

No. I-10/5/2010-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi-110 001, the 2nd October, 2010.

TENDER NOTICE

1. SEALED TENDERS ARE INVITED FROM REPUTED, EXPERIENCED AND FINANCIALLY SOUND MANUFACTURERS / SUPPLIERS FOR SUPPLY OF CONFERENCE BAGS TO PLANNING COMMISSION.
2. TENDER DOCUMENT AND TERMS AND CONDITIONS MAY BE DOWNLOADED FROM PLANNING COMMISSION'S WEBSITE (<http://planningcommission.gov.in>).
3. THE SEALED QUOTATIONS WITH SEPARATE TECHNICAL AND FINANCIAL BIDS FILLED IN THE SPECIFIED PROFORMA ADDRESSED TO THE UNDER SECRETARY (GENERAL ADM-II), ROOM No. 412, PLANNING COMMISSION, YOJANA BHAVAN, SANSAD MARG, NEW DELHI SHOULD BE DROPPED IN TENDER BOX PLACED AT RECEPTION AREA LATEST BY 2.30 P.M. ON 19.10.2010 (TUESDAY).
4. THE INTERESTED MANUFACTURERS/SUPPLIERS/IMPORTERS/DEALERS BEFORE QUOTING THEIR RATES IN RESPECT OF CONFERENCE BAGS ARE REQUIRED TO VISIT PLANNING COMMISSION FOR INSPECTING THE SAMPLE OF CONFERENCE BAG PLACED IN THE STATIONERY STORE (GROUND FLOOR) ON FRIDAY, THE 15TH OCTOBER, 2010 (BETWEEN 3.00 PM TO 4.00 PM).
5. THE TENDER SHOULD BE DROPPED IN THE TENDER BOX PLACED AT RECEPTION AREA OF YOJANA BHAVAN, NEW DELHI ON 19.09.201 BETWEEN 10.00 AM TO 2.30 PM. TENDER, IF DROPPED IN ANY BOX OR LEFT ELSE WHERE INSTEAD OF DROPPING IN TENDER BOX CAPTIONED "TENDER FOR SUPPLY OF CONFERENCE BAGS" PLACED AT RECEPTION AREA OR SENT THROUGH ANY OTHER MODE WILL BE OUT-RIGHTLY REJECTED.
6. THE TECHNICAL BIDS WILL BE OPENED AT 3.30 PM ON 19.10.2010 (TUESDAY) IN ROOM No. 344, YOJANA BHAVAN, SANSAD MARG, NEW DELHI IN THE PRESENCE OF TENDERERS OR THEIR AUTHORIZED REPRESENTATIVES. THE TENDERERS ARE ADVISED TO BRING THEIR SAMPLES OF CONFERENCE BAGS ON SAME DATE & TIME.
7. THE TENDERERS WHOSE TECHNICAL BIDS ARE ACCEPTED WILL BE INFORMED ABOUT THE DATE & TIME FOR OPENING OF FINANCIAL BIDS.
8. BIDS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.
9. BIDDERS SHALL NOT BE PERMITTED TO WITHDRAW THEIR TENDER TILL THE FINALIZATION OF THE TENDERING PROCESS/ AWARD OF CONTRACT TO THE FIRM(S).

*Ph. update
Rathore
12/10/10*


[M. CHAUDHARY]

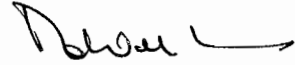
Under Secretary to the Government of India

Terms and Conditions

1. The bidder should be reputed, experienced and financially sound, manufacturer / supplier/Importers/dealers of conference bags & should be capable of supplying large quantity orders .
2. The bidder must have supplied conference bags to Govt. Departments / Ministries/PSU/Autonomous bodies during last two years ending September, 2010. Copies of recent work orders and / or certificates of satisfactory performance from at least one Departments / Ministries should be enclosed with the Technical Bid.
3. 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 supply of conference bags to Planning Commission" and "Financial Bid for supply of conference bags to Planning Commission", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for supply of conference bags to Planning Commission". The bids should be filled in the bidder's company letterhead in the prescribed format and each paper and attached document should be signed by the authorized signatory of the bidding firms.
4. **Bids should be submitted alongwith a Bid Security of Rs.7,000/- (Rs. Seven thousand only) refundable without interest in the form of Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi" failing which the bid shall be rejected outrightly.**
5. The manufacturer/suppliers/Importers/dealers should have its own Bank Account, PAN No. & TAN/TIN Number.
6. The tendering firm should give a self certificate stating in clear and un-ambiguous language that it has not been black listed by any of the Govt. Ministries/Departments with whom, it had contracted for supply of conference bags during the last five years.
7. The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid. The above declaration, along with a copy of the terms and conditions, duly signed on each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions should be enclosed with Technical bid.
8. The interested manufacturers/suppliers/Importers/dealers before quoting their rates in respect of conference bags may visit Planning Commission for inspecting the sample of the conference bags placed in the stationery stores (Ground Floor) on Firday, the 15th October, 2010 (between 3.00 PM to 4.00 PM).
9. **The bidders should bring their samples of conference bags duly numbered/marked for easy identification and reference on the day and time of opening of Technical Bids, i.e., at 3.30 PM on 19/10/2010 and deposit it with the Under Secretary (General-II). Any bidder who fails to submit samples of conference bags on the day of opening of Technical Bids would be outrightly rejected.**
10. **The bidders should submit only such samples, which can be supplied by them within 7 days from the date of finalization of contract/placing order. There is an urgent requirement of 400 conference bags, the requirement of quantity may increase or decrease as decided by Planning Commission. Those who fail to supply requisite quantity within the stipulated date are liable to be penalized by forfeiting their Performance Security as well as blacklisting that firm.**
11. The samples should be clearly labelled, giving details regarding name of the Bidder and sample number (eg. M/s XXX, Bag Sample 1, M/s YYY, Bag Sample 2, etc.). The labels should be made in thick cards of approximately 3" X 5" size and laminated or inserted in plastic pouch. Any sample found without the labels, will not be accepted. The rates of the corresponding samples should be quoted for each sample in the financial bids separately in sealed cover.

