

No. F-20017/16/2010-Protocol
Government of India
Planning Commission
(Protocol Section)

Yojana Bhavan, Sansad Marg,
New Delhi-110 001, 1st June, 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 (PROTOCOL), PLANNING COMMISSION, YOJANA BHAVAN, SANSAD MARG, NEW DELHI SHOULD REACH THE UNDERSIGNED LATEST BY 3.00 P.M. ON 18.06.2010 (FRIDAY).**
4. **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 SUPPLY OF CONFERENCE BAGS" WILL NOT BE CONSIDERED FOR SELECTION.**
5. **THE TECHNICAL BIDS WILL BE OPENED AT 4.00 PM ON 18.06.2010 (FRIDAY) 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 OPENING OF FINANCIAL BIDS.**
7. **BIDS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.**

[Mahender Chaudhary]
Under Secretary to the Government of India

Terms and Conditions

1. The bidder should be reputed, experienced and financially sound, manufacturer / supplier of conference bags.
2. The bidder must have supplied conference bags to Govt. Departments / Ministries in the recent past. Copies of recent work orders and / or certificates of satisfactory performance from at least two 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.
4. Bids should be submitted alongwith a Bid Security of Rs.15,000/- (Rs. Fifteen thousand only) in the form of Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". Any bid that is received without the Bid Security would be outrightly rejected.
5. 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, 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.
6. The bidders should bring along samples of conference bags on the day and time of opening of Technical Bids, i.e., on 18/06/2009 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.
7. The bidders should submit 5 or more samples and the cost of each bag should be in the range of Rs.500/- to Rs.700/- including taxes.
8. The bidders should submit only such samples, which can be supplied by them immediately, and upto 6 months from the date of finalisation of contract. The requirement of quantity may vary from 200 to 1,200 bags, and the bags will have to be supplied within 7-15 days from the date of placing order, as decided by Planning Commission.
9. 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.
10. 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 outrightly rejected.
11. 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 supply of conference bags" will not be considered for selection.
12. The closing date and time for receipt of tenders will be 3.00 P.M. on 18th June, 2010 (Friday). Bids received after the specified date and time for receipt of bids would not be entertained.
13. The Technical bid shall be opened at 4.00 PM on the 18th June, 2010 (Friday), 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.
14. Any enquiry after submission of bids will not be entertained.
15. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
16. 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.

17. Conditional or incomplete bids will be rejected outright.
18. The bidder will not be allowed to negotiate after submission of bids.
19. The contract will be for a period of six months from the date of award of the contract. It will be obligatory on the part of the successful bidder to honour the orders, if placed, during the period of validity of contract on the same rates and terms and conditions.
20. The samples of the successful bidder will remain with this Office, till the currency of the contract. The EMD of Rs.15,000/- (Rs. Fifteen thousand only) of the successful tenderer will also remain with this office as Performance Security Deposit till completion of the contract.
21. 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.
22. The bidder(s), whose bag(s) is/are selected, would be declared as the successful bidder(s) and will be eligible for award of work.
23. Lowest rate quoted by the bidder(s), would thus not be the criteria for selection of the successful bidder(s).
24. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the bidding firm will be blacklisted for a period of 2-3 years for supply of any item to Planning Commission and the EMD submitted by the successful bidder would stand forfeited. The competent authority in Planning Commission would be competent to do so.
25. Payment will be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of competent authority.
26. The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
27. No charges will be paid, if the order is cancelled on or before 15 days of the scheduled date of delivery.
28. 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.
29. 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.

Eligibility Criteria

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

- a) The bidders should be well-established and must have supplied conference bags to Govt. Departments / Ministries in the recent past. Copies of recent work orders and / or certificates of satisfactory performance from the concerned Department(s) in support of the works should be enclosed with the technical bid.
- b) The bidders should bring along samples of conference bags on the day and time of opening of Technical Bids, i.e., on 18/06/2010 and deposit it with the Under Secretary (General-II). Any bidder who fails to submit samples of conference bags at the time of opening of Technical Bids would be outrightly rejected.
- c) 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, 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 in token of acceptance of all the terms and conditions laid down by Planning Commission.
- d) If any of the terms and conditions are not fulfilled the bid may not be considered for selection.
- e) The bidder should have the Registered or Branch Office in Delhi/NCR.
- f) The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen 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.
- g) 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 supply of conference bags to Planning Commission".

(Mahender 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.

Date: _____ Signature of authorized person
Place: _____ 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.**

-5-
TECHNICAL BID FORM

1.	Name of the Bidding Firm	
2.	Full Address	
3.	Telephone & Fax Nos.	
4.	D.D. / P.O. No. & Date of the EMD	
5.	Amount of EMD (Rs.)	
6.	D.D. / P.O. Drawn on Bank	
7.	D.D. / P.O. Valid upto	
8.	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.)
9.	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
	Conference Bags	
	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: -----