673

K.C. Rout

General Manager

Next

Pragati Bhawan, Pragati Maidan, New Delhi-110 001,
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Tender > 2008-09

India Trade Promotion Organisation

(A Govt. of India Enterprise)
Computer Department
Pragati Bhavan, Pragati Maidan
New Delhi

Tender No. ITPO/CD/CR/2009

Dated. 2.06.2009

Technical Bid

Name of the Company: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

Tel: _____ Fax: _____

E-mail: _____ website: _____

VAT No _____ Service Tax No. _____

PAN No. _____ Annual turnover _____

No. of P-IV PCs owned by the company _____

No. of laser printers owned by the company _____

No. of data entry operators on the roll of the company _____

No. of technical personnel on the roll of the company _____

Details of tender document cost

R.No. _____ dt. _____

DD No. _____ dt. _____

Date _____

(authorized signatory)

seal of the company

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**India Trade Promotion Organisation
Pragati Bhavan, Pragati Maidan, New Delhi**

Tender No. ITPO/CD/CR/2009

Dated. 2.06.2009

Commercial Bid

Name of the Company: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

Tel: _____ Fax: _____

E-mail: _____ website: _____

VAT No _____ Service Tax No. _____

PAN No. _____ Annual turnover _____

S.No.	Item Description	Unit Price (in Rupees) per day	Taxes (VAT/ Service Tax) %
1.	P-IV Computer with keyboard, mouse, monitor & UPS		
	i) with CRT monitor		
	ii) with TFT monitor		
2.	Laserjet printer with toner		
3.	Data entry operator		
4.	Supervisor/service engineer		
5.	Pigeon box		
6.	Software for registration & data entry		

Whether the hardware is:

- i) owned by the company _____
ii) hired by the company _____
iii) partly owned and partly hired _____

Whether the manpower is:

- i) on the roll of the company _____
ii) hired by the company _____
iii) partly on the roll and partly hired _____

We have read the rules & regulations and we agree to abide by the same.

Date: _____

(Signature with seal)