

D-13023/22/2008-Genl.I  
Planning Commission  
Government of India  
(General Branch I)

Yojana Bhawan, Sansad Marg,  
New Delhi, January 7, 2009

To

As per list enclosed

### TENDER NOTICE

Planning Commission invites sealed tenders from firms/agencies for the following work:-

1. Name of Work : **Registration of suppliers for supply of modular furniture & fixture in Planning Commission.**
2. EMD Amount : Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DD or Pay order drawn in favour of ***Pay and Accounts Officer, Planning Commission, New Delhi***
3. Last date of Acceptance of Bids : By 3.00 pm on 21/01/2009
4. Opening of Bids : At 3.30 pm on 21/01/2009
5. The terms and conditions of the registration are as under:
  - (a) The bids will be evaluated by Purchase Committee and the successful bidders would be communicated for their empanelment.
  - (b) The bids are being called for empanelment of firms for inviting tender for the provision of modular furniture and fixtures in Planning Commission. The successful bidders would be called to submit their quotations, whenever Planning Commission desires to call the tender for the same.
8. The tender format containing detailed specifications and terms and conditions can also be downloaded from [www.planningcommission.gov.in](http://www.planningcommission.gov.in).
9. The bids shall be sent in a sealed cover duly mentioning **Empanelment of Firms for the provision of furniture/fixtures in Planning Commission**. The tenders should reach the undersigned on or before the stipulated date and time.

(Pramila Mathur)  
Section Officer (Genl.I)  
Tel: 2309 6755

Copy to: Director(C&I) with the request to upload the tender notice in Planning Commission's website.

### Instructions to Applicants

Sl. No.	Brief instructions to applicants
1.	The Technical Bid of the applicants, complete in all respects, shall be made in the form specified in Annexure and must be accompanied by the Earnest Money of Rs. 20,000/- in the form of Bank Draft from any commercialized bank, drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi.
2.	The proposal should be sent in a sealed envelope superscribing <b>EMPANELMENT OF FIRMS FOR SUPPLY OF MODULAR FURNITURE &amp; FIXTURES IN PLANNING COMMISSION.</b>
3.	Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted in case the envelope is not sealed and marked as instructed above
4.	The Bid must be prepared in indelible ink and must be signed by the Authorized Representative of the Applicant.
5.	The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialed by the authorized signatory.
6.	The complete Proposal must be delivered on or before the specified time on the Due Date.
7.	The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
8.	Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
9.	The bids would be evaluated by Planning Commission who would prepare a list of qualified applicants and convey to successful applicants.
10.	Specifications of work will vary from job to job.
11.	The empanelment will be initially for a period of two years subject to periodic review of performance, and may be extended further by mutual agreement and for such further period as may be agreed upon.
12.	The empanelled firms would be called upon to submit quotations, whenever Planning Commission requires provision of furniture and fixtures. Only empanelled firms would be eligible to submit such quotations.
13.	Empanelled Firms would be required to deposit Performance Security Money of Rs.50,000/- in the form of FDR, valid for a period of 30 months, hypothecated in favour Planning Commission, New Delhi. The Performance Security Money would be refunded after the completion of the period of contract.

14.	<p>Planning Commission reserves the right to cancel the order or forfeit the Security Deposit in case of one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>- An empanelled agency/firm fails to adhere to prescribed time schedule.</li> <li>- If serious discrepancy is noticed between given work order and installed furniture/fixtures.</li> <li>- Breach by the tenderer of any of the terms and conditions of the tender.</li> </ul>
15.	<p>The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein. Empanelment does not guarantee any award of work. The Planning Commission reserves the right to provide furniture and fixtures to any of the empanelled firms on the basis of the approved rates solely at its discretion and the decision of the Planning Commission will be final and binding.</p>
16.	<p>Planning Commission may terminate/cancel the empanelment of any or all the firms at any point of time without assigning any reason. The decision of Planning Commission is binding on the firm and no court shall take cognizance of any dispute</p>
17.	<p>The empanelment shall be effective from the date of formal acceptance of the terms and conditions and deposit of Performance Security Money by the firm</p>
18.	<p>Every sheet of the Tender document should be signed and stamped by authorized signatory of the firm. Name/Address/Telephone/Mobile no. of the Contact person should be mentioned in document.</p>
19.	<p>The competent authority in Planning Commission shall have the right to reject all or any of the offers without assigning any reason.</p>
20.	<p>Payment for the award of tender for provision of furniture and fixtures shall be released on each completed work on the basis of tender, whenever called. No part payment shall be allowed.</p>
21.	<p>The EMD of the unsuccessful bidders shall be refunded within a period of one month from the finalization of the award of tender. No interest upto that period shall be payable by Planning Commission.</p>

(Signature of the authorized representative)  
with seal for acceptance of the terms and conditions & date

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**1. FIRMS DETAILS :**

- a) Name of the firm
- b) Address
- c) Telephone No:  
Mobile No.:
- d) Type of firm:  
Proprietary/Private/Private Ltd./ MNC/Co-operative/Govt. Undertaking.
- f) Name of the Proprietor/Partners

**2 Annual Turnover (2007-08)** Rs. ....

**3. Details of the work awarded to the firm in the last three financial years(minimum Rs.5 lakhs)**

2007-08	Attach separate sheet attested by authorized representative
2006-07	Attach separate sheet attested by authorized representative
2005-06	Attach separate sheet attested by authorized representative

**4 Earnest money details bank draft :**

Banker's cheque/Bank draft no. .... Date ..... for Rs.20,000.00

Name of the bank .....

**5. PAN NO. :**

**6. TIN/VAT No. :**

**Authorized Signatory,  
(With full name and designation)  
Seal:**