

D-21013/4/2010-Protocol  
Government of India  
Planning Commission

Yojana Bhawan, Sansad Marg,  
New Delhi, 21<sup>st</sup> July, 2011.

**TENDER NOTICE**

1. Sealed tenders are invited from experienced and authorised dealers for empanelment as registered suppliers for the following telephone instruments and related items:

Item Particulars	Quantity of present requirement	Remarks
UPS with 2 hours back up for connectivity to Key Telephone System	03	--
8 Port Digital Line Card for Samsung Key Telephone System	01	--
Samsung Key Telephone Instruments with 24 Programmable keys (24-D)	04	--
Basic model of Cordless telephone instrument with Speaker phone and caller I.D. facility	NIL	For future requirement
Basic model of Push Button telephone instrument with caller ID facility	NIL	For future requirement
Basic model of Push Button telephone instrument with speaker and caller ID facility	NIL	For future requirement
Basic model of Plan 1+1 telephone instrument set with adopter	NIL	For future requirement
Basic model of Plan 1+1 telephone instrument set with adopter, speaker and caller ID facility	NIL	For future requirement

2. The rates (Excluding Taxes) quoted by the bidders will be valid for a period of one year from the date of award of contract.
3. The lowest bidder for each item will be empanelled as registered supplier for the item.
4. The bids have to be submitted on company letter head with separately sealed Technical and Financial bids, filled as per Performa given below, put in a third sealed envelope superscribed "Tender for empanelment as registered supplier of telephone instruments and related items" and sent by post to the Under Secretary (General Admn.), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi or dropped in the Tender Box kept at Reception Area of Planning Commission. The bids can be submitted upto 3.00 P.M. on 11/08/2011.
5. The Technical bid should be accompanied with EMD of Rs.5,000/- (Rupees five thousand only), in favour of the Pay & Accounts Officer, Planning Commission, and valid for a period of 6 months from the date of issue of this tender. Further details are given below.
6. Bids received after the closing date and time will not be considered. The EMD of unsuccessful bidders, including late bidders, shall be returned after finalisation of the contract.
7. The Bids will be opened by the Tender Opening and Evaluation Committee (TOEC), comprising of a group of Officers of Planning Commission, in the presence of such tenderers or their authorized representatives who may wish to be present at the time of opening of the tenders.

8. Financial bids of only those bidders will be opened, who fulfil the eligibility criteria conditions and are accepted by the TOEC.
9. Tender Details may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).

Sd/-

**[H. Phaltual]**

**Under Secretary to the Government of India**

**General information & terms and conditions**

1. The bids should be submitted on company letter head with separately sealed Technical and Financial bids filled as per Performa given below and put in a third sealed envelope superscribed "Tender for empanelment as registered supplier of telephone instruments and related items".
2. The quotations may be sent by post to the Under Secretary (GA) at the above mentioned address by the stipulated date and time. The tenders can also be dropped in the Tender Box which will be placed at Reception Area of Yojana Bhawan, New Delhi for four working days and during working hours from 08/08/2011 to 11/08/2011. The bids can be submitted upto 3.00 P.M. on 11/08/2011.
3. The bids shall be opened on the same day at 3.30 PM by the Tender Opening and Evaluation Committee (TOEC), comprising of a group of Officers of Planning Commission, in the presence of such tenderers or their authorized representatives who may wish to be present at the time of opening of the tenders.
4. The Financial Bids of only those tenderers will be opened whose Technical bids fulfil the eligibility criteria conditions and have been accepted by the TOEC.
5. The tenderer should be an authorised dealer for the product - digital line card, cordless telephone instruments, push button type telephone instruments and Plan 1+1 telephone instruments, for which he is bidding for and attach dealership authorisation letter(s) from original equipment manufacturer(s)/ national/ regional distributor(s). The letter(s) should be with reference to this tender, addressed to the Under Secretary (Genl. Admn.), Planning Commission and submitted with the Technical Bid.
6. The lowest bidder for each item will be selected / empanelled for supply of that particular item, subject to his having fulfilled all other conditions.
7. The rate contract (excluding taxes) will be valid for a period of one year from the date of award of contract.
8. Payment on each occasion will be made through ECS, after supply and satisfactory installation of the item(s).
9. The declaration as per Performa given below should be duly filled in, signed and submitted along with the technical bid.
10. Planning Commission reserves the right to reject any / all tender(s), without assigning any reason. The decision of the Planning Commission shall be final in this regard.
11. The contract can be terminated without assigning any reason therefor, at the discretion of Planning Commission, at any time, by giving one month's notice.

