

No.D-19016/01/2011-Gen-I  
Government of India  
Planning Commission  
(General-I, Section)

Yojana Bhavan, Sansad Marg,  
New Delhi, 30 March, 2012.

**E-Tender/e-Procurement Notice**

**Subject: Invitation for Online Tender Notice for supply of various hardware items in Planning Commission –reg.**

**Online** tenders are invited from manufacturing/authorized dealer/distributors/suppliers for supply and installation of the items indicated in Annexure-I for Committee Rooms in Planning Commission, Yojana Bhawan. No manual tender will be accepted under any circumstances.

2. The details of rates are to be quoted and to be submitted in **Annex-I** in Indian Rupees. Any overwriting in Annex-I is not allowed and the bid will summarily be rejected.

3. The scanned copy of Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) must be uploaded with the Tender and original has to be delivered by hand at the following address latest by 1300 hours on 16.04.2012:

Section Officer (General-I)  
Room No.443  
Yojana Bhawan, Sansad Marg,  
New Delhi – 110001

OR

Under Secretary (General I)  
Room No. 501  
Yojana Bhawan, Sansad Marg,  
New Delhi – 110001

4. All the required documents in support of eligibility criteria are also to be uploaded alongwith the tender documents.

5. The Tender shall be opened on-line at 1530 hours on 16.04.2012 by the duly constituted Tender Evaluation Committee. The representatives of firms/agencies/companies who wish to be present to view the Tender Opening process may be allowed to do so and they may also visit the site for inspection of installation of hardware items before quoting the bid.

6. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

7. In case of withdrawal, the EMD stands forfeited.

8. Terms & conditions are at Annexure-II

9. The first requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids on line are also enclosed herewith as Annex-III.

*J. Srivannurthy*

10. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) from the date of publication. The tender notice may also be downloaded from official website of Planning Commission (<http://planningcommission.nic.in/news/tender/index.php?news=tendbody.htm>).

11. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in para 10 above.

*J. Sriram Murty*  
(J. Sriram Murty) 30/3/22  
Under Secretary to the Govt. India  
Tele No: 23042500  
23327446

Anure-I

**Tender Inviting Authority:** Under Secretary General I (Planning Commission)

**Name of Work:** Supply and Installation of Hardware Items

**Contract No. :** D-19016/01/2011-Gen.I

**Bidder Name:**

**PRICE SCHEDULE**

Sl. No.	Description	Qty.	Amount (Rs.)	Tax, if any (In Rs.)	Total amount (incl. of tax)
1	2	3	6	8	9
1	4 Channel VGA Switcher with 300 Mhz video Bandwith	3	0.00	0.00	0.00
2	VGA Cable(in mtrs)	450	0.00	0.00	0.00
3	Face Plate with VGA and audio connectors for PC presentation on table (customized)	12	0.00	0.00	0.00
4	Audio Cable(in mtrs)	450	0.00	0.00	0.00
5	Installation, Testing and Commissioning		0.00	0.00	0.00
		<b>***Total in Figures</b>			
		<b>***Total in Words</b>			

J. Srinamurti

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### I. Instructions to Bidders

1. Tender received after specified date and time will not be accepted. If the EMD is not delivered by hand latest by 1300 hours on 16.04.2012, the bid will be rejected. The earnest money of the unsuccessful tenderer will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidders withdraw his bid, the EMD stands forfeited.
3. The bidders are advised in their own interest to quote their rates for all items as per the specifications indicated in Annex-I failing which their bids shall be out rightly rejected. Any overwriting in Annex-I is not allowed and the bid will summarily be rejected.

### II. Eligibility Criteria

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address alongwith telephone number during the online bid submission.
5. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Copies of letter from bank stating that account is being maintained by the Company/Firm/Agency alongwith details like account number/s, TIN number and PAN card should be uploaded with the tender during the online bid submission.
6. The Company/Firm/Agency shall have a minimum experience of three years to Central Government Ministries/ Departments/Public Sector Undertakings/Public Sectors Banks in this field. Proof of experience certificates (at least two certificates during the period 2008-2011) are to be uploaded alongwith tender documents.
7. The tendering Company/Firm/Agency should upload a duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during the online bid submission.
8. The Company/Firm/Agency has to upload an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central government/State Government and any Public Sector Undertaking.

### III. Earnest Money Deposit(EMD)

9. The tender must be submitted online and accompanied by scanned copy of a Account Payee Demand Draft/ Pay Order of Rs. 20,000/- (Rupees Twenty Thousand Only) as Earnest Money drawn in favour of **Pay and Accounts Officer, Planning Commission** and payable at New Delhi. Pay order/Bank Cheque drawn in favor of any officer other than Pay and Accounts Officer, Planning Commission New Delhi will not be accepted and the tender will be rejected. EMD in original is required to be delivered at the following address by hand latest by 1300 hours on 16.04.2012:

Section Officer (General I)  
Room No.443  
Yojana Bhawan, Sansad Marg,  
New Delhi – 110001

OR

Under Secretary (General I)  
Room No. 501  
Yojana Bhawan, Sansad Marg,  
New Delhi – 110001

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**IV. Bid Evaluation Criteria**

10. The bid shall be opened on the scheduled date and time (at 1530 hrs. on 16.04.2012), in Room No. 412 of Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the representatives of the Company/Firm/Agency if any, who wish to be present at the time of opening the tender.

11. The L-1 bidder will be selected to the supplier whose total rate for all the hardware items mentioned in Annexure-I and installation, testing and commissioning charges, if any, will be lowest.

12. The successful bidder/supplier (L1) has to deposit a Performance Security Deposit amounting to 5% of the total annual contract value in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi or a bank guarantee from a commercial bank covering the period of warranty and maintenance after date of installation. The performance security should remain valid for a period of **sixty** days beyond the date of the period of warranty and maintenance after date of installation.

13. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

**V. Specific Terms and Conditions**

14. The selected bidder will be required to supply the material and install the same within 15 days of the award of the contract.

15. The selected bidder shall provide warranty and free maintenance for a period of one year from the date of installation.

16. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

**VI. General Terms and Conditions**

17. The representative of the participating firms/agencies/suppliers may visit the location in Yojana Bhawan, Parliament Street, New Delhi for inspection for installation of hardware items before quoting the bid.

18. In case of non-satisfactory service during the period of warranty and free maintenance may lead to forfeited of performance security deposit.

19. Payment will be made by Electronic Clearing System (ECS) after successful installation, testing and commissioning of hardware items.

20. Planning Commission reserves the right to reject any or all the tenders without assigning any reasons thereof.

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21. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Joint Secretary, 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 it nominated by the Joint Secretary even though the said officer is an employee of the Planning Commission, New Delhi 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 Joint Secretary 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 Joint Secretary shall act as arbitrator. The decision of the Joint Secretary or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 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.

22. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification or enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

23. 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 parties to the dispute.

24. 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 service at the expiration of the time in which it reaches in the ordinary course of post.

J. Sriramurthy  
(J. SRIRAM MURTHY) 30/3/11  
Under Secretary to the Govt. India  
Tele No: 23042500  
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**Copy to:-**

Director (C&I), Planning Commission with the request to upload the tender letter in the Planning Commission' website.

***Instructions for Online Bid Submission*****Instructions to the Bidders to submit the bids online  
through the eProcurement site  
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the “Click here to Enroll” option available.
- 2) Then the Digital Signature of SIFY/TCS/Code or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use “My Space” area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document , latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.

- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.



- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 27) For any queries, the bidders are asked to contact by mail [cphp-nic@nic.in](mailto:cphp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.