

D-13016/1/10.Gen.II  
Planning Commission  
General II Branch

Date : 11<sup>th</sup> March, 2011

**TENDER NOTICE**

Subject: i) Providing and installation of 60 Nos.(approx) of desert coolers on hiring basis with water filling arrangements in Yojana Bhawan and at the residence of VIPs and ii) Repair and maintenance including replacement of damaged parts and water filling arrangement of the 30 Nos.(approx) of coolers owned by Planning Commission.


Planning Commission invites sealed quotations under two bid system for hiring of 60 Nos. of desert coolers on rental basis with water filling arrangement and Repair and maintenance including replacement of damaged parts and water filling arrangement of the 30 Nos. of coolers owned by Planning Commission w.e.f. 15<sup>th</sup> April 2011 to 31<sup>st</sup> October 2011 from reputed, experience and financially sound firms/agencies.

2. The terms and conditions governing the contract are at Annexure-I. The interested firm/agencies are advised to submit two separate sealed envelopes – one marked for “**Technical bid**” and other marked for “**Financial bid I & II**”. Both sealed envelopes should be kept in a third sealed envelop super scribing “**Tender for hiring of desert cooler and maintenance of Planning Commission’s owned coolers.** The Technical bid should be necessarily accompanied with Earnest Money Deposit (EMD) of Rs. 15,000/- (Rs. fifteen thousand only) in the form of Demand Draft drawn in favour of Pay & Accounts Officer, Planning Commission, payable at New Delhi should be dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi between 10 AM to 3 PM on 25<sup>th</sup> March 2011.

3. The complete Tender Document may either be downloaded from the website of the Planning Commission ([www.planningcommission.gov.in](http://www.planningcommission.gov.in)) or collected from General II Branch, Room No. 445, Yojana Bhavan, Sansad Marg, New Delhi on any working day between 3 PM to 4 PM till 24.03.2011 (Tel. No. 23096512).

4. The Technical bid shall be opened at 3 PM on 25<sup>th</sup> March 2011 in Room No. 344, Yojana Bhavan in the presence of bidders or their authorized representatives who may wish to be present. The Financial bids of only those bidders whose Technical bid have been accepted by the Tender Opening Opening/Evaluation Committee will be opened at 3.30 PM on 25<sup>th</sup> March 2011 at the same place in the presence of successful bidders or their authorized representatives.

5. The Planning Commission reserves the right to reject any or all tenders without assigning any reason and the decision of the Planning Commission shall be final and binding.

  
(T. Nanda Kumar)

Under Secretary to the Govt. of India

To

Director (C&I), Planning Commission with a request to upload the Tender Notice in the Planning Commission’s Website.

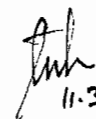
**Planning Commission  
(General II Branch)**

**Annexure – I**

**TERMS & CONDITIONS**

The tendering firms/agencies should meet the following eligibility criteria :-

1. It must be in the business of providing Desert Coolers on rent basis and maintenance of cooler and replacement of defective parts at least for three consecutive summer seasons to Government Ministry/Department/Semi-Government Organisations. Supporting documents to this effect should be enclosed.
2. It should be registered for sales Tax/VAT/ Service Tax. A self attested copy of Registration Certificate should be attached.
3. The firm should furnish following certificates “it is certified that the firm M/s..... has **not been black listed** by any Govt. organisation during last three years”.
4. The successful bidder will have to deposit a performance security equivalent to 5% of the total contract value either in the form of Bank Guarantee or Fixed Deposit Receipt issued by a commercial bank in the name of the firm/agency but hypothecated to the Pay & Accounts Officer, Planning Commission which should remain valid for entire period of contract.
5. The Desert Coolers may be installed in the rooms within one week from the date of award of contract. Any delay in installation of Desert Coolers will attract penalty @ 1.0% of the total contract value per week and contract can be cancelled and performance security will be forfeited. All the desert coolers should be in perfect/good working conditions & free from excessive noises/rattling noises. The firm will be required to remove the desert coolers within a period of 15 days from the date of the completion of the contract failing which this Department will have the right to get these removed at the firm’s cost and expense.
6. The contract will be valid for full summer season of the year 2011. The contract is extendable on year-to-year basis up to three years subject to the performance being found to be satisfactory at the discretion of Planning Commission on the same terms & conditions.
7. **General terms and conditions for maintenance**
  - i) The firm will be responsible for installation, maintenance, servicing/repairs, water filling and removal of Desert Coolers without charging any extra amount. The firm shall be responsible for the safety of their desert coolers against theft of any kind. The contractor will arrange manpower, buckets, jugs, pipes and other necessary material for installation/maintenance/water filling of desert coolers.
  - ii) Defects in smooth working of the coolers will have to be removed immediately. Any part of desert cooler found defective will have to be replaced within 24 hours without claiming any extra charges for rented coolers.

