

No.D.21014/02/2014-General-II

Government of India  
Planning Commission

Yojana Bhavan, Sansad Marg,  
New Delhi, 9<sup>th</sup> December, 2014.

**e- TENDER NOTICE**

Subject: Invitation of online bids for Comprehensive Annual Maintenance Contract (CAMC) for maintaining Canon make photocopiers installed in this Deptt. - reg.

Online bids under the two bid systems (i.e. Technical Bid and Financial Bid) are invited on the subject as mentioned above under Rule 181(b) of the GFR, 2005 issued from the Govt. of India, Original Equipment Manufacturer (OEM) or only those Service Providers duly authorized by the OEM need to apply in response to this tender notice (tender specific authorization for each make of the canon photocopiers installed in this Deptt. from the parent OEM company issued in favour of the bidder [i.e. if the bidder and OEM are not the same] is mandatory for participation in this tender) for comprehensive annual maintenance contract (CAMC) for different makes of Canon photocopier machines installed in this Department. **Manual bids will not be accepted under any circumstances.** Any bid received from a bidder who is not the OEM would be summarily rejected if the same is not accompanied by the authorization of the OEM as mentioned above.

2. The contract will be initially awarded for a period of one year and may be extended, on a yearly or half-yearly basis, for a maximum of three years (initial one year + 2 more years), subject to satisfactory performance of the successful bidder and the requirements of this office, on the same rates and terms and conditions.

3. The bidders have to submit their technical and financial bids as per the formats at annexure-IV and annexure-V given alongwith the tender documents. The rates are to be quoted in Indian Rupees. The scanned copy of the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) must be uploaded with the bids and the EMD in original (in sealed cover superscribed with the expression "EMD for Comprehensive Annual Maintenance Contract (CAMC) for maintaining Canon make photocopiers"), is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan within the office hours w.e.f. 15.12.2014, (10.AM) to 09.01.2015 (upto to 2.30 P.M). **EMD will be refunded after the finalization of tendering process and no interest will be paid on the EMD.**

4. All the required documents in support of the eligibility criteria, Technical Bid and Financial Bid (as mentioned in Annexures-I, III (Declaration portion) IV & V(1) & V(2) below) must be duly signed and uploaded online alongwith the scanned copies of the filled-in tender documents. The bidders are advised, in their own interest, to submit all supporting documents as per the checklist (Annexure-VII), along with their bids. The bidders are also advised to submit their bids, by following "Instructions to Bidders" given in Annexure-VI. Incomplete bids will be declared as non-responsive. It is clearly stated here that the financial bids of only technically qualified bidders would be opened.

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(AWINASH CHANDRA)  
Under Secretary  
Planning Commission

5. The last date and time for submission of bids is 09.01.2015 (upto 2.30 PM). The Technical bid shall be opened online at 3.30 P.M on 09.01.2015 by the duly constituted Tender Opening Committee. One authorized representative per bidder will be allowed to participate in the tender opening process. The validity of bid shall be 180 days from the date of opening of tender.

6. Planning Commission reserves the right to cancel the instant tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry shall be entertained after submission of the bids. In case of withdrawal of the bid by any bidder, the EMD of the concerned bidder will stand forfeited.

7. The successful bidder will be intimated in writing and his consent would be sought for acceptance of the proposed contract. No inquiries will be permitted during the interim period. However, for any query/inquiry before the last date of submission of bids, the undersigned may please be contacted, either over phone or in person.

8. The Terms & Conditions of the instant tender are given at Annexure-II.

9. The tender document may be downloaded from the website of the Central Public Procurement Portal "<http://eprocure.gov.in/eprocure/app>" or from the Planning Commission's website "<http://planningcommission.nic.in/news/tender>" with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender will also be available on the above mentioned websites.

  
(Awinash Chandra)

Under Secretary to the Government of India  
Tel.: 23096733

Copy to: Sr. Adviser (CIT&I), for uploading the above tender on the Planning Commission's website, immediately.

(अविनाश चन्द्र)  
अवर सचिव / Under Secretary  
कम-11, 23096733 / Planning Commission  
मक-11, 23096733 / Govt. of India  
नई दिल्ली / New Delhi

**Technical Bid Proforma**

1. Name of the Bidding Company/  
Firm/Agency (Bidder) \_\_\_\_\_
2. Status of the firm \_\_\_\_\_  
(Whether Proprietary/Partnership/Company)
3. Name(s) of the Owner/Partner/Director(s) \_\_\_\_\_
- 4(a) Full address of Registered Office \_\_\_\_\_
- (b) Contact Details (Phone/Fax No.) \_\_\_\_\_  
\_\_\_\_\_
5. Full address of the operative branch of  
the Bidder (in Delhi/New Delhi/NCR) \_\_\_\_\_  
\_\_\_\_\_  
Name of Banker with complete address \_\_\_\_\_  
\_\_\_\_\_  
Telephone no. of the Banker \_\_\_\_\_
7. Registration Details (self-attested copies to be enclosed):
  - (a) PAN/TIN No. \_\_\_\_\_
  - (b) Service Tax Registration No. \_\_\_\_\_
  - (c) Proof of Income Tax Assessment  
(the name of the document) \_\_\_\_\_  
(copies of ITR of last three years)
8. Details of Earnest Money Deposit (Rs.50,000/-):
  - (a) Banker's Cheque No./Demand Draft No. \_\_\_\_\_
  - (b) Date \_\_\_\_\_
  - (c) Name of Issuing Bank \_\_\_\_\_
  - (d) Valid upto \_\_\_\_\_
9. Documents to be enclosed with bid are as under:--
  - (a) Copy of authorization letter (this tender specific) from Original Equipment  
Manufacturer (OEM)
  - (b) Duly signed & stamped Tender documents (All pages) as a mark of your acceptance

9/12/2014  
(Signature)  
(AWINASH CHANDRA)  
Under Secretary  
National Planning Commission

(c) Self -attested copy of non-blacklisting certificate

(d) A scanned copy of EMD (DD/ Banker Cheque/ pay Order)

(e) If the bidder is exempted from submission of EMD, copy of relevant orders/ documents regarding such exemption to be enclosed with the bid.

(f) Proofs of at least three such CAMCs/AMCs with Central/State Government/ Ministries/ Departments/ PSUs / Autonomous bodies during the last three Financial Years (i.e. 2011-12, 2012-13 and 2013-2014) and at least one such ongoing contract as on date. Satisfactory Performance Certificates or, in absence of the same, work orders/contracts, issued/ signed by such authorities would be considered as proofs.

**Note-** (1) The bidding firms are informed hereby that only one bid will be accepted from a bidder at one time. If any firm/company/agency submit more than one bid, those bids will straightaway be disqualified from the tendering/bidding process.

(2) For experience details and details of authorization by the OEM, the prescribed format may be seen at Annexure-IV. The same may be duly filled in and submitted with the Technical Bid.

9/12/2014

(3111-1121-11-11)  
(AWINASH CHANDRA)  
Joint Secretary  
Ministry of Planning Commission  
New Delhi / Govt. of India  
New Delhi

General information & terms and conditions

1. It is proposed to award a Comprehensive Annual Maintenance Contract for maintaining Canon make photocopiers installed in the Planning Commission (Yojana Bhawan) premises (As per the Annexure V). The services would also be required at EAC to PM at Vigyan Bhawan and the residential offices of the VIPs.
2. The bidder should be either Original Equipment Manufacturer (OEM) company itself, or only Service Providers authorized by the OEM to provide such services for the concerned machines/ instruments. Tender specific authorization from the parent OEM company issued is a must for each of the makes of the machines as mentioned in the instant tender notice. In the case of any Service provider (which is not the OEM), non-submission of the proof of authorization from the OEM in respect of this tender in particular and also for each make of photocopier machine will lead to their respective bid being straightaway rejected. It may be noted that the instant tendering process is to be treated as an integral process and the bid of any bidder authorized by the OEM for some (and not all) of the makes of the machines and/or bidding for some (and not all) of the makes of the machines would be summarily rejected.
3. Scanned copies of authorization letters from the Original Equipment Manufacturer (OEM), addressed to the Under Secretary, General-II, Planning Commission, in respect of each make of photocopier machine mentioned in para 2 above, must be submitted along with the bid.
4. The maintenance contract should be comprehensive in nature, and should clearly stated such items that cannot be covered under the contract. No reservation in this regard would be accepted later from the bidder selected through the instant tendering exercise.
5. The contract will be initially for a period of one year from the date of award of the contract. The contract may be extended on a yearly basis upto a maximum total period of 3 years subject to the conditions as already mentioned in the tender notice. However, the contract may be extended even on quarterly or half yearly basis, if so decided by the Competent Authority.
6. The firm selected through this tendering process will be required to provide at least one trained service technician aged between 18 yrs to 50 yrs. At Yojana Bhawan, and they would report for duty on all the working days to the S.O. (General-II), and also as and when requested/required. Besides Yojana Bhawan, the technician(s) will be required to visit the residential offices of Deputy Chairman, MoS, Members and Secretary, Planning Commission, etc. For such visits, no extra payment(s) would be made to the technician(s). The technicians should be well behaved/well-mannered and be able to take complaints and attend to all complaints relating to all Canon make photocopiers at Yojana Bhawan. If, at any point of time, quality of the services of the technician(s) as provided by the firm is noticed to be unsatisfactory or not of the

