

F-20017/1/05-Protocol (Part)
Government of India
Planning Commission
(Protocol Section)

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Yojana Bhavan, Sansad Marg,  
New Delhi-110 001,  
Date: 5.5.2006.

Subject: Inviting limited tenders for award of work relating to the Conference of Chief Secretaries of States and Union Territories to be held in Hall No: 5, Vigyan Bhavan on 20<sup>th</sup> May, 2006

Sir,

I am directed to say that a meeting of Dy. Chairman, Planning Commission with Chief Secretaries of States and UTs, is scheduled to be held on 20<sup>th</sup> May, 2006 at Hall No:5, Vigyan Bhavan, New Delhi. In this connection you are requested to submit sealed quotations for various items of logistics, as per details in the annexure to this letter. It may also be noted that any other item, not mentioned in the annexure, that the tenderer may feel as essentially required due to latest security instructions applicable at Vigyan Bhavan or for other reasons, may also be included in the tender(annexure to the tender invitation letter).

1. The tenderer should be a well established professional conference organiser / event manager and must have sufficient experience in organising conferences at Vigyan Bhavan. Copies of certificates proving company's registration, tax registration, previous experience, etc. should be enclosed with the quotation.
2. The quality / specification of material, required quantity, rate per unit, total cost, etc. may be indicated in the format given in the above-mentioned annexure.
3. The rates quoted by the Firm shall remain valid till the conclusion of the conference and subsequent revision of rates shall not be entertained.
4. Tenders on company letter head alongwith a Pay Order / Banker's Cheque of Rs.10,000/- drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", towards Earnest Money Deposit should be submitted. If the Pay Order / Banker's Cheque is found to be drawn in favour of any Officer, other than "Pay & Accounts Officer, Planning Commission, New Delhi", the tender will be liable to be outrightly rejected. Further, any tender that is received without the EMD money will outrightly be rejected.
5. After finalisation of the contract, the EMD of selected Firm, will be retained as contract surety amount, till the conclusion of the conference.
6. EMD and payment towards hiring of goods and services will be released only after completion of the conference to the full satisfaction of this Office. No advance payment will be made.

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dated 5<sup>th</sup> May, 2006.

7. Government Taxes as applicable shall be payable by this Office. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the Firm.
8. Any such clause(s) and / or terms and conditions, that the tenderers desires to include for providing service / supply goods, should be clearly mentioned in the quotation.
9. The quotations should be sealed and clearly superscribed with the words "Tender for providing service / supply of goods in connection with Planning Commission's conference to be held on 20-05-06 at Vigyan Bhavan, New Delhi".
10. Tenders can either be sent by post to the address mentioned below, or dropped in the tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders will be 1500 hours of 11<sup>th</sup> May, 2006.

Under Secretary (GA),  
Room No: 413,  
Yojana Bhavan,  
Sansad Marg,  
New Delhi - 110 001.

11. The tenders will be opened on the same day in Com. Room No:344 at 1530 hrs. in the presence of such tenderers who may wish to be present at the time of tender opening.
12. Tenders incomplete in any form are liable to be rejected outrightly.
13. This office will reserve the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

(Pawan Kumar)  
Under Secretary to the Government of India

Annexure to Tender Invitation letter No. F-20017/1/2005-Protocol dated 5<sup>th</sup> May, 2006.

| Sl. no | Particulars                                                                                                              | Qty./number | Rate/ Unit (Rs.) | Total Amount (Rs.) |
|--------|--------------------------------------------------------------------------------------------------------------------------|-------------|------------------|--------------------|
| 1.     | Bilingual Backdrop behind head table Size:                                                                               |             |                  |                    |
| 2.     | Backdrop for Press Conference at PIB Centre Size:                                                                        |             |                  |                    |
| 3.     | Panel in front of Podium Size:                                                                                           |             |                  |                    |
| 4.     | Dias name plates with stand                                                                                              |             |                  |                    |
| 5.     | Direction Indicator panel                                                                                                |             |                  |                    |
| 6.     | Welcome panel Size:                                                                                                      |             |                  |                    |
| 7.     | Welcome hoarding Size:                                                                                                   |             |                  |                    |
| 8.     | Screen printed cloth scrolls Size:                                                                                       |             |                  |                    |
| 9.     | Parking indicators (Double sided)                                                                                        |             |                  |                    |
| 10.    | Parking indicators (single sided) Size:                                                                                  |             |                  |                    |
| 11.    | Alighting point indicator (single sided) Size:                                                                           |             |                  |                    |
| 12.    | Baggage counters at Plaza & E-1 gate                                                                                     |             |                  |                    |
| 13.    | Hoarding on frame work on four sides of road Size:                                                                       |             |                  |                    |
| 14.    | Identity cards                                                                                                           |             |                  |                    |
| 15.    | Parking labels with gumming strips (double side printing with parking directions on one side)                            |             |                  |                    |
| 16.    | Bilingual invitation cards with printed envelopes (double side printing) Size: 5"x7" on 400 gms. Card & 100 gms. Envelop |             |                  |                    |
| 17.    | Female usherers (In uniform)                                                                                             |             |                  |                    |
| 18.    | Male staff for baggage counter (In uniform)                                                                              |             |                  |                    |
| 19.    | Female supervisor (In uniform)                                                                                           |             |                  |                    |
| 20.    | Manual collators for documentation work                                                                                  |             |                  |                    |
| 21.    | Data projector (High Lumen) (two days)                                                                                   |             |                  |                    |
| 22.    | Laptop computer (two days)                                                                                               |             |                  |                    |
| 23.    | Long cord for laptop (two days)                                                                                          |             |                  |                    |
| 24.    | Laser pointer (two days)                                                                                                 |             |                  |                    |
| 25.    | Front Projection screen (two days)                                                                                       |             |                  |                    |
| 26.    | Switcher for double projection (two days)                                                                                |             |                  |                    |
| 27.    | Gift wrapping accessories                                                                                                |             |                  |                    |
| 28.    | Photocopier (Heavy duty-60 cpm)                                                                                          |             |                  |                    |
| 29.    | Digital Photographs with album - 5" x 7", photo CD and assignment charges.                                               |             |                  |                    |
| 30.    | High quality blank audio cassettes                                                                                       |             |                  |                    |
| 31.    | Flower arrangements with one bouquet                                                                                     |             |                  |                    |
| 32.    | Screen for Audio visual presentation. (two days)                                                                         |             |                  |                    |