  
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iii) AT least five persons may be engaged by the contractor to fill water in the coolers on daily basis. The expenditure relating to engagement of these persons will be borne by the contractor/firm.

iv) The persons shall have to report for work at 9 AM and would leave at 5.30 PM on all working days, if required on weekends/holidays.

v) The firm may also ensure that mobile phone is provided to the mechanics so that any message/complaints of coolers may be conveyed to them quickly.

8. All desert coolers may be superscripted with name of the firm so that is distinguished from other desert coolers installed in the premises of Yojana Bhavan.

9. It shall be the responsibility of the contractor to pay the minimum wages to the labour for filling water in the coolers & Planning Commission will not be responsible for this statutory obligation/duty is not full filled by the contractor.

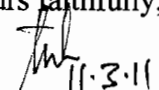
10. **Price & Taxes:** The price quoted by the firm shall be all inclusive of Taxes or charges like VAT, Octroi, Freight etc. and firm throughout the validity period and not subject to escalation of any kind whatsoever.

11. **Payment Terms :** Payment shall be made in two equal installments one after completion of three months of satisfactory installation and perfect working condition of desert cooler and another installment after the successful completion of period of contract. The firm shall have to produce certificate of satisfactory service from the users at the time of claiming payment. TDS will be deducted at source as per Rules.

12. **Penalty for default services:** If it is found at any point of time that any desert cooler/coolers are not working properly, a penalty @ 1.0% of the contract or Rs.200/- per cooler per day, which ever is more, shall be levied.

13. **Special Note:** Quotation not deposited in the Tender Box or received after the due date shall not be entertained. Necessary declaration form and prices schedule form is enclosed herewith. This department reserves the right to reject all or any quotation(s) , be it the lowest or otherwise, without assigning any reason. Though the contract will remain in force w.e.f. 15<sup>th</sup> April 2011 to 31<sup>st</sup> October, 2011, it may be terminated earlier also if the services of the firm are found to be unsatisfactory. The decision of the Department for terminating the contract on account of the unsatisfactory performance shall be final and binding on the firm. Submission of the tenders shall imply that the bidding firm is agreeable to all the terms & conditions mentioned above and they shall fully abide by them. For any clarification in the matter, Gen.II Branch may be contacted on Tel. No. 23096512.

Yours faithfully,



(T. Nanda Kumar)  
Under Secretary

Planning Commission  
(General II Branch)

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

2. I understand that in case any deviation is found in the above statement at any stage, the firm will be blacklisted and will not be permitted to have any dealing with the Planning Commission in future.

(Signature of authorized Signatory with seal)

*Handwritten signature*  
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Planning Commission  
(General II Branch)

**TECHNICAL BID**

1. Name of the Tendering firm/agency \_\_\_\_\_
2. Name of the Authorized person who will sign the contract. \_\_\_\_\_
3. Full address of the Registered Office \_\_\_\_\_
4. Registration Details  
(self attested copies to the enclosed) \_\_\_\_\_
5. Details of Earnest Money Deposit (Rs. 15000/-) \_\_\_\_\_
6. Certificate to the effect that the firm is not blacklisted
7. Clients list with Contact Number in support of the firm having business of providing/maintaining Desert Coolers at least for three consecutive summer season to Govt. Ministry/Department.

Note: The bidder should sing each page of the Quotation.

(Signature of authorized Signatory with seal)

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Planning Commission  
(General II Branch)

**FINANCIAL BID-I**

**PARTICULARS**


**A. Rate for Rented Coolers**

Rent per desert cooler including taxes(i.e. VAT/Octori/freight etc.)  
with water filling charges

=Rs.

I/we am/are agreeing to abide by the terms & conditions as given in the tender documents unconditionally.

(Signature of authorized Signatory with seal)

  
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Planning Commission  
(General II Branch)

**FINANCIAL BID-II**


**PARTICULARS**

**B. Rate for Planning Commission's Own Coolers (inclusive all taxes)**

S.No.	Particulars	Amount (per Unit)
1	Cooler Pad	
2	Cooler Fan Motor (new)	
3	Pump (new)	
4	Grill (new)	
5	Condenser (new)	
6	Blade set (new)	
7	Regulator (new)	
8	Service/repair charges of cooler fan motor	
9	Service/repair charges of pump	
10	Water filling charges (per cooler)	
11	Ply 4 mm per sqft	

I/we am/are agreeing to abide by the terms & conditions as given in the tender documents unconditionally.

(Signature of authorized Signatory with seal)

  
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