

**TERMS, CONDITIONS, STIPULATIONS AND INFORMATION
FOR
SUPPLY OF CONFERENCE KITS
FOR
PLANNING COMMISSION'S FORTHCOMING MEETING
TO BE HELD AT
PLENARY HALL, VIGYAN BHAVAN,
NEW DELHI.**

1. The bidder should be a well-established Bag Supplier or Professional Conference Organiser (PCO) who has supplied quality conference kits in the recent past, for VIP functions organised by Govt. Departments / Ministries.
2. Certificate of satisfactory performance from the concerned Department(s) at least two in support of sl. no.1 above should be enclosed with the bid.
3. Documents in support of the bidder's credentials, past performance, financial background, company's registration, statutory tax registrations should be enclosed with the bid.
4. The bidder should submit copies of work order, delivery challan, etc., in support of bulk orders (500 to 1000 bags) executed for Govt. Departments / Ministries, in the past 1-2 years.
5. The bidder should quote prices for a minimum of two quality conference kits. The kit would comprise of a conference bag, one 100 pages notebook (conference pad) and a good quality pen.
6. Matter of the conference (to be decided by Planning Commission) has to be printed on all the conference bags and note books.
7. The goods would have to be delivered at Yojana Bhavan, Planning Commission.
8. The price quoted by the bidder should include the cost of the printing of the matter of conference on all the conference bags and notebooks and transportation of goods at Yojana Bhavan, Planning Commission.
9. Details of taxes chargeable should be clearly indicated against each item.
10. The bidder would have to deposit a sample of each of the conference kit whose price is quoted in the bid form.
11. The kits that would be deposited as samples should be clearly labelled, giving details regarding name of the Bidder and sample number (eg. Sample 1, Sample 2 or Sample 1-A, Sample 1-B and Sample 2-A, Sample 2-B). ***It may be noted that the rates quoted in the bids should not be indicated in the samples.***
12. The conference kits should be good quality and presentable to high-level dignitaries.
13. The bids could be either filled up in the bid form sent by Planning Commission or on the bidder's company letter head in the format prescribed in Planning Commission's bid form.
14. Bids should be submitted alongwith a Bid Security of Rs.75,000/- (Rs. Seventy five thousand only) in the form of Account Payee Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The Bid Security should remain valid for a period of 45 days beyond the final bid validity period and should be further renewable, if required.

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15. The bids in the prescribed format, alongwith bid security should be submitted in sealed covers, duly superscribed as “Bids for Conference Kits”.
16. The bids should include details regarding time required for delivery of kits, name and quality of material to be used for the manufacturing of bags, etc. while submitting the bids.
17. Details may be given by the bidders on their company letter head and attached with the bid form.
18. The bids of those bidders, who mention the price quoted by them on the samples of bags, would be outrightly rejected.
19. Any bid submitted without samples of conference kits would be outrightly rejected.
20. Any bid that is received without the Bid Security would be outrightly rejected.
21. Bids received after the date and time specified for receipt of bids, would be outrightly rejected.
22. Bids incomplete in any form would be outrightly rejected.
23. The bidder would not be allowed to negotiate after submission of bids.
24. Any enquiry after submission of bids would not be entertained.
25. The rates quoted by the successful bidder shall remain valid for a period of 6 months from the date of opening the bid, for the purposes of carrying out the work.
26. No charges would be paid, if the order is cancelled for any reason, on or before 15 days of delivery period. The bidder should indicate the charges, if any, payable to him, if the order is cancelled within 15 days of delivery period. Payment in that case would be subject to verification.
27. About 1000 - 1200 conference kits would be required. However, the actual requirement of quantity would be indicated in the work order letter that would be issued by Planning Commission to the successful bidder.
28. It would be the responsibility of the successful bidder to obtain signatures of Section Officer, General Branch - II, on Challans towards items supplied by the bidder. In case authenticated challans are not submitted, no payment would be made.
29. The successful bidder would be required to visit Yojana Bhavan, as and when called for, in connection with the work being awarded to bidder.
30. The conference kit samples deposited by the bidders would be retained till selection of the successful bidder.
31. The successful bidder's sample conference kit and bid security would be retained till completion of work and all contractual obligations, to the entire satisfaction of competent authority. The bid security of the successful bidder would then be treated as performance security.
32. Dr. D.K. Sharma, Director (GA) and HOD would be the competent authority of Planning Commission, to certify that the successful bidder has completed all the works and contractual obligations in full, to the entire satisfaction of this Office
33. The competent authority would be competent to forfeit partially or in full the Bid Security amount of the successful bidder, in case of non-completion of the work partially or in full or due to unsatisfactory completion of any part of the work.

34. No advance payment would be made to the bidder.
35. Payment for carrying out the work would be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of competent authority.
36. The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
37. Any such clause(s) and / or terms and conditions, that the bidder desires to include for providing service / supply of goods, should be clearly mentioned in the bid.
38. The bidder should submit a certificate on company letter head saying "I / we hereby state that, after having read all the terms and conditions stipulated by the Planning Commission, agree to abide by them".
39. The bids could either be sent by Registered Post / Courier to the address mentioned below, or dropped in the tender box kept at the Reception Area of Yojana Bhavan, Planning Commission. The closing time and date for submission of bids would be 1500 hours of 15th September, 2006.

Under Secretary (GA),
Room No: 410,
Yojana Bhavan,
Sansad Marg,
New Delhi - 110 001.

40. The samples of conference kits could be deposited with the Section Officer, General Branch - II, Room No: 445, Yojana Bhavan, Planning Commission, on any working day between 0900 hrs. to 1700 hrs. upto 14th September, 2006 and between 0900 hrs. to 1500 hrs. on 15th September, 2006.
41. The bids would be opened by the Tender Opening Committee set up by Planning Commission for the purpose, on the same day in Com. Room No: 344 at 1530 hrs. in the presence of such bidders who may wish to be present at the time of bid opening.
42. The prices quoted by the bidders would be marked by TOC in the corresponding samples submitted by the bidders, in the presence of bidders available during tender opening.
43. The conference kit, which is approved by competent authority on the basis of quality, presentability and / or pricing, would be chosen.
44. The bidder, whose kit is selected, would be declared as the successful bidder for award of work.
45. Lowest rate quoted by the bidder, would thus not be the only criteria for selection of the successful bidder.
46. Rates quoted by the successful bidder in his bid for the selected conference kit, would be approved for supply of goods.
47. The competent authority reserves the right to reject any /all bid(s) without assigning any reason thereof.

(Ravjit Singh)
Under Secretary to the Government of India

Bid Form for supply of conference bags

Sl. no.	Particulars	Rate per unit
1.	Sample - 1	
2.	Sample - 1A	
3.	Sample - 1B	
4.	Sample - 2	
5.	Sample - 2A	
6.	Sample - 2B	
7.	Sample - 3	
8.	Sample - 3A	
9.	Sample - 3B	
10.	Sample - 4	
11.	Sample - 4A	
12.	Sample - 4B	
13.	Sample - 5	
14.	Sample - 5A	
15.	Sample - 5B	

Signatures -----

Name in bold capitals -----