

No.D.21013/16/2009-Protocol
Government of India
Planning Commission
(Protocol Section)

Yojana Bhavan, Sansad Marg,
New Delhi, 19 January, 2010.

TENDER NOTICE

1. Sealed tenders are invited from authorised for comprehensive maintenance of audio conference systems and related equipments installed in different committee rooms of Planning Commission. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (Protocol), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 10.02.2010 (Wednesday). 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 the same day, i.e., 10.02.2010 (Wednesday) in Room No. 412, 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

Terms and Conditions

1. The bidder should be presently having at least 2 running comprehensive annual maintenance contracts for maintenance of audio conference systems and related equipments with Govt. Ministries / Departments. Copies of work orders should be enclosed with the Technical Bid.
2. Details / specifications of equipments to be covered under the contract are given in the tender document.
3. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in the tender document, in two separately sealed envelopes superscribed "Technical Bid" and "Financial Bid", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for comprehensive annual maintenance contract for audio conference system". The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten 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.
4. The successful bidder will submit a Performance Security equivalent to 10% of the value of the annual contract, in the form of Fixed Deposit Receipt, favouring Pay & Accounts Officer, Planning Commission, New Delhi. The FDR should be valid for a period of one year from the date of award of contract.
5. The rates (excluding taxes) quoted by the bidders will be valid for a period of 1 year from the date of opening the bid.
6. The closing date and time for receipt of tenders will be 3.00 P.M. on 10.02.2010 (Wednesday)
7. The Technical bid shall be opened at 3.30 PM on 10.02.2010 (Wednesday) in Room No. 412, 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. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose Technical bids are accepted will be informed about the date and time for opening the Financial Bids.
8. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by the bidding firm would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
9. 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.
10. The declaration in the prescribed proforma given in the tender document should be submitted alongwith the technical bid and should be put in the same envelope containing the technical bid.
11. Conditional bids shall not be considered and will be rejected outright.
12. Tender incomplete in any form are liable to be rejected outright.
13. 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.
14. 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.
15. The successful bidder (hereinafter called the Contractor) will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
16. The contract shall initially be valid for a period of one year and may be extended further on a yearly basis subject to satisfactory performance, on the same rates and terms & conditions upto a maximum of three years.

Terms and conditions (Contd...)

17. Planning Commission however reserves the right to terminate the contract by serving three month's notice in writing to the bidder. The contract may also be terminated with mutual consent by giving one month's notice.
18. 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.
19. The contract should be comprehensive in nature, and should clearly state such items that cannot be covered under the contract.
20. The selected Firm will be required to depute a Service Engineer once in two weeks, for preventive maintenance and also as and when required to attend to complaints, at no extra cost to Planning Commission.
21. If the Firm fails to attend to a complaint within stipulated time, a penalty on an hourly basis for the number of hours of delay, equivalent to pro-rata contract charges payable per hour or charges that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher, will be deducted from the Firm's quarterly bill towards contract charges. In case of delay, the system if got repaired from outside agency will be at the risk and responsibility of the Firm that has been awarded the work.
22. The Contractor will depute a Service Engineer for full day, during important meetings. At no extra cost to the Planning Commission.
23. Rates which would be valid through the period of contract for Blank audio-cassettes (Sony C-60) may be mentioned in the quotation. Order for cassettes will be placed on requirement basis.
24. Payments will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
25. Government Taxes as applicable from time to time shall be payable by this Office, in addition to charges for maintenance, payable as per terms of contract.
26. 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.
27. In case any of the committee room(s) is / are closed for renovation or for any other reason and maintenance of the audio equipments is no longer required to be carried out in that / those committee room(s), then payment towards maintenance charges for that / those room(s) will not be made w.e.f. the date of discontinuance. Calculations will be made on a pro-rata basis at the rates quoted by the successful bidder.

