

No.D.13023/07/2014-Gen.I
Government of India
Planning Commission
General-I Branch

Yojana Bhavan, Sansad Marg,
New Delhi-1100 01, Date: 24/04/2014.

NOTICE INVITING TENDER

Subject: Limited Tender Enquiry for purchase of tables, chairs and other furniture items for a canteen to be set up in the premises of Yojana Bhawan, Planning Commission.

Limited Tenders are invited from reputed suppliers, for supply of tables and chairs for a canteen to be set up in the premises of Yojana Bhawan, Planning Commission. The following equipments are required:

| S.No | Item description. | Quantity Required |
|------|---|-------------------------------|
| | <ul style="list-style-type: none">A drawing showing the details of the canteen area, standing tables is given below. <u>Annexure-IV</u>Sample pictures of table and chair are also given below. <u>Annexure-V & VI</u> | |
| 1. | Table for canteen with chrome plated steel tube pipe stand. Shape & design with Top Acrylic Solid Surface. Waterproof and stain resistant. Table Size:4'x2' Top Size: 1200x600mm,(25mm Thick) | 12 nos. Twelve Tables |
| 2. | Chair for canteen with chrome plated steel tube pipe frame, Rattan Backrest and Seat. Waterproof, stain resistant, lightweight and high stacking capacity. | 48 nos. Forty eight Chairs |
| 3. | Standing Table for canteen with 16 gauge SS top, 3" round SS Pipe Legs and 2" SS Frame with Table Tope of Acrylic Solid Surface. Waterproof and stain resistant. Size: 4.5'x1.5'x3.5' | 02 nos. Two Tables |
| 4. | Standing Table for canteen with 16 gauge SS top, 3" round SS Pipe Legs and 2" SS Frame with Table Tope of Acrylic Solid Surface. Waterproof and stain resistant. Size: 6'x1.5'x3.5' | 01 no. One Table |

2. The quantities of requirement as indicated in the "**Annexure-I - Financial Bid Proforma**" may vary at the time of placing order. The rates accepted through the instant tendering process will remain valid for a period of six (06) months from the date of opening the bids.

3. Bidders have to submit their bids and accompanying documents during office hours on any day from 24.04.2014 to 14.05.2014 and upto 2.00 P.M. on 15.05.2014, all documents being required as per check list at Annexure-II, alongwith the EMD and a sealed cover containing the Financial Bid, as per Annexure-I. All the documents to be submitted are to be put in a bigger sealed envelope, superscribed with the words "Tender for supply of tables and chairs for Yojana Bhavan Canteen" and the same it to be deposited in the Tender Box captioned "Tender Box for Bids for supply of tables and chairs for Yojana Bhavan Canteen" kept at the Reception Area of Planning Commission, Yojana Bhavan. The Tender Document can be viewed and downloaded from Planning Commission's website <http://planningcommission.nic.in>.

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| 4. | Earnest Money Deposit: | Rs.30,000/- (Rupees thirty thousand only) in the form of a Pay Order drawn in favour of the "Pay & Accounts Officer, Planning Commission, New Delhi". |
| 5. | Important dates: | |
| (i) | Date from which tender can be submitted | 24.04.2014 |
| (ii) | Last Date for submission of bids | 15.05.2014 upto 2.00 P.M. |
| (iii) | Date for opening and evaluation of bids | At 3.00 P.M. on 15.05.2014 in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi. One authorised representative per bidder may attend the bid opening. For every bidder, the authorized signatory under whose signature the financial bid would be submitted would have to authorize the representative who would be attending the meeting for bid opening. |

6. Planning Commission reserves the right to reject any/all bids without assigning any reason(s) therefor.



(Subhash Chander)

