

D-14016/08/2005-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the .2007

To

As per list enclosed

Sub: Procurement of furniture items for the Planning Commission – calling of quotations reg.

Sir,

Planning Commission has proposed to call for sealed quotations for finalizing the contract for supply of furniture items for the Planning Commission. A copy of the proforma and detailed terms & conditions are enclosed.

2. In case, your firm/agency desires to participate in the tender, you may submit your rates in the enclosed proforma along with other relevant documents (specified in the terms & conditions) and deposit the same in a sealed cover in the tender box placed at the Reception of the Yojana Bhavan on or before 11.00 AM on 28.03.2007. The quotation form can be downloaded from the official website of the Planning Commission. The quotations will be opened in the presence of the representatives of the participating firms/agencies who may wish to be present on the same day at 3.00PM in the room of Under Secretary(G2), Planning Commission, New Delhi.(Room No. 411).

Yours faithfully,

(Dr.D.K.Sharma)
Director(GA)

Terms & Conditions

- i) The period of the contract shall be effective from the date it would be awarded and formalities completed and shall normally remain in force till 31.3.2008 or until further orders, whichever is earlier. The contract can be extended solely at the discretion of the Planning Commission.
- ii) The firm wish to participate in the tender will be required to deposit a bank draft/Pay Order of Rs.10,000/- (refundable) drawn in favour of Pay & Accounts Officer, Planning Commission, being earnest money, alongwith the quotation in the prescribed form duly signed by the authorized signatory on each page. Earnest money in any other form shall not be accepted and quotation would be summarily rejected.
- iii) In case, the successful bidder shows their inability at any stage after the contract is finalized, for whatsoever reason(s), for taking up the contract, their earnest money would be forfeited.
- iv) The successful bidder shall be required to deposit a sum of Rs.25,000/- (Rs. Twenty five thousand only) as security money in form of a Demand Draft made in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the term of the contract.
- v) Mere quoting lowest rates will not amount to commitment for award of Contract. The rates may be clearly quoted against each item. Overwriting/corrections or incomplete quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.
- vi) At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, that may occur on this account will be recoverable from security money deposited by the firm..
- vii) The firm should have sufficient experience and expertise in the relevant field with sound financial standing.
- viii) The normal period for supply would be a maximum of 15 days from the date supply order is made that can be shortened with prior notice, depending upon the circumstances.
- ix) Supply should be strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order. In case of any variation with respect to the nature/dimensions or quality of the order, stock would be liable to be rejected and no loss/expenditure incurred by the firm on this account will be payable by the Planning Commission. The firm will be required to supply as per the specifications conveyed in supply order.
- x) The firm would be required to deliver the goods at their cost in the premises/stores of the Planning Commission located at Yojana Bhavan, Sansad Marg, New Delhi/EAC, Vigyan Bhavan, New Delhi.
- xi) No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the Contract.
- xii) The bill should be submitted in triplicate. Government tax, namely, Service Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.

- xiii) The quotations should be dropped in a tender box kept at the reception, Yojana Bhavan, Sansad Marg, New Delhi on or before 28.3.2007. The box would be removed at 11.00 Hours on same day and afterwards no quotations would be accepted. The sealed envelope containing the quotation should be superscripted "Tender/quotation for supply of Furniture items". The quotations shall be opened on the same day (28.3.2007) at 3.00 PM in the room of Under Secretary(G2)(Shri N.K.Raghunathan) (Room No.411), Yojana Bhavan, Sansad Marg, New Delhi in the presence of the approved committee and the representative(s) of the firm(s) who may wish to be present.
- xiv) In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
- xv) Planning Commission reserves the right to accept or reject any or all quotation(s) without assigning any reason(s) thereof.
- xvi) These terms & conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms & conditions and that will be final & binding.

(Dr.D.K.Sharma)
Director(GA)

Terms & conditions are acceptable.

Dated:-

(Authorized signatory)
Name of the Firm/Agency
With full Postal Address & Contact Number

Planning Commission

PROFORMA

Sl.No.	Description of the item		Rates/ unit
(1)	(2)		(3)
1.	Steel Almirah(20/22 Gauge Single colour)		
	i)	78"x36"x19" (with four adjustable shelves making five compartments without locker)	
	ii)	50"x30"x17" with three adjustable shelves making four compartments without locker)	
2.	Steel Book Case (20/22 gauge)		
		66"x33"x18" (with four disappearing glass doors)	
3.	Office Tables(Steel 20/22 gauge) with Novapan board		
	i)	3'x2'x2 ½' (single pedestal)	
	ii)	4'x2'x2 ½' (single pedestal)	
	iii)	5'x3'x2 ½'(double pedestal)	
4.	Computer Table with Novapan Board		
	i)	3'x2'x2 ½' (with space for printer,keyboard & drawer)	
	ii)	3'x2'x2 ½' (-do- with three sides covered)	
	iii)	4'x2'x2 ½' (with space for printer, CPU,keyboard, stablizer and enough space with 3 drawers and thee sides covered)	
			(2)
5.	Exclusive Executive Tables(teakwood and melamine polish, (L) Shape)		
	i)	5'x3'x2 ½' with rack size 42"x18"x26"	
	ii)	6'x3'x2 ½' with rack size -do-	
6.	Officer' Revolving Chair with PU Arms		
	i)	High back cushioned chair	
	ii)	-do- (Godrej type)	
	iii)	Low/half back cushioned chair	
	iv)	High back Gas lift Chair	
	v)	Low/half back Gas lift chair	
7.	Computer Chairs (Revolving)		
	i)	With arms (PU Handle)	
	ii)	Without arms	

(1)	(2)	(3)
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8.		Visitor Chairs (Steel)	
	i)	Seat & back cushioned (Powder coating)	
	ii)	-do- (with round pipe (Godrej Type))	
9.		Sofa Set(Teak wood frame & good quality of cloth & ISI rubber cushions)	
	i)	(3 +2) seater	
10.		Tables (with top & bottom of teak wood & board, good quality liquor polish)	
	i)	15''x15'' (Side/corner table)	
	ii)	18''x18''(Side/corner table)	
	iii)	2'x2'(side/Corner Table)	
	iv)	3'x2'(Central Table)	
	v)	4'x2'(Central Table)	
11.		Tables of the quality & polish as described above (Sl.No.15) and with Glass Top (12 mm tinted glass)	
	i)	15''x15''(side/corner table)	
	ii)	18''x18''(side/corner table)	
	iii)	2'x2'(side/corner table)	
	iv)	3'x2'(Central Table)	
	v)	4'x2'(Central Table)	
12.		Wooden/Visitor Chair	
	i)	With teak wood and good quality of seat & back cushions & cloth and liquor polish	