Eligibility Criteria

- a) The bidder will be considered for selection, only if all the conditions laid down in the eligibility criteria are fulfilled.
- b) The bidder should convey his acceptance to all the terms and conditions laid down by Planning Commission in the tender document. A copy of the terms and conditions duly signed and having company's seal on each page has to be submitted in acceptance of the terms and conditions.
- c) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid.
- d) The bidder should have the Registered or Branch Office in Delhi/NCR.
- e) The bidder should be registered with the appropriate registration authority (proof to be enclosed).
- f) The bidder should be presently having at least 2 running comprehensive annual maintenance contracts for maintenance of audio conference systems with Govt. Ministries / Departments. Copies of work orders should be enclosed with the Technical Bid.
- g) The bidder should be authorised dealer / service provider for the brands for which the maintenance contract is being invited. An authorisation letter from the brand manufacturer, addressed specifically to the Under Secretary (Protocol), Planning Commission, in this regard should be attached in original with the Technical Bid.

- h) The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten 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".
- i) 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 comprehensive annual maintenance contract for audio conference system".



(Mahender Chaudhary)

Under Secretary to the Govt. of India

TECHNICAL BID FORM (A)

1.	Name of Bidding Firm			
2.	Full Address			
3.	Telephone & Fax No.			
4.	D.D. / P.O. No. & Date of the EMD			
5.	Amount of EMD (Rs.)			
6.	D.D. / P.O. Drawn on Bank			
7.	D.D. / P.O. Valid upto			
8.	Details of presently running contracts. Please attach copies of work orders.			
9.	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Details of AMC	Valid upto	Total Value of Contract (Rs.)
10.	Additional information, if any			

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Date:
Place:

Signature of authorised person
Name:
Company's Seal:

Financial Bid Form:

1	Name of Bidding Firm:	Figures in Rs.	
		Rate / per month	Rate / per annum
2.1	Committee room no.126		
2.2	Committee room no.134		
2.3	Committee room no.136		
2.4	Committee room no.228		
2.5	Any other charges, if any (Please Specify)		
2.6	Please give details of items, if any, that are not covered under the comprehensive annual maintenance contract.		
2.7	Taxes		
2.8	Grand Total		
3	Rates for C-60 HF Blank Audio Cassettes (including taxes)		

Details of the equipments installed in different committee rooms are given in a separate sheet of the tender document..

(If the space provided in the above sheet is insufficient, the Financial Bid can be prepared on any sheet, using the same format).

Date:
Place:

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

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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.: 1. The above declaration, alongwith a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions, should be enclosed with Technical bid.**
- 2. The Declaration can be made on Company letterhead using the same format.**

List of equipments installed in Committee Rooms No. 126, 134, 136 & 228

Items in Committee Room No. 126

S. No.	Items	Quantity
1.	AKG Power Supply – BPS 204	02
2.	AKG BDU 201 chairman Unit	01
3.	AKG BDU 202 Delegate Unit	15
4.	AKG PAA 240 Amplifier	02
5.	Onkyo Stereo Tape Deck TA RW 244	01
6.	PSU Cum Audio Monitor	01

Items in Committee Room No. 134

S. No.	Items	Quantity
1.	Crown Boundary Layer Microphones	17
2.	Crown XLS 202 Amplifier	01
3.	NEC Projector LT380	01
4.	Tascam CD-RW900SL Professional CD Recorder	01
5.	Krammer 8 x 8 RGBVH Matrix Switcher	01
6.	AKG AS 8 TC Audio Mixer	03
7.	Dbx APS 224 Feedback Suppression	01

Items in Committee Room No. 136

S. No.	Items	Quantity
1.	AKG Power Supply – BPS 204	02
2.	AKG BDU 201 Chairman Unit	01
3.	AKG BDU 202 Delegate Unit	14
4.	AKG PAA 240 Amplifier	02
5.	Onkyo Stereo Tape Deck TA RW 244 recorder	01
6.	PSU Cum Audio Monitor	01

Items in Committee Room No. 228

S. No.	Items	Quantity
1.	Shure Geosneck Microphones	12
2.	Shure Handheld Cordless Microphones	02
3.	Crown XLS 202 Amplifier	02
4.	AKG AS 8TC Audio Mixer	02
5.	Studio master Mixer	01
6.	Sony DVD Recorder RDR-HX750	01
7.	Philips WMS 2700 Cordless Microphone	01