Under Secretary to the Govt. of India

Tel. No. 2309 6522

TERMS AND CONDITIONS AND GENERAL INFORMATION FOR THE BIDDERS

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| 7 | Method of submission of bids | Bidders have to submit during office hours on any day from 24.04.2014 to 14.05.2014 and upto 2.00 P.M. on 15.05.2014, all documents as per check list at Annexure-II, alongwith the EMD and the Financial Bid, as per Annexure-I, to be put in a bigger sealed envelope, superscribed "Tender for supply of tables, chairs for Yojana Bhavan Canteen" and deposit it in the Tender Box captioned "Tender Box for Bids for supply of tables, chairs for Yojana Bhavan Canteen" kept at the Reception Area of Planning Commission, Yojana Bhavan. The Tender Notice can be viewed and downloaded from Planning Commission's website http://planningcommission.nic.in . |
| 8 | Documents to be submitted alongwith the bid. | Check list of documents is given at Annexure-II. Note: The bidders are advised, in their own interest to submit copies of the requisite documents as per the check list at Annexure-II, along with the bid, failing which the bid may be declared non-responsive / incomplete and rejected without any further reference to the concerned bidder(s). |
| 9 | Date and time for submission of bids | On any day during office hours from 24.04.2014 to 14.05.2014 and upto 2.00 P.M on 15.05.2014. |
| 10 | Time, Date and Venue for opening of bids. | At 3.00 P.M. on 15.05.2014 in Room No.412, Yojana Bhavan, Sansad Marg, New Delhi. One authorised representative per bidder may attend the bid opening. |
| 11 | Earnest Money Deposit(EMD) | The EMD of Rs.30,000/- has to be deposited alongwith the bid, in the form of a Pay Order drawn in favour of the Pay & Accounts Officer, Planning Commission, New Delhi. |
| 12 | Eligibility Criteria Conditions (Technical Details) | |
| 12(a) | Office | The Office or a branch office of the bidder should be located in the NCR Region. Supporting document should be attached with the bid. |
| 12(b) | TAX Registration Nos. and Bank Account | The bidder should have a Bank Account, TIN No. and PAN in the Company's name. Supporting documents should be attached with the bid. |

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| 12(c) | Annual Turnover | Minimum annual turnover for 2011-12, 2012-13, 2013-14 should be Rs.50.00 lakhs (Rupees fifty lakhs only). Copy of supporting documents should be attached with the bid |
| 12(d) | Copies of Supply Order of similar nature | Copies of minimum two supply orders of similar works from Govt. Ministries / Departments / PSUs, during the last three years, should be attached with the bid. |
| 12(e) | Earnest Money Deposit(EMD) | The EMD of Rs.30,000/- has to be deposited alongwith the bid, in the form of a Pay Order drawn in favour of the Pay & Accounts Officer, Planning Commission, New Delhi. |
| 12(f) | Non Blacklisting | The bidder should NOT have been blacklisted by any Government Department. Undertaking to this effect should be given in " Annexure-III – Declaration " and submitted with the bid. |
| 12(g) | Termination / Arbitration Clauses: | <p>1. The competent authority in Planning Commission reserves full authority to terminate the contract, at any point of time, for breach of any of the terms and conditions of the contract, or for unsatisfactory performance or for any other reason, by giving one month's notice. The decision of the Planning Commission will be final in this regard. Termination of the contract will result in forfeiture of Performance Security Deposit and initiation of action for blacklisting the Contractor.</p> <p>2. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HoD, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by the HoD even though the said officer is an employee of the Planning Commission, New Delhi and might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the HoD shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the HoD shall act as arbitrator.</p> |

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| 12(h) | Termination / Arbitration Clauses: | <p>The decision of the HoD or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is (90) ninety days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.</p> <p>3. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made thereunder and for the time being in force, shall apply to arbitration proceedings under this Clause.</p> <p>4. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the party / parties to the dispute.</p> <p>5. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of serving notice at the expiration of the time in which it reaches in the ordinary course of post.</p> <p>6. The competent authority in Planning Commission reserves the 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.</p> |
| 13 | Successful Bidder | <p>Subject to fulfillment of eligibility criteria conditions as per Sl. No.12 above, the bidder whose total quoted cost is the lowest will be declared as the successful bidder. Only the total quoted cost (as per Financial Bid Proforma – Annexure-I) would be taken into consideration while deciding the L1 bidder.</p> |
| 14 | Bid Validity | <p>The validity period of the bids will be six months from the date of opening of bids.</p> |
| 15 | Delivery | <p>The goods have to be supplied within two weeks (15 days) from the date of placing order at no extra cost towards transportation, cartage, handling etc.</p> |
| 16 | Responsibility | <p>It will be the responsibility of the successful bidder to supply the goods to the satisfaction of the Planning Commission's officers, and have it delivered at 4th Floor Canteen Area of Yojana Bhavan, Sansad Marg, New Delhi – 110 001.</p> |

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| 17 | Warranty | The goods supplied will be under comprehensive warranty for a period of one year from the date of supply. The successful bidder will be responsible for free onsite repair/ maintenance/ replacement of goods during the period of warranty, if required. |
| 18 | Rate Contract | The rates quoted by the successful bidder will be deemed to be a rate contract for supply of the goods to Planning Commission for a period of 6 months from the date of finalisation of the contract. During this period, Planning Commission may place further order(s) for the item(s) and the contractor will be under obligation to supply the goods as per the rates accepted as a result of the instant tendering process and on the same terms and conditions. During the period of the validity of the rate contract, if the validity of the Pay Order retained by Planning Commission as Performance Security expires, the awardee of the contract will get it renewed and redeposit it. Acceptance of the contract will deem that the contractor has agreed to all the terms and conditions of the contract and for supply of the goods on the same rates and terms and conditions during the period of six months from the date of award of contract, for any number of orders placed. |
| 19 | Incomplete Bid | Any bid found incomplete will be declared non-responsive. |
| 20 | General Information | |
| 20(a) | | The EMD of unsuccessful bidders will be returned after finalisation of contract. |
| 20(b) | | The EMD of the successful bidder will be retained as Performance Security till fulfillment of all contractual obligations. |
| 20(c) | | Failure to fulfill any part of the contract will result in annulment of the contract and forfeiture of the EMD deposited by the successful bidder. Further, in such an event, the successful bidder will also be blacklisted for supply to Planning Commission for 3 years. |
| 20(d) | | No enquiry on the instant tendering process will be entertained after opening of the bids. |
| 20(e) | | The contractor will raise a proper invoice complete in all respects. Payment will be made through RTGS after proper SITC of goods and satisfactory completion of all contractual obligations. |
| 20(f) | | Planning Commission reserves the right to reject any/ all offer(s) without assigning reason(s) therefore. |



(Subhash Chander)

Under Secretary to the Govt. of India

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FINANCIAL BID PROFORMA

- A drawing showing the details of the canteen area, standing tables is given below.
 ➤ Sample pictures of table and chair are also given below.

| S.No | Item description. | Quantity Required | Rate per Unit (Rs.) including VAT, supply, testing, installation, commissioning charges and / or any other charges, if any, that may be applicable. | Total Cost / per item (Rs.) including VAT, supply, testing, installation, commissioning charges and / or any other charges, if any, that may be applicable. |
|------|--|-------------------------------|--|--|
| A | B | C | D | E |
| 1. | Table for canteen with Chrome Plated Pipe Stand. Shape & design with Top Acrylic Solid Surface. Table Size:4'x2' Top Size: 1200x600mm,(25mm Thick) | 12 nos. Twelve Tables | | |
| 2. | Chair for canteen with chrome plated steel tube pipe frame, Rattan Backrest and Seat. Waterproof, stain resistant, lightweight and high stacking capacity. | 48 nos. Forty eight Chairs | | |
| 3. | Standing Table for canteen with 16 gauge SS top, 3" round SS Pipe Legs and 2" SS Frame with Table Top of Acrylic Solid Surface Size: 4.5'x1.5'x3.5' | 02 nos. Two Tables | | |
| 4. | Standing Table for canteen with 16 gauge SS top, 3" round SS Pipe Legs and 2" SS Frame with Table Top of Acrylic Solid Surface Size: 6'x1.5'x3.5' | 01 no. One Table | | |
| | Grand Total | | Rs. | |
| | Grand Total in words (Rupees) | | | |

Note:

1. OVERWRITING / CUTTING, ETC. NOT ACCEPTABLE IN THE FINANCIAL BID FORM

2. S.S. – Stainless Steel

3. The Financial Bid should be filled, signed and put in a separate sealed envelope superscribed "Financial Bid for supply of tables and chairs for Yojana Bhavan Canteen" and put in the bigger sealed envelope containing relevant documents, EMD, etc. and deposited in the Tender Box captioned "Tender Box for Bids for supply of tables and chairs for Yojana Bhavan Canteen" kept in the Reception Area of Planning Commission, Yojana Bhavan.

Date:

Place:

Signature of bidder:

Full Name:.....

Company's Seal:.....


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CHECK LIST

| | |
|-----------|---|
| Sl.No. | Scanned copies of the following documents have to be submitted with the online bid |
| A. | |
| 1 | Office address Proof |
| 2 | TAX Registration Nos. and Bank Account Proof |
| 3 | Annual Turnover Proof |
| 4 | Supply Order Proof |
| 5 | Pay Order (EMD) for Rs.30,000/- |
| 6 | Non Blacklisting " <u>Annexure-III – Declaration</u> " |
| 7 | If the bidder is exempted from submission of EMD, copy of relevant orders / documents regarding such exemption to be attached with the bid. |
| B | Bidders have to submit during office hours on any day from 24.04.2014 to 14.05.2014 and upto 2.00 P.M. on 15.05.2014, all documents as per check list at Annexure-II, alongwith the EMD and a sealed cover containing the Financial Bid, as per Annexure-I, to be put in a bigger sealed envelope, superscribed "Tender for supply of tables and chairs for Yojana Bhavan Canteen" and deposit it in the Tender Box captioned "Tender Box for Bids for supply of tables and chairs for Yojana Bhavan Canteen" kept in the Reception Area of Planning Commission, Yojana Bhavan. The sealed envelope containing the financial bid should be superscribed "Financial Bid for supply of table and chairs for Yojana Bhavan Canteen". The Tender Document can be viewed and downloaded from Planning Commission's website http://planningcommission.nic.in . |

DECLARATION

(To be signed by the authorised signatory of the bidding firm / company)

1. I, Son / Daughter of Shri Proprietor / Partner / Director am the authorized signatory for signing this declaration and execution of this tender document.
2. I have carefully read and understood all the terms and conditions of the instant tender and they are fully acceptable to me;
3. Our company has **NOT** been blacklisted by any Govt. Ministry / Department.
4. Service / Contract of our company has never been terminated by the Planning Commission.
5. The information / documents furnished / submitted by me with this tender are true to the best of my knowledge and belief.
6. I am 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, 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 uploaded alongwith the online bid.

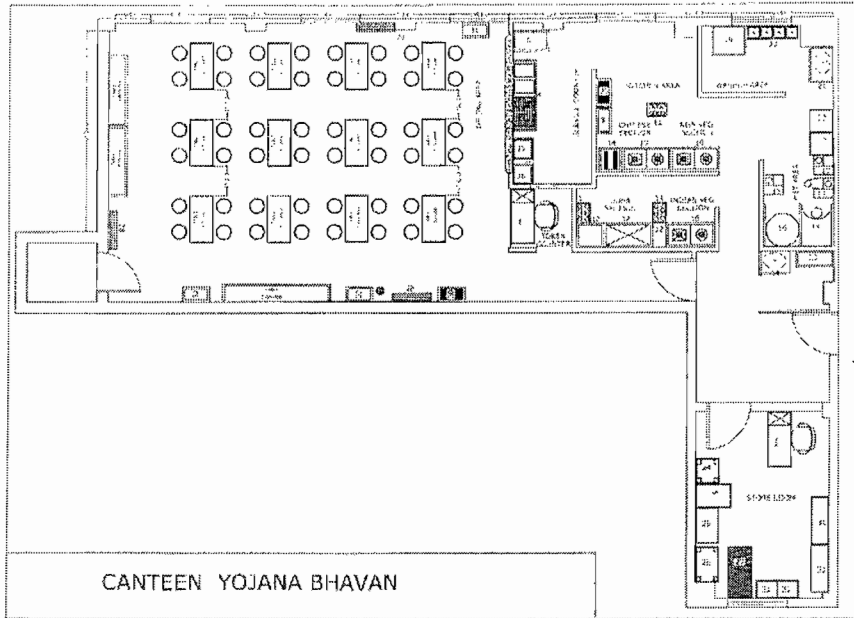


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Annexure-IV

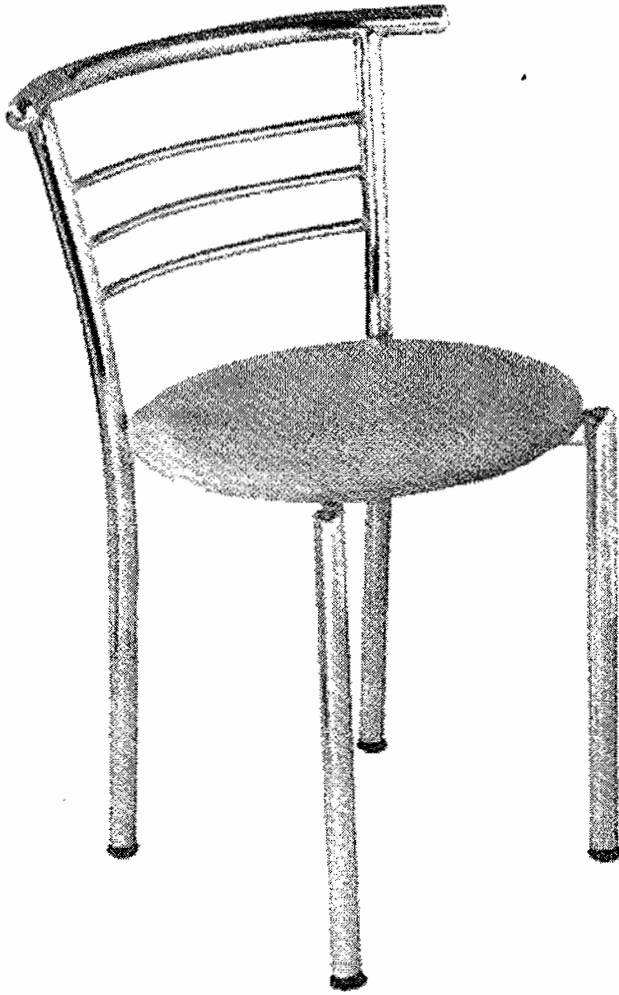


-12-

-11-

Annexure-V

Pictures are only samples. They are not true copies.



-13-

-22-

Annexure-VI

Pictures are only samples. They are not true copies.

