

**V.V.Giri National Labour Institute**  
Sector-24, NOIDA- 201301 (U.P.)

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**Tender for Supply of Conference Bags/Handicraft Folders**

Date of Advertisement: 29.05.2011

Date of Issue of Tender \_\_\_\_\_

Last Date for submission of Tender: **18.06.2011 (3.00 p.m.)**

Date of Opening of the tender **20.06.2011 (4.00 p.m.)**

Tender form issued to:- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of issuing officer**

**(The tender envelope should be marked with Tender for “Supply of Conference Bags/ Handicrafts Folders”)**

**V.V. Giri National Labour Institute  
Noida**

The Institute invites quotations from manufacturers/suppliers for supply of Conference Bag, Handicrafts Folders for Institutes training programmes. The interested parties may see the samples and send their sealed quotations within 21 days of release of this advertisement. The tender documents can be obtained on payment of Rs.500/- (Non refundable) from the Institute. The sealed quotations may be dropped in the tender box kept in the reception of the Institute.

**(Assistant Administrative Officer)**

**V.V.Giri National Labour Institute  
Sector – 24, NOIDA**

**SCOPE AND DESCRIPTION OF SUPPLY OF ITEMS**

**I. SCOPE OF WORK**

The institute is looking for a suitable manufacturer/supplier for supply of conference bags/Handicraft Folders for the delegates of institutes' various training programmes.

**2. SPECIFICATIONS OF THE BAGS**

Executive Bags

Size: 17" x 12 " x 3.5", made of superior quality leatherette reksin, front pocket with superior quality zip with pockets for pen, visiting cards etc., top handle with cushion, one inside separator, handle to be reinforced with additional strip for strength, logo and name of the Institute to be printed, shoulder belt with metallic hooks, one plastic pocket on front for name card. Annual requirement around 3000.

Conference Bags

Size: 17 " x 12 " x 6", made of superior quality tetron of desired colour, inside zip pocket, front pocket for pen and visiting cards, front pocket with zip, double zip with separators, top handle with cushion, handle to be reinforced with additional strip for strength, Institute's logo and name of the Institute to be printed, shoulder belt with metallic hooks, one plastic pocket for visiting card. Annual requirement around 3000.

Handicrafts Folder

Size: 13" x 10". the folder will be made of fine quality of handicraft cloth with matching colour and design. To give strength to the folder, a thick cardboard with foam should be the base for folder, inside two pocket, one pen pocket, one pocket for name cards, Institute name and logo to be printed on front side of the folder. Stitching of the folder has to be fine and attractive. Annual requirement around 500.

Handicrafts Zip Folder

Size: 13" x 10". the folder will be made of fine quality of handicraft cloth with matching colour and design. To give strength to the folder, a thick cardboard with foam should be the base for folder, 01" spine, inside two pocket, one pen pocket, one pocket for name cards, Institute name and logo to be printed on front side of the folder. Stitching of the folder has to be fine and attractive. The quality of three side zip should be of good quality with metallic hook. Our annual requirement around 500.

### **3. Cost of tender**

The cost of tender is Rs.500/- which is non refundable. The tenders received without tender cost will be rejected.

### **4. Validity of Rates**

The rates will be valid for a period of one year or it can be extended if the performance of the agency is found satisfactory. The successful bidder will have to submit sample of each above items for approval and if found satisfactory, the order will be placed. The orders will be placed in lots only, from time to time.

### **5. Earnest Money**

No tender will be considered which is not accompanied by Demand Draft of Rs.35000/- drawn in favour of V.V. Giri National Labour Institute payable at Noida as Earnest Money.

### **6. Institute reserves right**

The Institute is not bound to accept the lowest or any tender reserves the right to award the work to any one or divide it between more than one Tenderers at its sole discretion and convenience without assigning any reasons.

The interested parties may see the samples to satisfy the specifications of the bags/folders before submitting tender.