

**No. D-15015/3/2008-Gen.II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi, the 07th July, 2010**

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Firms / Agencies for making Rubber Stamps/name plate etc. in the Planning Commission and in the office of Economic Advisory Council to the Prime Minister at Vigyan Bhavan for a period of three years from the date of award of contract.
2. Complete Tender Documents may be obtained from Room No. 445, 4th Floor, Yojana Bhavan, Sansad Marg, New Delhi on all working days from 10.00 AM to 5.00 PM from the date of advertisement of the tender notice to till 20.07.2010. It can also be downloaded from the official website of this commission (www.planningcommission.nic.in).
3. The sealed quotations superscribed as "quotations for the contract for making of Rubber Stamps/Name Plate etc.", complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000 with the Technical bid and other requisite documents latest by Wednesday, 21.07.2010 from 10.00 AM to 1.00 PM in the Tender Box kept at the Reception area of Yojana Bhavan, Sansad Marg, New Delhi-1. **The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
4. The Technical bid shall be opened at 2.30 PM on Tuesday, 21.07.2010 in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representative of those firms who wish to be present. The date & time for opening of Financial bid of the technically qualified tenderers will be informed separately.
5. This Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the H.O.D, Planning Commission in this regard will be final.


(M. Chaudhary)

Under Secretary to the Government of India

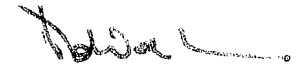
Copy to: C& I, Yojana Bhavan with the request to upload this tender notice on the Planning Commission official web-site.

TERMS AND CONDITIONS

1. The contract is likely to commence from the date of award of contract and would continue for a period of three years on yearly basis on the same terms and conditions subject to performance being found to be satisfactory. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service providing Firm / Agency.
2. The tender shall be accepted under **Two bid system**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for making of Rubber Stamps/Name Plates etc.** " and "**Financial Bid for making of Rubber Stamps/Name Plates etc.**". Both sealed envelopes should be kept in a third bigger sealed envelope super scribing "**QUOTATIONS FOR THE ANNUAL CONTRACT FOR MAKING OF RUBBER STAMPS/NAME PLATES ETC**".
3. **The Earnest Money Deposit (EMD) of Rs. 5,000 (Rupees Five Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be rejected summarily**
4. The interested Firms/Agencies may put the tender **document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000/- with Technical bid upto 1.00 PM by Wednesday, 21.07.2010 in the Tender Box kept at the Reception Counter of Yojana Bhavan, Sansad Marg, New Delhi-1**
5. The tender received after the due date and time will not be entertained. The conditional bids shall also not be considered and will be out rightly rejected in very first instance.
6. The selected Firm will have to deposit a performance Security of 5 to 10% of the total value of annual contract in the form of fixed deposit receipt (FDR) or Pay Order from a Commercial Bank in the name of the firm/agency but hypothecated to the Pay & Accounts Officer, Planning Commission covering the period of contract. The amount of FDR will be intimated at the time of award of contract.

7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be appended. No overwriting or cutting is permitted in the Financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical bid application must be attested by the person authorized to sign the bids.
8. The firm will be decided L-1 on the basis of the lowest total annual procurement value of the items for which the rates have been quoted by the tenderer.
9. The rates must be quoted for all the items in the enclosed proforma.
10. The firms should have an experience of at least one year for making & supplying Rubber Stamps/Name Plates in one government Department/Ministry. A list of clients should be enclosed with the proper documentary proof.
11. The firm must have an establishment and sound financial standing so that the work assigned to him is completed in the specified time even on a very short notice. No extra payment shall be payable to the firm in this effect.
12. The contractor/firm shall remain in touch with this office for all the day-to-day jobs. The time limit given to the firm shall be strictly adhere to without any extra payment.
13. The Firm having participated in the tender shall be treated as an implied condition of the acceptance of the terms and conditions.
14. The successful bidder/firm shall replace the wrong and defective rubber stamps/name plates within a reasonable time as decided by the Planning Commission.
15. The firm shall submit the bills in triplicate for payment on the Company's letter head clearly mentioning the PAN/TAN/Service tax numbers etc.
16. Bids after the expiry of date and time shall not be consider under any circumstances.
17. No bidder will be allowed to withdraw after submission of the bids other wise the EMD submitted by the bidding firm would stand forfeited.

18. Planning Commission reserves the right to amend / withdraw/relax/modify any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the H.O.D, Planning Commission in this regard will be final.



(M. Chaudhary)

Under Secretary to the Govt. of India

Terms and Conditions are acceptable

(Authorized Signatory)

Signature with seal in token of acceptance of terms and conditions

Dated:-

Application for Technical Bid.

1. Name of Tendering Company/ : _____
Firm / Agency

2. Status of the Firm
(Whether of the Owner/Partner/Director : _____

3. Name of proprietor / Director : _____
of Company / Firm / agency _____

4. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating
/ Branch Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Banker of Company / Firm / agency with full address :

Telephone Number : _____
Of Banker

7. PAN / TIN No. : _____
(Attach attested copy)

8. Service Tax Registration No. : _____
(Attach attested copy)

9. Details of EMD (Rs. 5,000/-)

(a) Banker's Cheque/DD No. : _____

(b) Dated : _____

(c) Name of the issuing Bank : _____

FINANCIAL BID

Sl. No.	Name of the Items	Tentative procurement	Rate/per unit (Rs.)	Total value
1	Computerized Rubber Stamps (English/Hindi) Single Line	100		
2	Computerized Rubber Stamps (English/Hindi) Round shape			
	(i) 1 inch diameter:	200		
	(ii) 1 ½ inch Diameter	50		
	(iii) 2 inch Diameter	40		
3	Self Inking Computerized stamps:			
	(i) 16mm X 38mm	40		
	(ii) 23 mm X 50 mm	50		
	(iii) 27 mm X 62 mm	70		
	(iv) 30 mm X 65 mm	50		
4.	Presto Stamp			
	(i) 26mm X 60 mm	100		
	(ii) 38mm X 60 mm	120		
	(iii) 38 mm X 80 mm	50		
	(iv) 50 mm X 80 mm	20		
5	Brass Plate in 16 Gage Computerized in etching size (with border and hole):			
	(i) 12 inch X 5 inch	100		
	(ii) 14 inch X 5 inch	50		
6.	Brass letter :			
	(i) 1 inch	100		
	(ii) 1 ½ inch	120		
	(iii) 2 inch	60		
	(iv) 2 ½ inch	25		
	(v) 3 inch	40		