

BUILDING MATERIALS & TECHNOLOGY PROMOTION COUNCIL
Ministry of Housing & Urban Poverty Alleviation, Govt. of India
Core-5A, 1st Floor, India Habitat Centre,
Lodhi Road, New Delhi

BMT/MIS/Souvenir/2013
January 3, 2013

Sub: Quotations for Souvenir Items

The Building Materials & Technology Promotion Council (BMTPC) intends to procure following souvenir items as per specification given below:

S.No.	Specification of items	Quantity required
1.	Multi-utility Pen Stand Premium Table Desktop for keeping Mobile, Visiting card with Pen and Watch – as per approved sample <i>(Prices should be inclusive of printing on Visiting card holder and Clear plastic for keeping mobile and on watch)</i>	250 nos.
2.	Crystal Paper Weight - Crystal 5X5X5 cm cube with engraving inside with 2 D vision. Quality of Crystal K-9. – as per approved sample. <i>(Prices should be inclusive of engraving of logo inside the cube)</i>	250 nos.

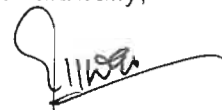
Note: The approved samples of the above items may be seen at Council office during office hours.

TERMS & CONDITIONS:

1. The quotations in a sealed cover are invited from the reputed manufacturers / firms/ dealers / distributors for the supply of Souvenir Items. The sealed cover should have the following superscription on the left corner of the envelope "Quotation for Souvenir Items".
2. The quotation for each item should be submitted in the prescribed format (**Annexure-1**) to the Council failing which the quotation would not be entertained for further process.
3. The quotation may be sent through post/by hand addressed to the Executive Director, Building Materials & Technology Promotion Council (BMTPC), Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi and must reach on or before 09.01.2013 by 1500hrs.
4. The rate quoted should be FOR-BMTPC's Office, New Delhi and indicate clearly the cost of the item including Taxes & duties and other charges, if any.

5. The quotations will be opened on the prescribed opening date i.e. 09.01.2013 at 1600 hrs. and evaluated by the competent Committee or authority.
6. Each bidder shall submit only one quotation.
7. Quotation submitted should remain valid for a period not less than 60 days after the deadline date specified for submission.
8. The Council will not be responsible for any loss and damage of articles in transit.
9. Quotation should comprise of the following document:
 - (i) PAN No.
 - (ii) Vat/TIN No.
 - (iii) Experience of the bidder in supplying the souvenir items.
10. Any deviation in specifications of the items shall not be entertained.
11. The 100% of the billed amount will be released only after all items have been received in good conditions.
12. All items are to be door-delivered to the Council within 10 days of the issue of the purchase order. In case the supplier fails to deliver the items within the due period, the Council reserves the right to cancel the purchase order and to place orders with other firms without assigning any reason thereof.
13. Approval of sample finished items with all printing and engraved logos including packing of the souvenir items will be sought from Competent Authority in the Council.
14. Any dispute arising about this shall be subject to jurisdiction within Delhi only.
15. The Competent Authority reserves the right for cancellation of quotation(s) in whole or part at any time without assigning any reason.

Yours faithfully,



(A.K. Tiwari)
Chief – Admin

**PROFORMA FOR SUBMISSION OF
QUOTATIONS FOR SOUVENIR ITEMS**

Sr. No.	Description and Specification of Item	Quantity Required	Unit Rate	Rate without tax	Tax /VAT	Total Rate
1	Multi-utility Pen Stand - Premium Table Desktop for keeping Mobile, Visiting card with Pen and Watch. <i>(Prices should be inclusive of printing on Visiting card holder and Clear plastic for keeping mobile and on watch)</i>	250 Nos.				
2	Crystal Paper Weight - Crystal 5X5X5 cm cube with engraving inside with 2 D vision. Quality of Crystal K-9. <i>(Prices should be inclusive of engraving of logo inside the cube)</i>	250 Nos.				
	TOTAL					