


**D-15017/8/2011-Gen.II
Government of India
Planning Commission
(General II Branch)**

**Yojana Bhawan, Sansad Marg
New Delhi, the 19th September, 2011**

TENDER NOTICE

Planning Commission invites sealed quotations from experienced and financially sound suppliers/manufacturers, for supply of Conference Kits (Conference Bags, Note Books & Pens) to Planning Commission.

2. Tender Document and Terms & Conditions may be downloaded from Planning Commission's website (<http://planningcommission.gov.in>).
3. All interested suppliers/firms willing to supply the item on credit basis may submit their bids in a sealed cover super-scribed "Tender for supply of Conference Kits to Planning Commission" addressed to the Under Secretary (GA), Planning Commission, Yojana Bhawan, Room No. 412, 4th Floor, Sansad Marg, New Delhi-110001.
4. The tender should be dropped in the tender box placed at Reception area of Yojana Bhawan. Tender, if dropped in any other box or left elsewhere instead of dropping in tender box captioned "Tender for supply of Conference Kits to Planning Commission" placed at reception area or sent through any other mode will be out-rightly rejected.
5. Bids received after the closing date and time will not be considered.
6. Bidders will not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to the firm(s).
7. LAST DATE FOR SUBMISSION IS 03.00 PM ON 26.09.2011.
8. TENDER OPENING DATE IS 03.30 PM ON 26.09.2011.


19.9.11
(T. Nanda Kumar)
Under Secretary to the Govt. of India
Telephone: 23096512

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR SUPPLY OF
CONFERENCE KITS (CONFERENCE BAGS, NOTE BOOKS & PENS)**

EARNEST MONEY : An amount of **Rs.20,000/- (Rupees Twenty thousand only)** is required to be deposited along with the Tender in the form of Demand Draft drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The validity of EMD should be Six months w.e.f. the date of this tender being uploaded on Planning Commission's Web-site. The EMD of the successful bidder will be retained as Performance Security till completion of all contractual obligations and EMD of the unsuccessful bidders will be returned only after finalization of contract.

2. The bidder must have supplied bags to Government Departments/Ministries/PSU/ during last two years. Copies of recent work orders and/or certificates of satisfactory performance from at least one Department/Ministry/PSU/Autonomous Bodies should be enclosed with the Bid.
3. The manufacturer/supplier should have a Bank Account, PAN/TAN/TIN number (copy of the documents should be enclosed with the Tender Bid) Payment to the successful bidder will be made through ECS after supply of items.
4. The firm should not have been blacklisted by any Ministry/Department of the Government of India.
5. The Samples of Conference Bags, Note Books & Pens should be duly numbered/marked easy identification and the bidders should deposit/submit their samples at 3.30 PM on 26.9.2011 to the TEC. Any bidder who fails to submit samples of the items on day of opening of bid would be out-rightly rejected.
6. The rates of the items should NOT be indicated in the samples. The bids of the bidders, who mention rates of items on the samples, will be out-rightly rejected.

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7. The bidders should submit only such samples, which can be supplied by them within 7 days from the date of finalization of contract/placing order. There is an urgent requirement of 1000 numbers of Conference Bags, Note Books & Pens. The requirement of quantity may increase or decrease as decided by Planning Commission. Those who fail to supply requisite quantity within the stipulated date are liable to be penalized by forfeiture of their Performance Security as well as blacklisting that firm.

8. The sample should be clearly labeled, giving details regarding name of the bidder and sample number (e.g. M/s XXX, Bag Sample 1, M/s YYY, Bag 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. The rates of the corresponding samples should be quoted for each sample in the financial bid in the format given in the tender document.

9. Any enquiry after submission of bids will not be entertained.

10. All entries in the tender forms should be legible and filled clearly. Any cutting in the tender form must be signed by the authorized signatory. Otherwise the tender is liable to be rejected.

11. The rates will be valid for a period of six months from the date of award of the contract. It will be obligatory and mandatory on the part of the successful bidder to honour all orders placed during the period of validity of contract on the same rates and terms and conditions.

12. The price quoted by the bidder should be inclusive of taxes, the cost for printing the title/matter of conference on the conference bags and delivery of goods to Planning Commission.

13. Selection of the items will be done after opening of bids by a group of Officers. The bidder(s), whose items are selected, will be declared as the successful bidder(s). The lowest rate quoted by a bidder will not be the criteria for selection of successful bidder(s).

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14. The declaration form as per format given in the tender document should be duly filled and signed as a token of acceptance of all the terms & conditions of the tender and submitted alongwith the bid.

15. The tenders may be filled on company letter head and continuation sheets may be on company letter head and/or plain paper. It may be ensured that all the papers and supporting documents should be duly signed and company's seal should be affixed.
16. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the bidding firm will be blacklisted and the EMD submitted by the successful bidder would stand forfeited.
17. Payment will be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of competent authority.
18. The competent authority in Planning Commission, reserves full authority to cancel, reject, any/all offers, without giving any reason. The decision of competent authority in Planning Commission shall be final in this regard.

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DECLARATION FORM

1. I, _____ Son/Daughter of Shri
_____ Proprietor/Partner/Director/Authorized
Signatory of M/s _____ 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 they are fully acceptable to me;
3. 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.
4. Our firm has not been blacklisted by any Govt. Department/Ministries/PSUs.

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Signature of authorized person
Full Name:
Company's Seal:
Date:
Place:

- N.B.:
1. The above declaration, alongwith a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the bidding firm in token of acceptance of the terms and conditions, should be enclosed with the Bid.
 2. The declaration should be made on Company letterhead using the same format.

FORMAT FOR TECHNICAL BID

1.	Name of the Bidding Firm	
2.	Full Address	
3.	Telephone & Fax Nos.	
4.	D.D. / P.O. No. & Date of the EMD	
5.	Amount of EMD Rs.	
6.	D.D. / P.O. Drawn on Bank	
7.	D.D. / P.O. valid upto	
8.	Details of supply of conference kits by the bidder to other Government Departments/Ministries in the recent past. (Copy of orders and /or certificates to be attached.	
9.	Additional information, if any	

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Signature _____

Name (Bold & Capital) _____

Name of the bidding Firm _____

Company's Seal _____

Date: _____

FORMAT FOR FINANCIAL DETAILS

Sl. No.	Particulars	Rate / Unit inclusive of Taxes
1.	Conference Bag No. 1	
2.	Note Book No. 1	
3.	Pen No. 1	
4.	Conference Bag No. 2	
5.	Note Book No. 2	
6.	Pen No. 2	
7.	Conference Bag No. 3	
8.	Note Book No. 3	
9.	Pen No. 3	
10.	Conference Bag No. 4	
11.	Note Book No. 4	
12.	Pen No. 4	

(if the space provided in the above sheet is insufficient, the Financial Bid can be prepared on company letter head of the bidding firm, using the same format).

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Signature _____

Name (Bold & Capital) _____

Name of the bidding Firm _____

Company's Seal _____

Date: _____