

D-21014/6/2007-GenII
Government of India
Planning Commission
General Branch -II

**Yojana Bhavan, Sansad Marg,
New Delhi -110001. 14th September 07**

TENDER NOTICE

Planning Commission invites sealed quotations from reputed agencies/ firms for the procurement of one stapling unit/ finisher unit (corner and double stapling) for Canon IR – 3045 model photocopier installed in Yojana Bhawan. The quotation should be inclusive of all charges (installation/training/warranty etc.). The sealed quotation/envelope superscribed as **“Quotation for the procurement of one stapling Unit/ Finisher Unit (corner and double stapling) for Canon IR-3045 model copier”** accompanied by a Demand Draft/ Pay Order/ Banker’s Cheque for Rs. 7,500/- (Rupees seven thousand five hundred only) as earnest money/ bid security drawn in favour of the Pay & Account Officer, Planning Commission, may be sent to the undersigned or dropped in the tender box placed at the reception, Yojana Bhawan, Sansad Marg, New Delhi-110001 latest by 27th Sep, 2007 at 3.00pm. The quotation will be opened on the same day at 3.30pm in the presence of such parties, who may wish to be present. Planning Commission reserves the right to reject any/ all tenders without assigning any reason thereof.

(N.K. Raghunathan)
Under Secretary (General Branch-II)
Room no. 411, 4th Floor,
Yojana Bhawan

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**Terms and conditions for procurement of one stapling unit/ finisher unit
(corner and double stapling) for Canon IR – 3045 model photocopier**

1. The tenderer should be authorized with Canon India Limited as a Canon Corporate Partner.
2. The selected firm will be responsible for the supply and installation of requisite attachment (stapling unit/finisher unit for corner and double stapling) for Canon IR 3045 model copier in Planning Commission. No cartage/ service charges for installation of the attachment will be given. The component/machine should be complete in all respects viz. no part of the machine should be defective, spurious or of inferior quality.
3. A written warrantee /replacement warranty of six month should be provided by the firm.
4. The firm will provide free training to the user/s and familiarize with the functioning of the machine.
5. An amount of Rs. 7,500/- (Rupees seven thousand five hundred only) as bid security in the form of Account Payee Demand Draft/Banker's Cheque drawn in favour of Pay and Account Officer, Planning Commission should be submitted with the quotation. The bid security to unsuccessful bidders will be refunded at the earliest after expiry of the final validity and latest on or before 30th day after the award of the contract for procurement of attachment. Any bid/quotation without earnest money will be outrightly rejected.
6. The firm should submit the certificate relating to the satisfactory services from any two government departments/PSUs
7. Documents in support of the bidder's credentials, past performance, company tax registrations should be enclosed with the bid.
8. The quotation should be sealed and clearly superscribed **“Quotation for the supply of one stapling unit corner and double stapling) for Canon IR-3045 model copier”** may be sent by registered post to the address mentioned below or dropped in the tender box kept at the reception area of Yojana Bhavan, Planning commission, New Delhi latest by 27th September, 2007 at 15.00 hours. Planning Commission shall not be responsible for any postal delay in submission of bids. The bids shall be opened at 15.30 hours on 27th September, 2007 in the presence of a committee approved for the purpose. Tenderers may present himself if they so desired at the time of opening of bids.

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9. In case the successful bidder declines the quotation/offer of contact, for whatsoever reason(s), the earnest money would stand forfeited.
10. Planning Commission reserves the rights to reject any/all tender without any reason thereof.

(N. K. Raghunathan)
Under Secretary (Gen. Br-II)