

No. D-15015/11/2007-Gen.-II
Government of India
Planning Commission
(General -II Branch)

Yojana Bhavan,
Sansad Marg,
New Delhi-110 001,
Date:21st May, 2007.

To

Sir,

I am directed to say that Planning Commission is inviting sealed bids from established suppliers for supply of Conference bags, notebooks and pens for one of its forthcoming conferences and also for registration of suppliers for supply of the items for its future meetings / conferences. The bidders whose items are selected would be registered as authorised suppliers to supply the selected items for a period of one year from the date finalisation of the contract. I am further directed to request you to participate in the bidding process. A copy of the terms and conditions and prescribed format for quoting rates are enclosed herewith.

Last date for submission of bids is 31st May, 2007.

Yours faithfully

(Mahender Chaudhary)
Section Officer

**TERMS, CONDITIONS, STIPULATIONS AND INFORMATION
FOR
SUPPLY OF CONFERENCE KITS

1. Bids are invited from established suppliers for supply of conference bags, notebooks and pens.
2. The bidder(s) whose items are selected would be registered as authorised supplier(s) to supply the selected items for a period of one year from the date of opening the bid.
3. The rates quoted by the successful bidder(s) shall also remain valid for a period of one year from the date of opening the bid for the purpose of supply of the selected item(s).
4. The bidders who are registered as authorised suppliers would be required to supply the selected items at the rates quoted by them in their bids, during the one year period of contract.
5. The bidders should submit a minimum of 5 samples of each item.
6. Planning Commission would be requiring the conference kits (bags, pens and notebooks) of different costs for different level of meetings / conferences. It may, however, be noted here that the bags, notebooks and pens should be specifically designed for the purpose of official meetings and conferences.
7. The cost for each of the sample should be in different ranges from, Rs.250/- to Rs.500/- + taxes per conference bag, Rs.25/- to Rs.60/- + taxes per notebook and Rs.25/- to Rs.100/- + taxes per pen However, the bidder can submit more than one sample costing the same rate, for any item(s).
8. The bidder should be experienced in the field of supplying conference kits in the recent past, for VIP functions organised by Govt. Departments / Ministries.
9. Certificate of satisfactory performance at least from two Departments in support of sl. no.8 above should be enclosed with the bid.
10. Documents in support of the bidder's credentials, past performance, financial background, company's registration, statutory tax registrations should be enclosed with the bid.
11. Matter of the meeting / conference (to be decided by Planning Commission) has to be printed on all the conference bags and notebooks.
12. The goods would have to be delivered at Yojana Bhavan, Planning Commission.
13. The price quoted by the bidder should include the cost for printing the matter of conference on all the conference bags and notebooks and transportation of goods at Yojana Bhavan, Planning Commission.
14. Details of taxes chargeable should be clearly indicated against each item in the format prescribed in Planning Commission's bid form.
15. The kits that would be deposited as samples should be clearly labelled, giving details regarding name of the Bidder and sample number (eg. Sample 1, Sample 2 or Sample 1-A, Sample 1-B and Sample 2-A, Sample 2-B). ***It may be noted that the rates quoted in the bids should not be indicated in the samples.***
16. The bids should be filled up in the bidder's company letterhead in the format prescribed in Planning Commission's bid form.
17. Bids should be submitted alongwith a Bid Security of Rs.15,000/- (Rs. Fifteen thousand only) in the form of Account Payee Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi".

18. If any bidder(s) withdraw(s) the bid(s), the bid security submitted by the bidder(s) would be completely forfeited.
19. The bids in the prescribed format, alongwith bid security should be submitted in sealed covers, duly superscribed as “Bids for Conference Kits”. The bids once submitted cannot be withdrawn.
20. The bidder should give detail regarding time required for delivery of kits.
21. The bids of those bidders, who mention the price quoted by them on the samples of bags, would be outrightly rejected.
22. Any bid submitted without samples of conference kits would be outrightly rejected.
23. Any bid that is received without the Bid Security would be outrightly rejected.
24. Bids received after the time and date specified for receipt of bids, would be outrightly rejected.
25. Bids incomplete in any form would be outrightly rejected.
26. The bidder would not be allowed to negotiate after submission of bids.
27. Any enquiry after submission of bids would not be entertained.
28. No charges would be paid, if the order is cancelled for any reason, on or before 15 days of delivery period. The bidder should indicate the charges, if any, payable to him, if the order is cancelled within 15 days of delivery period. Payment in that case would be subject to verification.
29. 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.
30. The successful bidder would be required to visit Yojana Bhavan, as and when called for, in connection with the work being awarded to bidder.
31. This office would retain the selected samples of conference kit items deposited by the bidders, during the one-year period of contract.
32. The bidders whose items are selected would be required deposit a performance security amount of Rs.20,000/- in the form of FDR hypothecated in favour of Planning Commission. The FDR should be valid for a period of 60 days beyond the one year period of contract.
33. 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.
34. No advance payment would be made to the bidder.
35. 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.
36. The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
37. Any such clause(s) and / or terms and conditions, that the bidder desires to include for providing service / supply of goods, should be clearly mentioned in the bid.
38. The bidder should submit a certificate saying “I / we hereby state that, after having read all the terms and conditions stipulated by the Planning Commission, agree to abide by them”.

39. The names of the successful bidder(s) / bidding firm(s) would be displayed on the Planning Commission's website.
40. The bids could either be sent by Registered Post / Courier to the address mentioned below, or dropped in the tender box kept at the Reception Area of Yojana Bhavan, Planning Commission. The closing time and date for submission of bids, samples of bags, notebooks and pens would be 1100 hours of 31st May, 2007.

Under Secretary (G-II),
Room No: 411,
Yojana Bhavan,
Sansad Marg,
New Delhi - 110 001.

41. Bids, if dropped in any box other than the tender box kept at the reception area of Planning Commission, cannot be considered for selection.
42. The bids would be opened on the same day in Com. Room No: 344 at 1130 hrs. in the presence of such bidders who may wish to be present at the time of bid opening.
43. The prices quoted by the bidders would be marked in the corresponding samples submitted by the bidders, in the presence of bidders available during tender opening.
44. The conference kit, which is approved by competent authority on the basis of quality, presentability and / or pricing, would be chosen.
45. The bidder(s), whose kit(s) is/are selected, would be declared as the successful bidder(s) for award of work.
46. Lowest rate quoted by the bidder(s), would thus not be the only criteria for selection of the successful bidder(s).
47. The competent authority reserves the right to reject any /all bid(s) without assigning any reason thereof.

(Ravjit Singh)
Under Secretary to the Government of India

Bid Form for supply of conference bags

Sl. no.	Particulars	Rate / per unit	VAT / TAX, etc./Unit	Rate / Unit inclusive of Taxes
		Bags		
1.	Sample - 1A			
2.	Sample - 1B			
3.	Sample - 1C			
4.	Sample - 1D			
5.	Sample - 1E			
		Pens		
6.	Sample - 2A			
7.	Sample - 2B			
8.	Sample - 2C			
9.	Sample - 2D			
10.	Sample - 2E			
		Notebooks		
11.	Sample - 3A			
12.	Sample - 3B			
13.	Sample - 3C			
14.	Sample - 3D			
15.	Sample - 3E			

Signatures -----

Name in bold capitals -----

Name of the Firm -----

