

No.D.26016/15/2008-Genl.I
Government of India
Planning Commission

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Yojana Bhawan, Sansad Marg,
New Delhi.110001
Date:22.07.2008

To

M/s.....
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Subject: Quotation for supply of Accessories/ Upholstery and Servicing/ Supply of ACs for staff car of Planning Commission.

Sir,

Planning Commission has decided to invite sealed quotations for supply of Accessories and fitting etc. for staff cars of Planning Commission. (Amb. (ISZ), (MPFI), Maruti Esteem, Maruti Zen, Tata Indigo.). The performa alongwith terms & conditions are enclosed.

You are requested to submit your sealed quotation latest by 4th August,2008 by 3.30 PM. The sealed quotation may either also be sent to Under Secretary (G.II), Room No. 445, Planning Commission, Yojana Bhavan, New Delhi or dropped in the tender box kept at reception of Yojana Bhavan. The quotation will be opened on the same day at 4.00PM in room No. 344, in the presence of such tenderers who may wish to be present.

Thanking you,

Yours faithfully,


(Mahender Chaudhary)

Under Secretary to the Govt. of India.

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Government of India
Planning Commission

Sub:Supply of Car Accessories/Uphostalary and supply/servicing of
Airconditoners etc.

Terms & Conditons

1. Sealed Tenders in the prescribed form addressed to Under secretary(Genl.Admn.),Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-11001 should reach latest by 3.30p.m. on 4th August,08. Tenders received after prescribed time and date will not be accepted.
2. The tenders/quotations can also be dropped in the Tender Box kept at the Reception of the Yojana Bhavan, New Delhi.
3. The quotations will be opened at 4.00p.m. on 4th August,2008 in the presence of such tenderers who may wish to be present.
4. Correction or over-writing in the tender documents is not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the Authorised Signatory of the firm.
5. The Competent Authority in the Planning Commission shall have the right to reject all or any of the offers, accept more than one offer.
6. The tenderer should have a registered and well-established agency/firm.
7. That the firm should have reasonable experience in the related work in Govt. offices.(Proof should be attached).
8. That the firm should have its own Telephone no.(both in office and workshop).
9. The tenderes should send the quotations in a sealed cover superscribed as "Supply of Car Accessories/ Uphostalary/Air Conditioner".
- 10.A demand draft of Rs. 6,000/- as Earnest Money in favour of Pay & Accounts Officer, Planning Commission, is to be enclosed alongwith the quotation. No. quotation shall be considered without the earnest money deposit. The earnest money will be refunded only after the finalisation of contract and no interest will be paid on earnest money.

11. The Tender form is in two parts (A) & (B). The tenderers have the flexibility to quote either for (A) Car Accessories or (B) supply/servicing of A.C; or Both. In case of Both, no separate Earnest Money need be deposited for both the items and a single earnest money of Rs. 6,000/- is sufficient.
12. The contract so awarded shall commence from the date of consent of the firm to the rates and terms & conditions and the deposit of the security money.
13. The contract shall be initially for 3 months, extendable upto one year depending on satisfactory service.
14. The successful tenderer shall deposit a security money of Rs. 15,000/- by furnishing a Fixed Deposit Bank Account receipt hypothecated to the Planning Commission, Govt. of India, which shall be allowed to be withdrawn on satisfactory expiry of the contract.
15. The security deposit will be liable to be forfeited if during the period of the contract services are found to be unsatisfactory in any respect and the work would be got done from other sources at the contractor's risk and cost. In this regard, the decision of the Competent Authority of the Planning Commission shall be final and binding on the Contractor.
16. The Competent Authority in the Planning Commission shall have the right not to utilize the services or terminate the contract by giving one month notice .
17. In case condition of any of the accessories/A.C. is not found satisfactory it shall be returned for immediate replacement at the risk and cost of the firm.
18. Rates once accepted will not be enhanced during the currency of the contract.
19. No Advance payment will be made for any item of work.
20. In case of dispute of any kind and in any respect, the decision of the Competent Authority in the Planning Commission shall be final.
21. The contract may be considered for extension by mutual agreement and for such further period as may be agreed upon.
22. The contractor shall have to maintain such records for documenting the work and for preferring claims therefore for payment as may be required or prescribed by the Planning Commission.
23. Bills preferably typed (in triplicate) in connection with the service/supply of items shall be submitted to Planning Commission in the first week of each month.
24. Non fulfillment of conditions of executing a contract by the contractor or supplier would constitute sufficient ground for annulment of the award and forfeiture of earnest money deposit.
25. In case, the contracting firm is not able to accept the contract after it is awarded or if it is not able to do work after accepting the contract, the security deposit will be forfeited.