expected level in any manner, the firm will be liable to change the technician(s), immediately on receipt of such a request from this office. In case the technician is not available in this office on any single day, a penalty would be levied on the said firm @ Rs.750/- for such instance and deduction will be made from the contractual payment and the amounts being deductible from subsequent bills raised by the said firm or from the Performance Security to be obtained from the said firm at the time of award of contract. The same penalty, on each occasion of non-availability, would be Rs.300/-. However, the penalty per day would never exceed Rs.750/-, the same being the maximum penalty for any single day.

7. If the technician(s) is / are found to be indulging in any corrupt practices, causing any pecuniary loss to the Planning Commission or causing any nuisance, the contract will be terminated and performance security will be forfeited. In extreme cases, the firm may even be blacklisted with due publicity as regards the act of blacklisting.

8. Any damage or loss caused due to negligence of the technician(s) will be borne by the contractor.

9. The payment in respect of the CAMC shall be made on a quarterly basis, at the end of each quarter, subject to satisfactory performance and due fulfillment of contractual obligations.

10. The contract can be terminated without assigning any reason therefor, at the discretion of Planning Commission, at any time, by giving one month's notice.

11. The Tender should be accompanied by an Scanned copy of the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) must be uploaded with the bid and the EMD in original (in sealed cover super scribed with the expression "EMD for Comprehensive Annual Maintenance Contract (CAMC) for maintaining Canon make photocopiers", is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan within the office hours w.e.f. 15.12.2014, (10.AM) to 09.01.2015, (up to 2.30 P.M). EMD will be refunded after the finalization of tendering process and no interest will be paid on the EMD.

12. Scanned copies must be clear, legible and easily readable. Strike-through, if any, in the bid application must be countersigned by the authorized signatory. Any bid received without EMD shall be rejected summarily. Incomplete or conditional bids shall also be rejected.

13. No bidder will be allowed to withdraw from the tendering process, after submission of the bids; otherwise, the EMD submitted by the bidder shall stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder shall stand forfeited and action to blacklist the firm will be initiated. The Planning Commission reserves the right to reject any/all of the bids in whole, or in part, without assigning any reason therefor. The decision of the Planning Commission in this regard shall be final.

9/12/2014

14. The closing date and time for receipt of tenders will be 09.01.2015 at 2.30 P.M. The Technical bid shall be opened by the Tender Opening Committee constituted by the Planning Commission, at 3.30 PM on 09.01.2015 in Room No. 411, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. Every such representative will have to be duly authorized by authorized the signatory of the concerned firm (who signed the bid document of the concerned firm.)

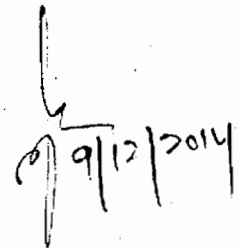
15. The successful bidder will have to deposit, towards Performance Security, an amount equivalent to 10% of the total annual value of the contract, in the form of a Fixed deposit Receipt, hypothecated to the Pay & Accounts Officer, Planning Commission. The FDR should be valid for a period of three months beyond the initial one year period of contract. In case of breach of any terms and conditions contained in, or attached to, the contract that would be concluded with the successful bidder, the Performance Security Deposit of the agency will be liable to be forfeited, besides annulment of the contract.

16. If the bidding firm find any inconsistency in the e-tender notice, the bidder could question the bidding conditions/ process well before the last date of submission of bid, so that this Department could take necessary corrective measures, if necessary.

17. The Competent Authority in Planning Commission reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

18. The rates, upon which the contract has been finalized, shall remain effective for the entire period of contract. Under no circumstance, any request for any/ partial increase in the rate shall be entertained.

19. All payments will be made to the contractor i.e., the successful bidder through the ECS / RTGS only, and subject to the contractor having proper tax related details on the bills / invoices submitted by him.

A handwritten signature in black ink, followed by the date '9/12/2014' written vertically.

(3T 1-104 1-104)  
(AWINASH CHANDRA)  
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**SCOPE OF WORK**

1. The comprehensive maintenance contract for Canon make photocopiers mentioned in the Annexure V(1) & V(2) shall include service and spares of the machine except plastic parts, consumables and drums of the machines.
2. The firm shall have to attend each and every complaint at the request of this office within 24 hrs. of time from receipt of communication from the user. Permission shall be required to take away any material/ removed from the equipment from the user's premises.
3. The firm shall ensure to depute a qualified technician for periodical ( on fortnightly basis) self-inspection of each machines and keep clean and do the needful to ensure the flawless functioning of all the machines on all time basis.
4. The firm shall ensure replacement of defective parts etc. if any, within 24 hours positively.
5. The machines should be handed over in working condition after the expiry of the contractual period.

9/12/2014

(31-11-2014)  
(AWINASH CHANDORA)  
Joint Secy/Under Secretary  
Joint Secy/Planning Commission  
Joint Secy/Govt of India  
33, Model Town, New Delhi



Eligibility Criteria / Conditions:

1. The bidder should submit online bids under the two bid system, viz., the Technical Bid and Financial Bid, as per Annexures-I, IV and V(1) & V(2) given in the tender document. The Declaration portion of Annexure-III also needs to be filled in an submitted.
2. Financial bids of only those bidders will be opened who would qualify at technical stage fulfilling all the eligibility criteria/conditions as laid down in the instant section.
3. The bidder should have a Registered or Branch Office in Delhi/NCR. The bidder should have at least three years of experience, in the relevant field, of working in Govt. Departments / Ministries as on the 31<sup>st</sup> March, 2014. Either copies of satisfactory performance certificates or copies of communications showing the award of the contract by the Govt. of India's Departments/ Ministries should be enclosed with the bidding documents. These documents must be uploaded alongwith the bids.
4. Only the OEM or the Service Providers duly authorized by the OEM need to apply in response to this tender (tender specific authorization from the parent OEM company issued after at the time of submission of bid is must for each make of Canon Photocopier machine for comprehensive annual maintenance of this contract. The authorization should be tender-specific also. This Office would verify the authenticity of the authorization letters from the OEM, if necessary.
5. The declaration in the prescribed proforma given in this tender document should also be submitted alongwith the technical bid.
6. The Scanned copy of the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) must be uploaded with the Technical Bid and the EMD in original (in sealed cover superscribed with the expression "EMD for Comprehensive Annual Maintenance Contract (CAMC) for maintaining Canon make photocopiers", is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan within the office hours w.e.f. 15.12.2014 (10.AM) to 09.01.2015 (upto to 2.30 P.M). EMD will be refunded after the finalization of tendering process and no interest will be paid on the EMD.
7. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly signed copy of the same should be uploaded with the bid submitted during the online bid submission. The firm should enclosed copies of PAN, TIN no VAT/Sale, Tax registration and latest copy of Income Tax return.
8. Paras 1 to 7 ante in the instant section should be considered as constituting the eligibility conditions of the bidder in the instant bidding process. Non-fulfillment of any of these conditions by any bidder may render him ineligible for the process. The format of the Application at Annexure-I has been prepared in such a way as to ensure that all the information as regards the fulfillment, or otherwise, of the eligibility criteria are duly

(31.12.2014)  
(AWINASH CHANDAN)  
उप सचिव / Under Secretary

provided by the bidders in this format. Any bid not accompanied by the duly filled-in Application may be rejected, straightaway. Partial/ incomplete information or non-fulfilment of the conditions may also lead to the rejection of the bid.

