

D-21013/8/05-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

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Yojana Bhavan,  
Sansad Marg,  
New Delhi-110 001,  
Date: March 20, 2006.

Sub: Quotation for Conduiting of telephone cables and concealing of Distribution Point boxes.

Sir,

I am directed to request you to submit sealed quotations on company letterhead, for relaying telephone cables and relocating D.P. boxes on the first floor corridor of this Office, as per following terms and conditions. The present location and relocation plan could be assessed by visiting this Office on any working day from 22<sup>nd</sup> to 27<sup>th</sup> March, 2006 between 9.00 a.m. to 5.30 p.m.

1. The tenderer should be an authorised service provider. Copies of certificates proving company's registration, tax registration, previous experience, authorised service providership, etc. should be enclosed with the quotation.
2. The tenderer will have to submit a detailed list of items indicating the quality, quantity and cost of each item required to carry out the work.
3. The tenderer will have to submit a flowchart indicating the plan and time frame for the work. If there is any delay in carrying out the work, on the part of Selected Firm, a penalty of 0.5% of total estimate per day of delay will be imposed for each day of delay.
4. Warranty terms and items that will not be covered under warranty will have to be clearly indicated in the quotation.
5. If required, the selected Firm may be required to carry out part of the work or entire work in a phased manner, after office hours.
1. Any assistance that may be required from this Office, by the tenderer for carrying out the work, should be clearly specified in the quotation.
2. The work being performed by the selected Firm should not cause any damage to any part of the building.
3. Any repair work on the walls or other places that may be required to be done as a consequence of the work being performed by the selected Firm, will be the responsibility of the selected Firm. Payment could be withheld if such repairs are not carried out to the full satisfaction of this Office.
4. The selected Firm will be required to deposit surety of 10% of the total estimated value of contract in the form of Bank Guarantee. The bank guarantee will remain valid till one year after satisfactory completion of work.

(D.K. Sharma)  
Director (GA)

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5. Payment will be released after one month of completion of work, subject to the condition that the entire work has been carried out to the full satisfaction of this Office. This Office will reserve the right to suo-moto terminate the contract at any point of time, if it is found essential to do so. In the event of termination of contract, this Office will reserve the right to decide whether the surety amount deposited by tenderer should be released or withheld.
6. Government Taxes as applicable from time to time on works, shall be payable by this Office. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the Firm.
7. Tenders on company letter head alongwith a Pay Order / Banker's Cheque of Rs.5,000/- drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", towards Earnest Money Deposit should be submitted. The EMD will be refunded after finalisation of the contract. Any tender that is received without the EMD money will out rightly be rejected.
8. The sealed envelope should be captioned with the words "Quotation for Conduiting of telephone cables".
9. Tenders can either be sent by post to the address mentioned below, or dropped in the tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders will be 1500 hours of 30<sup>th</sup> March, 2006.

Under Secretary (GA),  
Room No: 413, Yojana Bhavan,  
Sansad Marg, New Delhi - 110 001.

10. The tenders will be opened on the same day in Com. Room No:344 at 1530 hrs. in the presence of such tenderers who may wish to be present at the time of tender opening.
11. This office will have full authority to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

Yours faithfully,

(Pawan Kumar)  
Under Secretary to Govt. of India