

No.D.13023/30/2009-Genl.I
Government of India
Planning Commission
(General Branch I)

Yojana Bhavan, Sansad Marg,
New Delhi, March , 2009

TENDER NOTICE

Subject: Award of Contract for provision of toughened glass window with aluminium frame for the staircase of Yojana Bhavan

Planning Commission invites sealed tenders from reputed firms engaged in the supply of toughened glass window, for the provision of toughened security glass window with aluminium frame powder-coated in the windows of the staircase of Yojana Bhavan in replacement of old glass tiles. The firm, who is interested to participate, should supervise the windows before submitting the quotations for the work.

2. In case, your firm is interested to undertake the job, you are requested to submit your rates, on the company's letter head, as per the table provided in Annexure, along with Earnest Money Deposit in the form of Bank Draft (no cheque) of Rs.25,000/- (Rupees twenty-five thousand only) in favour of Pay & Accounts Officer, Planning Commission, New Delhi latest by 20th March, 2009 at 11.00 A.M. The quotations received after the stipulated date and time will not be entertained in any case. All the pages of the tender document should be returned duly signed by the authorised representative. Quotation/tender received without Bank Draft will not be considered. These quotations will be opened on the same day at 11.30 a.m.

3. The terms and conditions on which the work will be entrusted to the successful tenderer will be as follows:

- i) The firm who wish to participate in the tender will be required to deposit a bank draft/Pay Order of Rs.25,000/- (refundable) being earnest money, in the name of Pay & A/cs. Officer, alongwith the quotation in the prescribed form, duly signed on each page. Earnest money in any other form shall not be accepted and quotation would be summarily rejected.
- ii) The successful bidder shall be required to deposit Performance Security, which would be intimated later on, as security money in the form of a Fixed Deposit Receipt or Bank Guarantee made in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the contract.

- 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 Deposit/Performance Security would be forfeited.
- iv) Mere quoting lowest rates will not amount to commitment for award of contract. The rates may be clearly quoted against each items. Overwriting/Corrections or incomplete quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.
- v) 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.
- vi) The normal period for supply would be a maximum of 60 days from the date the supply order is made that can be shortened with prior notice, depending upon the circumstances.
- vii) Supply should be strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order.
- viii) 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.
- ix) 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.
- x) The rates quoted would be applicable for a period of six months from the award of the contract. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the Contract.
- xi) 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 The rates would be applicable for a period of six months from the award of the contract. registration during the period of contract shall be the sole responsibility of the firm.
- xii) The quotations should be dropped in a tender box kept at the Reception, Yojana Bhavan, Sansad Marg, New Delhi on or before 20.03.2009 at 1100 Hours. The quotations shall be opened on the same day at 1130 hours in the presence of the members of the committee and the representative(s) of the firm(s) who may wish to be present.
- xiii) In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
- xiv) Planning Commission reserves the right to accept or reject any or all quotation(s) without assigning any reason(s) thereof.

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- xv) 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.

(Pramila Mathur)
Section Officer(Genl.I)
Tel: 2309 6755

Terms & conditions are acceptable.

Dated:-

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

DETAILS OF RATES QUOTED

Sl. No.	Description of work	Rate/Unit	Taxes applicable
1.	Toughened security glass		
2.	Aluminium powder-coated frame		
3.	Removal of old glass tiles		
4.	Any other work required		

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