Government of Odisha
Department of Tourism & Culture
(Tourism)

No. 1361/TSM, Bhubaneswar, the 02/02/2018
T.TSP-II (F) 20/2018

TENDER CALL NOTICE

Sealed tenders are invited from reputed and registered firms/ agencies/ media houses for supply of non-erasable Pen Drive (Memory Stick) - credit card type for Odisha Tourism promotional activities in and outside the country. The last date for submission of Tender is 21.02.2018 at 4.00 PM.

The Terms of Reference shall be collected from Department of Tourism, Paryatan Bhawan, Lewis Road, Bhubaneswar or may be downloaded from our website www.odishatourism.gov.in.

Director & Addl. Secretary to Govt.
TERMS OF REFERENCE

SUPPLY OF PROMOTIONAL NON-ERASABLE PEN DRIVE

Sealed tenders are invited from reputed and registered firms / agencies / media houses for supply of non-erasable Pen Drive (Memory Stick) - credit card type, for Odisha Tourism promotional activities.

Terms & Conditions:

- Capacity of the Pen Drive is 8GB/ 16GB/ 32 GB – Non erasable (Locked facilities)
- Type - credit card, traditional and handicraft (Photographs as per Annexure-A)
- Approximate Number – 10000 each
- Preferred traditional make – HP, Sony, Kingston, Transcend, SanDisk, Kenwood.
- Proper embossing of Odisha Tourism Logo and Tagline on the Pen Drive.
- The Pen Drive shall be properly packed in a box with branding of Odisha Tourism logo.
- The selected agency shall collect the contents (soft copy) of the Pen Drive from the Department of Tourism on any working days.
- Only Odisha Tourism Logo and Tagline will be displayed when pen drive is in auto run mode.
- The credits portion should only contain Odisha Tourism details
- The title will be "With Compliments from Odisha Tourism"
- The tender should be accompanied by an earnest money of Rs.50,000/- in shape of Bank Draft drawn / pledged in favour of Director & Addl. Secretary to Govt., Tourism Department.
- The EMD is refundable to un-successful bidders and in case of successful tenderer it will be retained till the delivery of the material.
- The tenderer shall be required to supply the sample pen drive with rate as per the Annexure-B for the purpose along with the tender. Taxes should be quoted extra.
- 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”.

- 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.

- 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.

- Rates quoted should be inclusive of delivery charges at Department of Tourism, Government of Odisha at Bhubaneswar and shall include all taxes & levies, octroi, if applicable. These levies, however, may be shown separately in the tender.

- The competent authority reserves the right to accept or reject any tender or all tenders in full or part without assigning any reasons thereof.

- 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.

- The cover should be Superscribed on bold letter "TENDER FOR SUPPLY OF NON-ERASABLE PEN DRIVE" and addressed to Director & Addl. Secretary to Govt., Tourism Department, Paryatan Bhawan, Lewis Road, Bhubaneswar-14.

- The last date of submission of Tender is 4.00 PM on 21.02.2018 and will be opened on the same date at 4.30 PM in the presence of the tenderer or their representatives, if present.

- The authority reserves the right of cancellation of the tenders without assigning any reason thereof and Conditional acceptance would not be considered as an acceptance.

Director & Addl. Secretary to Govt.
PHOTOGRAPHS OF THE DIFFERENT TYPE OF PEN DRIVE

CREDIT CARD TYPE
FINANCIAL BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Pen drive</th>
<th>Capacity</th>
<th>Rate per piece (Excluding Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Credit Card</td>
<td>8 GB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 GB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 GB</td>
<td></td>
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</tbody>
</table>

Authorized Signature

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. 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: ..............................