12. The rates of the items should not be indicated in the samples. The bids of the bidders who mention rates of items on the samples, will be out-rightly rejected.
13. The tender may be dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi on 19.10.2010 between 10.00 AM to 2.30 PM. Tender, if dropped in any box or left elsewhere other than the specific tender box captioned "Tender for supply of conference bags" will not be considered for selection.
14. The closing date and time for receipt of tenders will be 2.30 P.M. on 19th October, 2010 (Tuesday). Bids received after the specified date and time for receipt of bids would not be entertained.
15. The Technical bid shall be opened at 3.30 PM on the 19th October, 2010 (Tuesday), in Room No.344, Yojana Bhavan, Planning Commission, in the presence of the authorized representatives of the bidders, 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 bids.
16. Any enquiry after submission of bids will not be entertained.
17. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm shall be forfeited.
18. All entries in the tender forms should be legible and filled clearly. Any cutting in the tender form must be signed by the authorized signatory. Otherwise the tender is liable to be rejected.
19. Conditional or incomplete bids will be rejected outright.
20. The bidder will not be allowed to negotiate after submission of bids.
21. The rate will be for a period of six months from the date of award of the rate contract. It will be obligatory and mandatory on the part of the successful bidder to honour all orders placed during the period of validity of contract on the same rates and terms and conditions.
22. The samples of the successful bidder will remain with this Office, till the currency of the contract. The successful bidder shall deposit a performance security of Rs. 20000/- (Rupees Twenty Thousand only) favouring "Pay and Accounts Officer, Planning Commission" from any commercial bank. The performance security shall be valid throughout the period of contract.
23. The price quoted by the bidder should be inclusive of taxes, the cost for printing the title / matter of conference on the conference bags and delivery of goods to Planning Commission.
24. The bidder(s), whose bag(s) is/are selected, would be declared as the successful bidder(s) and will be eligible for award supply order.
25. Mere lowest rate quoted by the bidder(s), will not be the sole criteria for selection of successful bidder(s).
26. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the bidding firm will be blacklisted and the EMD submitted by the successful bidder would stand forfeited.
- 26(a) The successful bidder will be responsible for quality & quantity of Conference bags. If any bag or bags found to be different from the approved sample or of poor quality/substandard the same shall be immediately replaced by the supplier at no additional cost otherwise the firm shall be liable to a penalty of 10 times the price cost of such items.
- 26(b) The successful bidder is not allowed to subcontract supplier. If this comes to the notice of this Commission at any point of time the performance security of the firm (successful bidder) will be forfeited and the firm shall be black-listed
27. Payment will be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of competent authority.

28. The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
29. No charges will be paid, if the order is cancelled on or before 15 days of the scheduled date of delivery.
30. 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.
31. The competent authority in Planning Commission, reserves full authority to cancel, reject, any / all offers, without giving any reason. The decision of competent authority in Planning Commission shall be final in this regard.



(M. Chaudhary)

Under Secretary to the Govt. of India

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 they 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.
4. I, do hereby certified that the our firm has neither been blacklisted to by any of the Govt. Ministries/Departments with which the firm had contracted for supply of conference bags during the last five years.

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 bidding firm 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.**

TECHNICAL BID FORM

1.	Name of the Bidding Firm	
2.	Full Address	
3.	Telephone & Fax Nos.	
4.	Bank Account No.	
5.	D.D. / P.O. No. & Date of the EMD	
6.	Amount of EMD (Rs.)	
7.	D.D. / P.O. Drawn on Bank	
8.	D.D. / P.O. Valid upto	
9.	PAN no. (attach copy)	
10.	TIN/TIN No. (attach copy)	
11.	Details of supply of conference bags by the bidder to other Government Departments / Ministries in the recent past. (Copy of orders and / or certificates to be attached).	Total Value of work order (Rs.)
12.	Additional information, if any	

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on company letter head of the bidding firm, using the same format).

Signatures -----
Name in bold capitals -----
Name of the Bidding Firm -----
Company's Seal: -----
Date: -----

FINANCIAL BID FORM

Sl. no.	Particulars	Rate / Unit inclusive of Taxes
	<u>Conference Bags</u>	
	Conference bag Sample – 1	
	Conference bag Sample – 2	
	Conference bag Sample – 3	
	Conference bag Sample – 4	
	Conference bag Sample - 5	
	Conference bag Sample – 6	
	Conference bag Sample – 7	
	Conference bag Sample – 8	
	Conference bag Sample – 9	
	Conference bag Sample – 10	

(If the space provided in the above sheet is insufficient, the Financial Bid can be prepared on company letter head of the bidding firm, using the same format).

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Company's Seal: -----

Date: -----