Contd...3/-

12. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five 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 this tender.
13. The EMD of unsuccessful bidders, including late bidders, shall be returned after finalisation of the contract.
14. All entries in the tender form should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory. Tender received without EMD shall be rejected summarily. Incomplete or conditional bids shall be rejected.
15. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited and action to blacklist the firm will be initiated.
16. The successful bidder will have to deposit Rs.5,000/- as Performance Surety in the form of a FDR hypothecated to Planning Commission. The FDR should be valid for a period one year and 60 days from the date of award of contract. In case of breach of any terms and conditions attached to the contract, the Performance Surety of the agency will be liable to be forfeited, besides annulment of the contract. The EMD of the successful bidder shall be returned after he deposits the Performance Surety Amount.
17. 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.

**Contd....4/-**

**Eligibility Criteria**

- a) The bidder should have a Registered or Branch Office in Delhi/NCR.
- b) The bidder should have at least three years' experience in the relevant field of working in Govt. Departments, Ministries and /or PSUs as on 30<sup>th</sup> June, 2011. Copies of current and past contract letters, satisfactory performance certificate, etc., from Govt. Departments / Ministries PSUs, should be attached with the Technical Bid.
- c) The bidder should be an authorised dealer for the product he is quoting rates for, and enclose in original, dealership authorisation letter(s) from original equipment manufacturer(s)/ national/ regional distributor(s). The letter(s) should be addressed to the Under Secretary (GA), Planning Commission and submitted with the Technical Bid. The letter(s) should be with reference to this Tender and should clearly specify validity period of dealership. Name and contact no. of the signatory issuing the authorisation letter should be mentioned in the letters.
- d) The declaration as per Performa given below should be duly filled on company letter head, signed and submitted along with the technical bid
- e) The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five 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" and valid for a period of 6 months from the date of issue of this tender document.
- f) The bids should be submitted on company letter head with separately sealed Technical and Financial bids filled as per Performa given below and put in a third sealed envelope superscribed "Tender for empanelment as registered supplier of telephone instruments and related items".

Sd/-

(H. Phaltual)

Under Secretary to the Government of India

**Contd....5/-**

PERFORMA FOR DECLARATION

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of \_\_\_\_\_ 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. I hereby certify that our company has not been black listed by any Government  
Department / Ministry / PSU.
4. I undertake to provide services, if required, beyond office hours and / or on holidays.
5. 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:  
Place:

Signature of Tenderer  
Full Name:  
Company's Seal :

**To be filled in company letter head.**

**Contd....6/-**

TECHNICAL BID PERFORMA

1.	Name of Bidding Firm		
2.	Full Address		
3.	Telephone & Fax No.		
4.	Details of Earnest Money Deposit : Rs.5,000/- (Rupees five thousand only)		
(a)	D.D. / P.O. No. & Date		
(b)	Drawn on Bank		
(c)	Valid upto		
5.	Give details of the similar contracts awarded to the bidder by Central Government Departments / Ministries/ PSUs during the last three years, as on 30.06.2011, in the following format:		
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Details of the contract	Total Value of Contract (Rs.)
A			
B			
C			
6.	Dealership Authorisation Letter(s)	From (Name of Company)	Valid upto
(i)			
(ii)			
7.	Additional information, if any		

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Full Name:  
Company's Seal :

**To be filled in company letter head**

Contd....7/-

**FINANCIAL BID PERFORMA**

Item Particulars	Rate per Unit (Rs.) Excluding Taxes	Applicable Taxes (Rs.)	Rates per Unit including Taxes (Rs.)
UPS with 2 hours back up for connectivity to Key Telephone System			
8 Port Digital Line Card for Samsung Key Telephone System			
Samsung Key Telephone Instruments with 24 Programmable keys (24-D)			
Basic model of Cordless telephone instrument with Speaker phone and caller I.D. facility			
Basic model of Push Button telephone instrument with caller ID facility			
Basic model of Push Button telephone instrument with speaker and caller ID facility			
Basic model of Plan 1+1 telephone instrument set with adopter			
Basic model of Plan 1+1 telephone instrument set with adopter, speaker and caller ID facility			

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Name:  
Company's Seal :

**To be filled in company letter head**

