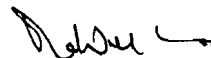


No.D.21013/4/2010-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

Yojana Bhavan, Sansad Marg,  
New Delhi, July 21, 2008.

**TENDER NOTICE**

1. Sealed tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies for supply and empanelment of established brands of Key Telephone System (KTS), telephone instruments, related accessories etc. for installation in Planning Commission and its attached offices, etc. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General-II), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 29.07.2010 (Thursday). The quotations should either 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.
2. Tender Details / Document may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).
3. The Technical bids shall be opened at 3.30 PM on 29.07.2008 (Thursday) 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.
4. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
5. Bids received after the closing date and time shall not be considered.



**[Mahender Chaudhary]**  
Under Secretary to the Government of India

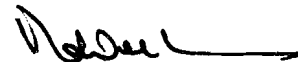
**General information & terms and conditions**

1. The successful bidder will have to supply, install, test and commission (SITC) the equipments during the current financial year within 15 days of placement of order.
2. Details / specifications of items match exactly as required in the tender document.
3. Colour picture catalogues clearly indicating the items for which rates have quoted should be attached with the technical bid.
4. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in the tender document. The two bids should be sent in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for supply of KTS to Planning Commission".
5. The bidder will have to sign and put company seal on each page of the tender document in acceptance of the terms & conditions given in the tender document.
6. The declaration in the prescribed proforma given in the tender document should be duly signed and have the company seal and submitted alongwith the technical bid and should be put in the same envelope containing the technical bid.
7. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty 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. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract. The EMD received from the successful bidder will be refunded after submission of Performance Surety.
8. The successful bidder have to deposit a sum of Rs.50,000/- (Rupees Fifty thousand only) as Performance Surety in the form of an F.D.R., drawn in favour of the Pay & Accounts Officer, Planning Commission, New Delhi will be valid for a period of one year from the date of award of contract. In case the successful bidder declines to honour supply order of this office, or install the items within the stipulated time, a penalty @ Rs.500/- per day will be charged upto 7 days beyond the stipulated time. Thereafter the supply order will be cancelled, and the Performance Surety will be forfeited and the company will be blacklisted.
9. The rates (excluding taxes) quoted by the bidders will be valid for a period of 1 year from the date of finalisation of contract. It will be obligatory on the part of the successful bidder to honour subsequent supply orders, if placed, during the above mentioned period of contract.
10. The rates quoted should not be more than MRP for any item.
11. All entries in the tender form should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
12. Conditional bids shall not be considered and will be rejected outright.
13. Tender incomplete in any form are liable to be rejected outright.
14. The closing date and time for receipt of tenders will be the 29<sup>th</sup> July, 2010 (Thursday) at 3.00 P.M.
15. The Technical bid shall be opened at 3.30 PM on the 29<sup>th</sup> July, 2010 (Thursday), in Room No.344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time.
16. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bid.
17. The Financial Bids of only those tenderers will be opened whose Technical bids have been accepted.
18. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
19. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited and his company will be liable to be blacklisted.
20. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

21. The successful bidder will have to enclose documents such as Authorisation letter from the original equipment manufacturer or National Distributor addressed to Under Secretary (Gen.II), Planning Commission, TIN Certificate, Service Tax Certificate, Copies of orders from Govt Department/PSU alongwith satisfactory performance certificate, Copy of PAN, Experience Certificate.
22. Please mention whether the brand quoted by your firm is Indian or foreign make, and if foreign make please specify country name.
23. The items supplied/installed by the successful bidder will be under warranty for a period of one year from the date of installation. It will be obligatory on the part of the successful bidder to provide free maintenance, replacement of parts/components not damaged by the user. If any point of time, during the period of warranty, it is found that the bidder is not providing timely or satisfactory services this office will have full authority to charge a penalty of upto 10 times the cost of the component to be replaced and the same would be deducted from the bill of the supplier if any pending or will be deducted from the Performance Surety and the contract will be liable to be cancelled. The company will also be liable to be blacklisted from supply to Planning Commission and other Government Departments/PSUs.
24. The bidder will certify that he is supplying original products. In case it is found that he has supplied spurious/refurbished products, then the Performance Surety will be forfeited and the company will be black-listed.
25. In case the successful bidder fails to supply the items, within the time as specified in the supply order as and when placed, this office will have full authority to cancel the order and forfeit the Performance Surety and blacklisted the company.
26. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract and blacklisting of the company.
27. PAN Number and or other tax registration numbers should be printed on the bills raised by the successful bidder.
28. The competent authority in Planning Commission, reserves full authority to reject any / all offers, without giving any reason. The decision of the Planning Commission shall be final in this regard.
29. 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.

**Eligibility Criteria**

- a) The bidder should have the Registered or Branch Office in Delhi/NCR.
- b) The bidder should have at least three year's experience in supplying such items, to Government Departments/PSUs, as on 31<sup>st</sup> March, 2010. (Proof to be enclosed).
- c) The bidder should be authorised dealer / distributor of the brands for which the bidder is submitting bid. An authorisation letter from the original equipment manufacturer or National Distributor addressed specifically to the Under Secretary (G-II), Planning Commission, in this regard should be attached in original with the Technical Bid.
- d) The bidder should have supplied the tendered KTS to at-least 3 Govt. Departments/PSUs. Satisfactory report should be attached from at-least 5 Govt. Departments/ PSUs.
- e) The bidder should give an undertaking for not having been blacklisted by any Govt./PSU Department.
- f) The bidder should give an undertaking to provide services, in case of emergency, on Sunday, Holidays or even after office hours.
- g) The declaration in the prescribed proforma given in this tender document should be submitted alongwith the technical bid.
- f) The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty 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". The DD/PO should be valid for 6 months from the date of publishing of this tender.
- 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 KTS to Planning Commission".



(Mahender Chaudhary)

Under Secretary to the govt. of India

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FINANCIAL BID FORM

1	Name of Bidding Firm:			
2	Item Particulars	Make/Model No./ Brand name and other details, if any, for which price is being quoted	Rate/Unit inclusive of applicable taxes (Rs.)	Total Rate (Rs.)
3	<b>KTS</b>			
3.1	Digital KTS in the capacity of 3-4 Telephone Lines 8 digital key phone extensions 3-4 analog extensions for SLT, Cordless, Fax etc. Caller ID, Conference facility, Boss Secretary features			
3.2	Kay Telephone instruments with minimum 24 programmable dual colour keys			
3.3	Kay Telephone instruments with large display, 24 programmable dual colour keys			
3.4	Any other model of instrument			
3.4	Digital Card to enhance the capacity of			
3.5(i)	Telephone Lines			
3.5(ii)	Digital Extensions			
3.5(iii)	Analog Extensions			
3.6	Cost of Battery Back-up for minimum 4 hours			
3.7	Cost of MDF 50 pair			
3.8	CVT/UPS/Voltage Stabilizer (as required for the system)			
3.9	Any other item required to complete the installation of KTS			
3.10	PVC cable and channel per meter rates			
4	Installation/Commissioning Charges.			

- If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on company letter head, using the same format.
- The bidder can quote for one or more brands of KTS in the specified format.
- Rates quoted for any item should not be more than MRP.

Date:  
Place:

Signature of authorized person  
Full Name:  
Company's Seal :

DECLARATION

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of \_\_\_\_\_ 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 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:  
Place:

Signature of authorized person  
Full Name:  
Company's Seal :

**N.B.: The above declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical bid.**