

No. F-20017/17/2009-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

Yojana Bhavan, Sansad Marg,  
New Delhi-110 001, 4<sup>th</sup> November, 2009.

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound, suppliers for supply of conference kits, i.e., conference bags, folders, notebooks and pens for one of its forthcoming conferences and for empanelment as registered suppliers for supply of the items for future meetings / conferences, upto a maximum of three years from the date of finalisation of contract.
2. Detailed Terms and Conditions are given in the tender invitation notice.
3. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma addressed to the Under Secretary (Protocol), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach the undersigned latest by 3.00 P.M. on 23.11.2009 (Monday).
4. The tender may 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. Tender, if dropped in any box other than the specific tender box captioned "Tender for supply of conference kits" will not be considered for selection.
5. Tender Details / Document may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).
6. The Technical bids will be opened at 4.00 PM on 23.11.2009 (Monday) 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.
7. The tenderers whose Technical bids are accepted will be informed about the date of opening of financial bids.
8. Bids received after the closing date and time will not be considered.

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

Terms and Conditions

1. The bidder should be reputed, experienced and financially sound, supplier of conference kits, i.e, bags, folders, notebooks and pens and must have supplied a minimum of 250 conference kits in 3 or more meetings, conferences, organised by Govt. Departments / Ministries.
2. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in this tender document, in two separately sealed envelopes superscribed "Technical Bid for supply of conference kits to Planning Commission" and "Financial Bid for supply of conference kits to Planning Commission", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for supply of conference kits to Planning Commission". The bids should be filled in the bidder's company letterhead in the prescribed format.
3. Bids should be submitted alongwith a Bid Security of Rs.15,000/- (Rs. Fifteen thousand only) in the form of Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". Any bid that is received without the Bid Security would be outrightly rejected.
4. The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid. 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.
5. Copies of work orders and / or certificates of satisfactory performance from at least two Departments / Ministries should be enclosed with the Technical Bid.
6. The bidders should bring along samples of conference kits (bags, notebooks, pens and notebooks) on the day of opening of Technical Bids, i.e., on 23/11/2009 and deposit it with the Under Secretary (Protocol). Any bidder who fails to submit samples of conference kits on the day of opening of Technical Bids would be outrightly rejected.
7. The cost of the conference bags should be in the range of Rs.500/- to Rs.2,000/- + taxes, folders in the range of Rs.150/- to Rs.500/- + taxes, notebooks in the range of Rs.50/- to Rs.150/- + taxes and pens in the range of Rs.25/- to Rs.100/- + taxes. The bidders should submit 5 or more samples for each item.
8. The samples should be clearly labelled, giving details regarding name of the Bidder and sample number (eg. M/s XXX, Bag Sample 1, M/s YYY, Bag Sample 2, M/s ZZZ, Note Book Sample 1, etc.). The labels should be made in thick cards of 3" X 5" size, laminated or inserted in plastic pouch and strongly tagged with the sample bags, folders and pens. The labels may be pasted on sample note books. Any sample found without the labels, will not be accepted.
9. The rates of the items should not be indicated in the samples. The bids of the bidders who mention rates of items on the samples, will be outrightly rejected.
10. The tender may 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. Tender, if dropped in any box other than the specific tender box captioned "Tender for supply of conference kits" will not be considered for selection.
11. The closing date and time for receipt of tenders will be 3.00 P.M. on 23<sup>rd</sup> November, 2009 (Monday). Bids received after the specified date and time for receipt of bids would not be entertained.
12. The Technical bid shall be opened at 4.00 PM on the 23<sup>rd</sup> November, 2009 (Monday), 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. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bids.
13. All entries in the tender forms should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
14. Any enquiry after submission of bids will not be entertained.

15. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
16. Tender incomplete in any form are liable to be rejected outright.
17. All entries in the tender forms should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory. Otherwise the tender is liable to be rejected.
18. Conditional or incomplete bids will be rejected outright.
19. Bids received after the time and date specified for receipt of bids, would be outrightly rejected.
20. Bids incomplete in any form would be outrightly rejected.
21. The bidder will not be allowed to negotiate after submission of bids.
22. Conditional or incomplete bids will be rejected outrightly.
23. The contract shall initially be for a period of one year from the date of award of the contract and may be extended further on a yearly basis, subject to satisfactory performance, on the same rates and terms and conditions upto a maximum of 3 years. The rates including details of taxes, should be quoted in the financial bid form given in this tender document. The rates (excluding taxes) quoted by the bidders will be valid for a period of 3 years from the date of finalisation of contract. It will be obligatory on the part of the successful bidder to honour subsequent orders, if placed, during the period of 3 years, on the same rates and terms and conditions.
24. The samples of the successful bidder will remain with this Office, till the currency of the contract. The EMD of Rs.15,000/- (Rs. Fifteen thousand only) of the successful tenderer will remain with this office as Performance Security Deposit till completion of the initial work. Subsequently, the successful tenderer will deposit a Performance Security of Rs.15,000/- (Rs. Fifteen thousand only) in the form of a Fixed Deposit Receipt from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, Planning Commission, New Delhi" valid for 60 days beyond the expiry of period of contract.
25. The samples of all bidders will remain with this Office, till finalisation of the contract. After finalisation of the contract, the unsuccessful bidders will be sent written communication to collect back their samples. The EMD of unsuccessful bidders will be returned separately.
26. After empanelment as registered supplier(s), the rates and terms and conditions quoted by the successful bidder(s) shall remain unchanged, during the entire period of contract.
27. The price quoted by the bidder should include the cost for printing the title / matter of conference on all the conference bags, folders and notebooks and delivery of goods to Yojana Bhavan, Planning Commission.
28. Details of taxes chargeable should be clearly indicated against each item in the format prescribed in the Financial Bid Form.
29. The bidder(s), whose kit(s) is/are selected, would be declared as the successful bidder(s) and empanelled for award of work.
30. Lowest rate quoted by the bidder(s), would thus not be the only criteria for selection of the successful bidder(s).
31. The successful bidder(s) will be required to immediately supply the items for one of the forthcoming conferences of Planning Commission and will also be empanelled as registered suppliers for supply of the items for its future meetings / conferences, upto a maximum of three years from the date of finalisation of contract.
32. The successful bidder will be required to visit Yojana Bhavan and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
33. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited. In case the successful bidder fails to render the required services, this office will have full authority to cancel the order and forfeit the performance security. 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.
34. The actual requirement of quantity of conference kits, may vary from meeting to meeting. The bidder may therefore indicate the minimum quantity of supply order, if he so desires.

35. The competent authority would be competent to forfeit partially or in full the Bid Security amount of the successful bidder, in case of non-completion of the work partially or in full or due to unsatisfactory completion of any part of the work.
36. No advance payment would be made to the bidder.
37. Payment for carrying out the work would be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of competent authority.
38. The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
39. The contract shall initially be for a period of one year from the date of award of the contract and may be extended further, on a yearly basis, subject to satisfactory performance, on the same rates and terms and conditions upto a maximum of 3 years. The rates including details of taxes, etc., should be quoted in the financial bid form given in this tender document. The rates (excluding taxes) quoted by the bidders will be valid for a period of 3 years from the date of finalisation of contract. It will be obligatory on the part of the successful bidder to honour subsequent orders, if placed, during the period of 3 years, on the same rates and terms and conditions.
40. No charges will be paid, if the order is cancelled on or before 15 days of the scheduled date of delivery. The bidder shall indicate the charges, if any, payable to him, if the order is cancelled within 15 days of the scheduled date of delivery. Payment in that case will be subject to verification.
41. 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.
42. The competent authority in Planning Commission, reserves full authority to cancel, reject, any / all offers, without giving any reason. The decision of competent authority in Planning Commission shall be final in this regard.

#### **Eligibility Criteria**

The bidder will be considered for selection, only if the following conditions are fulfilled:

- a) The bidders should be well-established and must have organised a minimum of three meetings with a participation of 250 and above for Government Ministries / Departments at Vigyan Bhavan in the past two years. Copies of work orders, certificates of satisfactory performance from the concerned Department(s) in support of the works should be enclosed with the technical bid.
- b) The bidders should bring along samples of conference kits (bags, folders, pens and notebooks) on the day of opening of Technical Bids, i.e., on 23/11/2009 and deposit it with the Under Secretary (Protocol). Any bidder who fails to submit samples of conference kits on the day of opening of Technical Bids would be outrightly rejected.
- c) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid. 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 and to convey his acceptance to all the terms and conditions laid down by Planning Commission.
- d) If any of the terms and conditions are not fulfilled the bid may not be considered for selection.
- e) The bidder should have the Registered or Branch Office in Delhi/NCR.
- f) The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen 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.
- 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 providing conference related services to Planning Commission".

(Mahender Chaudhary)  
Under Secretary to the Govt. of India

DECLARATION FORM

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of M/s \_\_\_\_\_ 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: \_\_\_\_\_ Signature of authorized person  
Place: \_\_\_\_\_ 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.**

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TECHNICAL BID FORM

<b>1.</b>	Name of the Bidding Firm		
<b>2.</b>	Full Address		
<b>3.</b>	Telephone & Fax Nos.		
<b>4.</b>	D.D. / P.O. No. & Date of the EMD		
<b>5.</b>	Amount of EMD (Rs.)		
<b>6.</b>	D.D. / P.O. Drawn on Bank		
<b>7.</b>	D.D. / P.O. Valid upto		
<b>8.</b>	Details of similar works carried out by the bidder for Government Departments / Ministries during the last two years, as on 01.11.2009. (Copy of orders and certificates to be attached).		
<b>9.</b>	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Date(s) on which the meetings were held in Vigyan Bhavan	Total Value of work order (Rs.)
<b>10.</b>	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).

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Company's Seal: \_\_\_\_\_

Date: \_\_\_\_\_

FINANCIAL BID FORM

Sl. no.	Particulars	Rate / per unit	VAT / TAX, etc./Unit	Rate / Unit inclusive of Taxes
	<b>Conference Bags</b>			
	Conference bag Sample - 1			
	Conference bag Sample – 2			
	Conference bag Sample – 3			
	Conference bag Sample – 4			
	Conference bag Sample -5			
	<b>Conference Folders</b>			
	Conference folder Sample - 1			
	Conference folder Sample – 2			
	Conference folder Sample - 3			
	Conference folder Sample - 4			
	Conference folder Sample - 5			
	<b>Pens</b>			
	Pen Sample - 1			
	Pen Sample – 2			
	Pen Sample – 3			
	Pen Sample - 4			
	Pen Sample - 5			
	<b>Notebooks</b>			
	Notebook Sample - 1			
	Notebook Sample – 2			
	Notebook Sample – 3			
	Notebook Sample – 4			
	Notebook Sample - 5			

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

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Company's Seal: \_\_\_\_\_

Date: \_\_\_\_\_