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26. The firm shall have valid tax registration/ service tax registration no. which should invariably be indicated in the bill and such no. should remain valid during the period of contract. It will be sole responsibility of the firm. Govt. tax as applicable will be payable by the Planning Commission.

(Signature of the tenderer with seal in token of acceptance to the Terms & Conditions)

Details of Earnest Money	Name of the Firm
D.D. No.	
Date	Address
Bank	Tele No.
Place	Date
Amount	Seal of the firm

Part A
Rates for car Accessories

Sl. No.	Item	Ordinary Rate	Branded	
			Name of the Brand *	Rate
1.	Seat Cover Velvet			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
2.	Seat filling padding		Dunlop	
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
3.	Loose seat cover extra white			
	Teerycot per set			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
	Cotton			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
4.	Curtain per set Terry cot white			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
	Curtain per set Poliyester Net fabric			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
5.	Woolen Carpet			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
6.	Rubber full matting			
7.	Foot mat set (four pcs)			
8.	Flag Road (with cover)			
9.	Door Lock			
10.	Dicky Lock			
11.	Mudguard Mirror (each set) Ordinary			

* wherever applicable

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		Ordinary	Branded	
		Rate	Name of the Brand*	Rate
12.	Gear Lock			
13.	Reading light			
14.	Sunshade (with matching paint)			
15.	VIP Light Original (small)			
16.	Perfume bottle			
17.	Fog light			
	a) 185 mm			
	b) 142 mm			
18.	Steering Cover			
19.	Cushion Seat for driver			
20.	MMG velvet roof (complete with material and fixing)			
21.	VIP Light Bonnet steel frame			
22.	Solar film fixing			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
23.	Roof Light 2 pc			
24.	Engine Light			
25.	Petrol tank lock			
26.	Wheel cover			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
27.	Horn Set			
	a) Ambassador			
	b) Maruti Zen			
	c) Maruti Esteem			
	d) Tata Indigo			
28.	VIP Siren Ordinary			
29.	Mud flaps			
30.	Car fan			
31.	Ceiling light			
32.	Reading Tube light			
33.	Two-in-one (ordinary)			
34.	Speaker Set (ordinary)			
35.	Two-in-one 140 watt.		Sony original	
36.	Speaker Set only		Sony original	
37.	Anteina			
38.	Steering Lock			
39.	Heater (with installation charges)			
* wherever applicable				

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		Ordinary	Branded	
		Rate	Name of the Brand*	Rate
40.	VIP Siren		Ahuja (Original)	
41.	VIP Light Big (Grand)			
40.	Towel Large (4pcs Set)			
41.	Towel Small (4pcs Set)			
42.	Door Hard Board (Full Set) With matching cloth			
42.	Number Plate			
43.	Tissue Paper Box			
44.	Mudguard fender			
45.	Consol Box			
46.	Extra Lock			
47.	Cease fire			
48.	Car inside dry-clean Complete			
49.	Bucket Seat (Set)			
50.	Hooter Grand		Grand (original)	
51.	Leg Guard Full set			
52.	Power Antenna			
53.	Mudguard Steel Patti			

* wherever applicable

Signature
M/s Name & Address
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Tele. No.....

Part B

Rate for New AC and servicing etc.

Sl.	Item	Brand Name	Rate(in Rs.)
	Air conditioner set		
1.	Cost of New A/c with Installation (Amb./Indigo/Esteem)	Sandan
2.	A/C gas filling complete	
3.	Service of A/C	
4.	Cost of New A/C with Installation (Maruti Zen)	Sandan
5.	Removal Charges of A/C	
6.	Re-installation of A/c (with material)	
7.	New AC Compressor	
8.	AC Relay	
9.	AC Condensing Fan	
10.	AC Pipe	

Signature ----

M/s Name and Address

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Tel. No.....