

By Speed Post

D-15015/10/2010-Gen-II
~~D-15015/6/2008-Gen-II~~
**GOVERNMENT OF INDIA
PLANNING COMMISSION**

**Room No. 445, Yojana Bhawan
Sansad Marg, New Delhi-110001
Dated the 9th December, 2010**

To

Sub: Purchase of Diaries 2011.

Sir,

Planning Commission requires Diaries for the Year 2011 i.e. medium/big for official use.

These items are generally purchased once in a Year as detailed below:

Sl.No. Type & size of Diaries Required.

- I. Executive Diaries for Dy. Chairman/Minister/Members, Member Secretary, Pr. Adviser, Sr. Adviser and equivalent level officers.
- II. Executive Diaries for officers of Joint Secretary, Director, Deputy Secretary and equivalent level officers.
- III. Executive Diaries for Under Secretary, SRO, RO, SO and equivalent level officers.

2. The requirement of diaries can be increased or decreased and the firm(s) will have to provide the same within seven day of placing the order. No request for increase in the rates will be entertained. The telephone list of Ministers/Officers of this Ministry will have to be incorporated in the Diaries. National Emblem will also have to be printed on the front cover of the diaries. Names of the officers will also have to be embossed printed in all diaries.

3. The firm will have to send samples at least three types of Diaries for perusal for Committee. In the absence of samples, the tenders shall not be entertained.

4. Incomplete or conditional Tenders shall also not be entertained. Only those Tenderers shall be entertained who deposit the earnest money amounting to Rs. 5,000/- (Rupees five thousand only). The earnest money shall be returned without interest after finalization of the tender.

5. The firm whose tenders are accepted shall have to deposit a security money of Rs. 10,000/- (Rupees ten thousand only) in the form of F.D.R./Pay Order from Commercial Bank hypothecated in the name of Pay & Account Officer, Planning Commission, New Delhi.

6. Sealed quotations, duly superscribed "**Quotation for various types of diaries 2011**" and addressed to the undersigned may be dropped in the tender box kept at the Reception area of Planning Commission, New Delhi-110001, so as to reach by 02:30 PM on 14.12.2010. No quotation will be accepted after 02:30 PM on 14.12.2010. The quotations will be opened on the same date at 03:00 P.M. in Room No. 344, 3rd Floor, Planning Commission, New Delhi, in the presence of the tenderers or their representatives who may like to be present.


(Mahender Chaudhary)

Under Secretary to the Govt. of India

Copy to: Soochna Dwar for placing it on Planning Commission's website.

Terms and Conditions

1. The bidder should be reputed, experienced and financially sound, manufacturer/supplier of Executive Diary.
2. The bidder must have supplied Executive Diary to at least one Central Government Departments/Ministries in the recent past. Copies of recent work orders and/or certificates satisfactory performance from at least one Departments/Ministries should be enclosed with the bids.
3. Bids should be submitted alongwith a EMD of Rs. 5,000/- (Rs. Five 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 EMD would be outrightly rejected.
4. The bidders should bring along samples of diaries on the day and time of opening of bid, i.e. 29.11.2010 and desposit it with the Under Secretary (General II). Any bidder who fails to submit samples of executive diaries on the day of opening of bid would be outrightly rejected.
5. The bidder shuld submit 3 to 4 samples each category and the cost of each type of diary shall be in the following range of (a) Rs. 250 to 300, (b) Rs. 150 to 200 (c) Rs. 100/- to 150/- excluding taxes.
6. The bidders should submit only such samples, which can be supplied by them immediately after the finalization of contract. The requirement of quantity may vary from 200 to 600 diaries, and the diaries will have to be supplied within 7-15 days from the date of placing order, as decided by Planning Commission.
7. The samples should be clearly labeled, giving details regarding name of the Bidder and sample number (e.g. M/s XXX, Diary sample 1, Diary sample 2, etc.). The labels should be made in thick cards of approximately 3" x 5" size and laminated or inserted in plastic pouch. Any sample found without the labels, will not be accepted. All the samples should be displayed in room No. 344, Yojana Bhawan on 14.12.2010.
8. The rates of the item should not be indicated in the samples. The bids of the bidders who mention rates of item on the samples, shall be outrightly rejected.
9. The tender may be dropped in the Tender Box placed at Reception Area of Yojana Bhawan, 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 Executive Diaries" will ot be considered for selection.
10. The closing date and time for receipt of tenders will be 2.30 PM on 14/12/2010 (). Bids received after the specified date and time for receipt of bids would not be enterrained.
11. The bids shall be opened at 3.00 PM on the 14.12.2010, in Room No. 344, Yojana Bhawan, Planning Commission, in the presence of the authorized representatives of the bidders, who wish to be present at that time.
12. The bidder will not be allowed to negotiate after submission of bids.

APPLICATION FORM

1.	Name of the Bidding Firm	
2.	Full Address	
3.	Phone No./FAX No.	
4.	VAT/TIN No.	
3.	Demand Draft/Pay Order No. amount date of the EMD	
4.	Executive Diary Sample - 1 (Rate/Unit excluding Taxes)	
5.	Executive Diary Sample - 2 (Rate/Unit excluding Taxes)	
6.	Executive Diary Sample - 3 (Rate/Unit excluding Taxes)	
7.	Executive Diary Sample - 4 (Rate/Unit excluding Taxes)	
8.	Executive Diary Sample - 5 (Rate/Unit excluding Taxes)	

Signature

Name in bold capitals

Name of the Bidding Firm

Company's Seal:

Date: