

**SUPPLY OF PEN DRIVES & DVDs**  
**Tender No: iNDEXTb/RFP/07/2016**

- ⇒ Last date of downloading of Quotation **20.07.2016 upto 4.00 pm**  
⇒ Date of Submission of quotation duly filled along with samples **20.07.2016 upto 4.00 pm**  
⇒ Opening of quotation **20.07.2016 at 5.00 pm**  
⇒ Pre Bid Meeting **13.07.2016 at 12.00 pm**

Quotations are invited from interested Manufacturers/Suppliers/Venders/Dealers for supplying following items.

1. Pen Drives of 4 GB & 8 GB (Card Type) with branding of VG 2017 Summit Logo
2. Mini DVDs of about 1.4 GB of 8 cm each

Manufacturers/Suppliers/Venders/Dealers should submit their quotes duly filled in indicating rates of different items latest by **20.07.2016** up to **4.00 pm** in the following format in their letterheads. The Quotations will be opened on **20.07.2016** in the presence of Manufacturers/Suppliers/Venders/Dealers (whosoever present at that time at **5.00 pm**).

S.No	Products	Brand	Quantity	Rates
1	Pen Drive – Card Type – 4 GB (Without Vibrant Gujarat branding and loaded data)		1000	
2	Pen Drive – Card Type – 4 GB (With Vibrant Gujarat branding and loaded data)		1000	
3	Pen Drive – Card Type – 8 GB (Without Vibrant Gujarat branding and loaded data)		1000	
4	Pen Drive – Card Type – 8 GB (With Vibrant Gujarat branding and loaded data)		1000	
5	DVDs more than 1.4 GB (Single side 2 layer, 8 cm, -R/+R)		5000	

6	DVDs more than 1.4 GB (Single side 2 layer, 8 cm, -R/+R) – With data writing, Vibrant Gujarat sticker and plastic pouch		5000	
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General Conditions

1. The rate contract should be valid for **one full year from the date of award of the contract**. The rates quoted for partial validity period would not be considered. However, the rate contract can be further extended for one more year on mutual consent.
2. The address for submission of the tender / quotation is as under  

**The Managing Director**  
**Industrial Extension Bureau (iNDEXTb)**  
Block No.18, 2nd Floor  
Udyog Bhavan, Sector 11, Gandhinagar
3. The filled tender/quotations as described herein should reach us by the last date and time of submission to our office. The tenders/ quotations received beyond the stipulated time would not be accepted. Further, iNDEXTb would not be liable for any delay occurred due to courier / messenger / post for submission of the quotations. The onus lies on the bidder to ensure the submission within stipulated date and time
4. The filled tender/quote on the company letter head along with the EMD amount, samples, etc should be provided in the sealed envelope superscribed as “Quotation for Pen drives / Mini DVD”.
5. Quotations received without EMD and/or the quotes on the letter head would be treated as rejected and would not be considered for further evaluation.
6. INDEXTb reserves the right to accept or reject all the quotes / bids / tenders, without assigning any reasons.
7. Selected Manufacturers/Suppliers/Venders/Dealers have to provide the required number of Pen Drives & DVDs within 1 week of issuance of work order.
8. The supply order can be split between the bidders who have bid the lowest in respective category.
9. Data for loading the pen drives and DVDs will be provided by iNDEXTb. Vibrant Gujarat Logo and design of stickers will also be provided for branding.
10. An EMD of **Rs.15, 000/-** by demand draft in favour of Industrial Extension Bureau, payable at Gandhinagar should be deposited along with the quotation. In absence of Earnest Money Deposit (EMD), the offer will not be considered. The EMD of the party, whose rates are approved, shall be

retained with iNDEXTb as security deposit during the time the material is satisfactorily delivered. There would be no interest payable on the EMD.

11. The quantities indicated are only indicative and may vary significantly.
12. Pen Drives should be of brands like Transcend, Kingstone, ScanDisk, HP etc. and similarly, DVDs should be of branded company like Sony, Moserbear etc.
13. Mini DVDs should be read only.
14. **Sample should be produced for evaluation (may be without branding), which would be returned back.**
15. Quotes should specifically indicate the quantity and brand. Minimum 500 nos. of quantity should be of a single brand.
16. If the party does not supply branded material as per the specification and/or within the stipulated time, the supplier would be treated as defaulter and would be liable to forfeit the EMD/Security Deposit and damages/ losses caused and such parties shall not be considered for any future requirements of iNDEXTb.
17. The hike in price will only be considered to the extent of the rates increased in terms of local Govt. levies/tax or Central Govt. levies/tax declared and implemented by Central/State Governments/local municipality (applicable if any) during the currency of the contract. The same will however be considered, only if the supplier produces the authentic documents.
18. Repeat orders will be placed as and when required. The materials should be supplied within the specified time as mentioned in the purchase order.
19. Rates quoted should be inclusive of delivery charges at iNDEXTb office in Gandhinagar and shall include all taxes & levies, octroi, if applicable. These levies, however, may be shown separately in the tender.
20. The competent authority reserves the right to accept or reject any tender or all tenders in full or part without assigning any reasons thereof.
21. Change(s) in any of the terms and conditions by bidder stipulated as above shall not be acceptable to iNDEXTb.
22. In case of any dispute arising in relation to interpretation of any of the terms and conditions of the contract in tender in part/full, the decision of Managing Director, iNDEXTb shall be final and binding to all.
23. The competent authority reserves the right to terminate the contract at any point of time during the currency of the contract, if any of the above terms and conditions is found to have been violated.
24. Conditional acceptance would not be considered as an acceptance.

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*(To be provided on the company's letterhead)*

Date:

**CERTIFICATE**

I/We, \_\_\_\_\_ the undersigned of  
M/s \_\_\_\_\_ designated as  
Director / Proprietor / Partner/ Agent/ Officer/ Representative (s) has/have  
carefully gone through the terms and conditions of this tender document and with  
the best of my/our knowledge, I /we have quoted the price for the supply of Pen  
Drives & DVDs. The above terms and conditions are acceptable to me/ us and  
shall be binding on me/us during the currency of the contract, in case the  
contract is awarded to me/us.

Signature -----  
Name -----  
Designation -----

Date: