

No. F-20017/5/2008-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

Yojana Bhavan, Sansad Marg,  
New Delhi, 16<sup>th</sup> June 2008.

**TENDER NOTICE**

1. Sealed tenders are invited from reputed, experienced and financially sound Professional Conference Organisers (PCOs) for providing services during a high level conference to be held at Vigyan Bhavan in the 3<sup>rd</sup> week of July, 2008 and for future conferences that may be held at later dates during the period of one year from the date of finalisation of contract.
2. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (Protocol), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 30.06.2008 (Monday).
3. The tender may be sent by post to the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time. Tender, if dropped in any box other than the specific tender box captioned "Tender for providing conference related services" will not be considered for selection.
4. Tender Details / Document may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).
5. The Technical bids shall be opened at 3.30 PM on 30.06.2008 (Monday) in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
6. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
7. Bids received after the closing date and time shall not be considered.

**[Mahender Chaudhary]**  
**Under Secretary to the Government of India**

**TERMS AND CONDITIONS**

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1. The bidder should be a well-established Professional Conference Organiser (PCO) and must have organised a minimum of three meetings with a participation of 250 and above for Government Ministries / Departments at Vigyan Bhavan in the past two years.
2. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in this tender document, in two separately sealed envelopes superscribed "Technical Bid for providing conference related services to Planning Commission" and "Financial Bid for providing conference related services to Planning Commission", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for providing conference related services to Planning Commission".
3. The declaration in the prescribed proforma as given in this tender document should be submitted alongwith the Technical Bid.
4. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The EMD should be valid for a period of 6 months from the date of issue of the bid invitation. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract.
5. The EMD of Rs.10,000/- (Rs. twenty thousand only) of the successful tenderer will remain with this office as Performance Security Deposit till completion of the work. Subsequently, the successful tenderer will deposit a Performance Security of Rs.10,000/- (Rs. ten thousand only) in the form of a Fixed Deposit Receipt from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, Planning Commission, New Delhi" valid for 60 days beyond the expiry of period of one year contract.
6. The rates (excluding taxes) quoted by the bidders will be valid for a period of 1 year from the date of opening the bid. It will be obligatory on the part of the successful bidder to honour subsequent orders, if placed, during the above mentioned period of 1 year.
7. All entries in the tender forms should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
8. Tender incomplete in any form are liable to be rejected outright.
9. The declaration in the prescribed proforma given in the tender document should be submitted alongwith the technical bid and should be put in the same envelope containing the technical bid.
10. Conditional or incomplete bids will be rejected outright.
11. No charges will be paid, if the meeting, for any reason, gets cancelled on or before 10 days of the scheduled date of the meeting. The bidder shall indicate the charges, if any, payable to him, if the meeting is cancelled within 10 days of the scheduled date of the meeting. Payment in that case will be subject to verification. No additional charges will be paid, in case the dates for the meeting(s) get rescheduled.
12. The closing date and time for receipt of tenders will be 3.00 P.M. on 30<sup>th</sup> June, 2008 (Monday). Bids received after the specified date and time for receipt of bids would not be entertained.
13. Any enquiry after submission of bids will not be entertained.
14. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.

15. The Technical bid shall be opened at 3.30 PM on the 30<sup>th</sup> June, 2008 (Monday), in Room No.344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bid.
16. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited. In case the successful bidder fails to render the required services, this office will have full authority to cancel the order and forfeit the performance security. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
17. The rates including details of taxes, service charges, conference management fees, if any, etc., should be quoted in the financial bid form given in this tender document.
18. The successful bidder may be empanelled as a Professional Conference Organiser for a period of one year for providing conference related services to Planning Commission at the rates quoted by him and on the same terms and conditions as stipulated in this tender document.
19. The successful bidder will be required to visit Yojana Bhavan and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
20. Tax registration numbers should be printed on the bills raised by the successful bidder.
21. The competent authority in Planning Commission reserves 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.
22. The competent authority in Planning Commission, reserves full authority to reject any / all offers, without giving any reason. The decision of competent authority in Planning Commission shall be final in this regard.

#### **Eligibility Criteria**

The bidder will be considered for selection, only if the following conditions are fulfilled:

- a) The bidder should convey his acceptance to all the terms and conditions laid down by Planning Commission. A copy of the terms and conditions duly signed and having company's seal on each page has to be submitted in acceptance of the terms and conditions.
- b) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid.
- c) The bidder should have the Registered or Branch Office in Delhi/NCR.
- d) The bidder should be a well-established Professional Conference Organiser (PCO) and must have organised a minimum of three meetings for Government Ministries / Departments at Vigyan Bhavan in the past two years. Certificate of satisfactory performance from the concerned Department(s) in support of the works should be enclosed with the technical bid.
- e) The The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". It should remain valid for a period of 6 months from the date of issue of the bid invitation.
- f) The bids should be submitted in the two bid format, viz., separate bids - Technical and Financial, as per proforma given in this tender document and should be put in a third sealed envelope superscribed "Tender for providing conference related services to Planning Commission".

(Mahender Chaudhary)  
Under Secretary to the Govt. of India

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DECLARATION FORM

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of M/s \_\_\_\_\_ am competent  
to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and are fully acceptable to me;
3. 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.

Date:  
Place:

Signature of authorized person  
Full Name:  
Company's Seal :

- N.B.:**
1. The above declaration, alongwith a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions, should be enclosed with Technical bid.
  2. The Declaration can be made on Company letterhead using the same format.

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TECHNICAL BID FORM

<b>1.</b>	Name of the Bidding Firm		
<b>2.</b>	Full Address		
<b>3.</b>	Telephone & Fax Nos.		
<b>4.</b>	D.D. / P.O. No. & Date of the EMD		
<b>5.</b>	Amount of EMD (Rs.)		
<b>6.</b>	D.D. / P.O. Drawn on Bank		
<b>7.</b>	D.D. / P.O. Valid upto		
<b>8.</b>	Details of similar works carried out by the bidder for Government Departments / Ministries during the last two years, as on 01.06.2008. (Copy of orders to be attached).		
<b>9.</b>	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Date(s) on which the meetings were held in Vigyan Bhavan	Total Value of work order (Rs.)
<b>10.</b>	Additional information, if any		

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Signatures \_\_\_\_\_

Name in bold capitals \_\_\_\_\_

Name of the Bidding Firm \_\_\_\_\_

Company's Seal: \_\_\_\_\_

Date: \_\_\_\_\_

FINANCIAL BID FORM

Sl. No.	Particulars	Size	Qty.	Unit rate	Total rate
1.	Hording at gate		3		
2.	Car parking signs (double & single sided-2 each)		4		
3.	Alighting point indicator panel		2		
4.	Mobile baggage counter		1		
5.	Enclosure for baggage counter		1		
6.	Direction panel		5		
7.	Backdrop in Plenary Hall		1		
8.	Backdrop in Hall No. 3		1		
9.	Backdrop in Hall No. 4		1		
10.	Backdrop in Hall No. 5		1		
11.	Backdrop in Hall No. 6		1		
12.	Podium Board		1		
13.	Panel for business centre		1		
14.	Name plates		300		
15.	Seating signs		6		
16.	Seating placards with colour code on stands		4		
17.	LCD projector with screen (1 day)		1		
18.	Masking screen on wooden frame (1 day)		1		
19.	Plasma screen (1 day)		1		
20.	Laptop (1 day)		2		
21.	Digital Video multi camera setup with three cameras, editing table, live projection on screen (1 day)		1		
22.	Digital video master tapes		8		
23.	Video CD making from master tapes		8		
24.	Still colour photographs		300		
25.	Album		3		
26.	Assignment Charges (1 day)		-		
27.	Professional Compere ( 1 hour)		1		
28.	Hostesses (1 day)		12		
29.	Baggage counter assistants (1 day)		12		

30.	Assistants for bag filling (2 days)	5		
31.	Computer P-IV – (2 days)	2		
32.	Laser printer – (2 days)	1		
33.	Photocopier – (2 days)	1		
34.	Delegate badges	500		
35.	Lanyard printed with conference name	500		
36.	Digital colour printing of cards	500		
37.	Reimbursement to officials for using their personal cell phones	15		
38.	Offset colour printing Conference Proceeding cards	500		
39.	Digitisation of entire proceedings for uploading on Planning Commission’s web site. (including creation of video master tapes, video editing, creation of flash interface with animation and music, presentations, indexing, synchronization of video with presentations, compilation in a single slide format and digital photo album).			
40.	Conference Management Fees			
41.	<b><i>VAT / Service tax, etc. (please indicate details of applicable taxes)</i></b>			
42.	Total:			
43.	Charges, if the meeting gets cancelled			

(If the space provided in the above sheet is insufficient, the Financial Bid can be prepared on any sheet, using the same format).

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Company’s Seal: \_\_\_\_\_

Date: \_\_\_\_\_