9. Any bidder should upload duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the instant tendering process and accepted all the provisions of the Tender during online bid submission.

10. The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking and by Planning Commission for last three years. The bidder should also submit a Certificate stating that the services of the firm has not been terminated by Planning Commission before the expiry of the contract during last three years.

#### **Bid Evaluation Criteria:-**

(i) All terms and conditions stipulated in this tender document (stipulated above) shall be considered at for selection of the firm for signing the contract. For the award of the contract, financial bids of only those bidders shall be considered, who would fulfill all the eligibility conditions at technical stage as mentioned above and also submit (i.e., upload along with the technical bid) all the requisite proofs, testimonials, certificates, statements, etc., in support of the criteria as mentioned above. Every bidder would also have to submit the EMD.

(ii) If the bidder is other than Original Equipment Manufacturer Company (OEM), an authorization by the OEM in favour of the bidding Company/Firm specific to this tender is a must. The tender-specific authorization for each make of the canon photocopiers installed in this Deptt. from the parent OEM company issued in favour of the bidder is mandatory for participation in this tender.

(iii) The bidders whose total rates indicated at col. No. 5 in the table 1 under Annexure-V(1) and table 2 under Annexure V(2) of financial bid format of the tender document are the lowest, will be declared as the successful (L-1) bidders separately. It is further clarified that for L1 selection, the Table-1 and Table-2 will not be clubbed together and there would be separate selections on the basis of the Table-1 and Table-2 even though the same firm can be lowest in both the cases and, then also both cases would be dealt with separately. However, under no circumstances, no bid would be accepted unless and until the same covers all the machines in Annexures- V(1) and V(2).

#### **ARBITRATION**

1. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (Admn.) or any Joint Secretary level officer of the Planning Commission, New Delhi or to any officer nominated by him / her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the

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(अविनाश चन्द्र)  
(AWINASH CHANDRA)

competent authority even though the said officer as an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the 'Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. The decision of the Adviser (Admn.) or the officer nominated by him shall be final and binding on both the parties. The arbitration proceedings shall be held in the office of Planning Commission, New Delhi. The time limit for filing for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

2. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

3. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

9/12/2014

(Awinash Chandra)

Under Secretary to the Government of India

Tel.: 23096733

(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव / Under Secretary  
प्लानिंग आयोग / Planning Commission  
एन.डी. 01/01/17 / Govt. of India  
एन.डी. 01/01/17 / New Delhi

**Subject :- Online bids for Comprehensive Annual Maintenance Contract (CAMC) for maintaining Canon make photocopiers installed in this Department – reg.**

**DECLARATION**

I, \_\_\_\_\_ Son / Daughter of Shri \_\_\_\_\_  
Proprietor / Partner / Director /  
Authorized Signatory of \_\_\_\_\_ am  
competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the instant tendering process and are fully acceptable to me;

I hereby certify that our company has not been black listed by any Government Department / Ministry / PSU or Planning Commission.

I undertake to provide services, if required, beyond office hours and / or on holidays.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature:.....

Name.....

Company Seal:.....

**N.B.: The above declaration, duly signed and sealed by the bidder as acceptance of all terms and conditions should be submitted with the Technical Bid.**

Contd..../-

(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अधीनस्थ / Under Secretary  
आयोजना / Planning Commission  
एन.ए. नई दिल्ली / Govt. of India  
नई दिल्ली / New Delhi

**Experience & Authorization Details**

**Please give details in the following format on Company Letter Head**

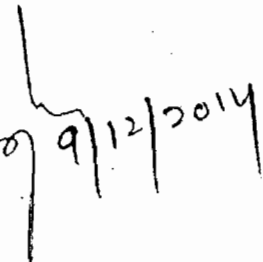
A.	Give details of the maintenance contracts awarded to the bidder by Central/ State Government Departments / Ministries / PSUs / Autonomous bodies during the last three years, as on 31.03.2014.		
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Details of the contract	Satisfactory Performance Certificates or work order/ contracts issued by such authorities enclosed
1)			Yes/No
2)			Yes/No
3).			Yes/No
B.	Authorization Letter from OEM (specifically against this tender notice).	From (Name of company)	Valid for (the period)
C.	Additional information, if any		

Signature:.....

Name.....

Company

Seal:.....

  
 09/12/2014

(अविनाश चन्द्रा)  
 (AWINASH CHANDRA)  
 उपायुक्त/Order Secretary  
 भारत-अविनाश/Planning Commission  
 11001, नया दिल्ली/Govt. of India  
 New Delhi/New Delhi

**FINANCIAL BID PROFORMA**

Please give details in the following format on Company Letter Head

**Table No. 1**

Sl.No.	Model No.	Machine Sl. No.	Date of Installation/ Purchase	Fixed Rates including Taxes/Service Charges (in INR) for each items.
(1)	(2)	(3)	(4)	(5)
1.	IRC 2880i	MQA 00604	15.07.2008	
2.	IRC 2880i	MQA 00775	15.07.2008	
3.	IRC 2880i	MQA 00755	28.03.2008	
4.	IRC 2880i	MQA 00774	28.03.2008	
5.	IRC 2880i	MQA 01009	02.07.2008	
6.	IRC 2880i	MQA 00555	15.07.2008	
7.	IRC 3080i	DBU 00621	27.02.2009	
8.	IRC 3080i	DBU 00562	05.03.2009	
9.	IRC 3080i	DBU 00680	17.03.2009	
10.	IRC 3080i	DBU 01223	23.11.2009	
11.	IR 3245	DHN 00775	03.02.2009	
12.	IR 3245	DHN 00740	10.02.2009	
13.	IR 3245	DHN 00941	05.03.2009	
14.	IR 3245	DHN 01025	05.03.2009	
15.	IR 3245	DHN 01206	06.07.2009	
16.	IR 2018 N	MWG 10418	01.06.2009	
17.	MDA 02250	IR 2016	05.07.2007	
18.	KFR 02402	IR 4570	11.07.2006	
19.	MDA 02493	IR 2016	05.07.2006	
20.	RSN 23975	IR 1600	24.06.2005	
21.	MVB 01469	IR 3045	27.02.2009	
22.	SVR 00450	IR 3045	24.07.2007	
23.	MVB 00367	IR 3045	12.02.2009	
24.	MVB 00370	IR 3045	04.02.2009	
25.	KJJ 00093	IR 3530	25.08.2005	
26.	MVB 01705	IR 3045	02.05.2008	
27.	MDA 02259	IR 2016	05.07.2007	
28.	MDA 03173	IR 2016	29.09.2007	
29.	MDA 04524	IR 2016	29.09.2007	
30.	MDA 02497	IR 2016	25.07.2007	
31.	MDA 02491	IR 2016	05.07.2007	
32.	MDA 01891	IR 2016	18.10.2007	
33.	MDA 02252	IR 2016	05.07.2007	
34.	MDA 02429	IR 2016	05.07.2007	

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(Mr. HIRE) (Sd/-)  
 (AWINASH CHANDRA)  
 199/ अक्षा/Under Secretary  
 4-40/ अक्षा/Planning Commission  
 100, 101/ अक्षा/अक्षा  
 100, 101/ अक्षा/अक्षा

35.	QJD 00506	IR 4245	24-Dec-13	
36.	QYF 00515	IRC 2225	1-Jan-14	
37.	QYL 00567	IR 2525	1-Jan-14	
38.	QYL 00650	IR 2525	2-Jan-14	
39.	QYL 00707	IR 2525	3-Jan-14	
40.	QYT 00650	IR 2422 L	3-Jan-14	
41.	QYL 00553	IR 2525	3-Jan-14	
42.	QYL 00713	IR 2525	6-Jan-14	
43.	QYL 00630	IR 2525	7-Jan-14	
44.	QYL 00701	IR 2525	7-Jan-14	
45.	QYT 00669	IR 2422 L	7-Jan-14	
46.	QYT 00534	IR 2422L	7-Jan-14	
47.	QYL 00561	IR 2525	9-Jan-14	
48.	QYL 00588	IR 2525	10-Jan-14	
49.	QYT 00640	IR 2422 L	10-Jan-14	
50.	QYL 00579	IR 2525	15-Jan-14	
51.	QYL 00735	IR 2525	15-Jan-14	
52.	QYL 00663	IR 2525	21-Jan-14	
53.	QYT 00641	IR 2422 L	27-Jan-14	
54.	QYD 00554	IRC 2220	28-Jan-14	
55.	QYT 00671	IR 2422 L	30-Jan-14	
56.	QYT 00680	IR 2422 L	30-Jan-14	
Total				

Note - The CAMC in respect of each of the machines mentioned at sl. No. 1 to 56 above will be awarded after finalization of tendering process. The bidders/firms/ companies are advised to quote the rate in respect of each of the machines mentioned at table no. 1 above. The L1 bidder would be decided on the total quoted cost / price in Column 5 (Table 1), in the last row above.

9/1/2014

(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
उप सचिव / Under Secretary  
भारत-समिति / Planning Commission  
श्री. 11/201 / Govt. of India  
नई दिल्ली / New Delhi

**FINANCIAL BID FORM**

Please give details in the following format on Company Letter Head

**Table No. 2**

Sl.No.	Model No.	Machine Sl. No.	Date of installation/ purchase	Fixed Rates including Taxes/Service Charges (in INR) for each Items.
(1)	(2)	(3)	(4)	(5)
1.	IRC 2550i	DCK 03676	01.12.2010	
2.	IR 2320 L	EQM 03909	15.03.2011	
3.	IR 2320 L	EQM 03738	16.03.2011	
4.	IR 2320 L	EQM 03928	15.03.2011	
5.	IR 2320 L	EQM 05503	08.12.2011	
6.	IR 2320 L	EQM 05487	08.12.2011	
<b>Total</b>				

Note - The CAMC in respect of each of the machines mentioned at sl. No. 1 to 6 above will be awarded after finalization of tendering process. The bidders/firms/ companies are advised to quote the rate in respect of each of the machines mentioned at table no. 2 above. The L1 bidder would be decided on the total quoted cost / price in Column 5 (Table 2), in the last row above.

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9/12/2014

(3117-1121-1121)  
(AWINASH CHANDRA)  
सरकारी अधिकारी / Under Secretary  
आय और वित्त / Planning & Development  
राज्य सरकार / Govt. of India  
12, Rashtrapati Bhawan



***Instructions for Online Bid Submission***

**Instructions to the Bidders to submit the bids online**

**thro' the eProcurement site**

**<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.

7/9/12/2014

(विनाश चन्द्र)

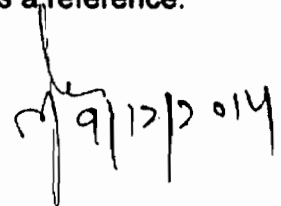
(AWINASH CHANDRA)

उप सचिव / Under Secretary,

प्लानिंग आयोग / Planning Commission

नई दिल्ली / New Delhi

- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.



(अविनाश चन्द्रा)  
(AWINASH CHANDRA)  
अधीनस्थ सचिव/Under Secretary  
प्लानिंग आयोग/Planning Commission  
नई दिल्ली/Govt. of India

- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.

7/9/2/2014

(अविनीत चन्द्रा)  
(AWINASH CHANDRA)  
अवर सचिव/Junior Secretary  
राज्य वन विभाग/Planting Department  
राज्य वन विभाग, अहमदाबाद  
अ. नं. 1/2014

**CHECK LIST**

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 11 at Annexure-II).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (clause No. 5 at Annexure-II).
3. Proof of authorization (this tender specific) from the OEM in respect of firms/company/ authorized distributor etc. (clause No. 9 of Annexure I and clause 2& 3 at Annexure-II).
4. Proof of own Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return. (clause No.07 at Annexure-I).
5. Self -attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender(Clause 9(b) of Annexure-I)
6. Self- attested copy of non-blacklisting certificate (clause No. 10 at Annexure-III).
7. Certificate that the services of the firm has not been terminated by Planning Commission before the expiry of the contract during last three years. (Clause No.10 at Annexure-III).
8. A scanned copy of E.M.D. (Pay Order/Demand draft) to be enclosed with the online tender bid. (clause 11 at Annexure II)

9/12/2014

(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव/Under Secretary  
आयोजना आयोग/Planning Commission  
एन.ए. रोड/ Govt. of India  
नई दिल्ली/New Delhi