

No.PC(LBY)1-28/2012-13

Government of India  
Planning Commission  
(Library)

Yojana Bhavan, Sansad Marg,  
New Delhi-110001, Date:13/05/2014.

**NOTICE INVITING TENDER**

Subject: Advertised Tender Enquiry for disposal of obsolete publications / documents.

1. Sealed tenders are invited from experienced and established contractors for purchase of obsolete publications / documents on as is where basis is. The material may be inspected at the site on all working days with the prior permission of Chief Librarian-cum-Documentation Officer on telephone number 23042169.
2. The approximate weight of the publications / documents is 40000/- to 50000/- kilograms.
3. Details for inspection, contact person, etc. are given below:

Date and Time for inspection	<b>All working days between 19/05/2014 to 18/06/2014 from 2.30 P.M. to 4.30 P.M.</b>
Contact Person	<b>Shri Kumar Sanjay, Chief Librarian-cum-Documentation Officer, Tel: 23042169</b>
Tender available at	Planning Commissions website <a href="http://planningcommission.nic.in/news/tender">http://planningcommission.nic.in/news/tender</a> .
Date, Time and Place for acceptance of tender	The bids may be submitted in a sealed cover superscribed "Tender for purchase of obsolete publications / documents" addressed to the Chief Librarian-cum-Documentation Officer and dropped in the tender box kept in the Reception area of Planning Commission, latest by 2.30 P.M. on 18/06/2014.
Date & time of opening bids	18/06/2014 at 3.30 P.M. in room no. 344, Yojana Bhavan, Sansad Marg, New Delhi

4. The offer made by the bidders will be valid for 90 days from the date of opening the tender.
5. The tender form must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained. The bidder will not be allowed to withdraw the offer. EMD shall be forfeited, if the bidder fails to honour the contract.
6. The bidder shall quote rate per kilo gram. The rates must be written in figures as well as in words. Erasing and overwriting in the rates will make the tender void. The rates quoted in the bid shall be final.
7. The bids will be declared responsive, only if,
  - (i) It is accompanied by the Earnest Money Deposit in the form of Account Payee Pay Order of Rs.40,000/- (Rs. Forty thousand only) drawn in favour of the "Pay & Accounts Officer, Planning Commission, New Delhi". The EMD is refundable without any interest in the event of non-acceptance of the tender.
  - (ii) **The bidder gives an undertaking that the sold publications / documents shall be used only for preparation of pulp / lugdi and no paper / publication / document shall be used for preparing of envelope, etc.**

Sd/-

(Kumar Sanjay)

Chief Librarian-cum-Documentation Officer

- (iii) The bidder gives an undertaking to abide by all the Terms and Conditions of the contract.
- (iv) The bidder gives his PAN number in the bid form.
- (v) The bid is placed under a sealed cover envelope superscribed "Tender for purchase of obsolete publications / documents" addressed to the Chief Librarian-cum-Documentation Officer and dropped in the tender box kept in the Reception area of Planning Commission, latest by 2.30 P.M. on 18/06/2014.
- (vi) The name and address of the bidder is given in the lower left corner of the sealed envelope.
- 8. All disputes are subject to jurisdiction of courts in the National Capital Territory of Delhi and the contract will be governed by and construed in accordance with the laws of India.
- 9. The EMD of the unsuccessful bidders will be returned after finalisation of the contract. The EMD of the successful bidder will be returned after completion of the contract.
- 10. VAT / CST or any other admissible duties on the above said material, if any, will be borne by the purchaser and deposited with this office.
- 11. The highest bidder shall be declared the successful bidder and will be intimated of acceptance of his bid.
- 12. The successful bidder will be allowed to lift the documents / publications only after he deposits an additional amount equivalent to 10% of the total offered rates on or before 20/06/2014, thereby conveying his acceptance and the balance amount on or before 25/06/2014. The above mentioned amount will be besides the EMD deposited with the bid. The amounts will have to be deposited in cash with the Cashier, Planning Commission and the Receipt in original submitted with the Chief Librarian-cum-Documentation Officer, Planning Commission, for getting permission to lift the documents / publications. The original receipt will be returned to the bidder, after completion of all contractual formalities.
- 13. Delivery shall be made ex-stock and the successful bidder will have to make his own arrangement for packing of material in hessian bags, boxes, etc., and transportation of the material from the premises of Planning Commission, at no cost to the Planning Commission.
- 14. The material will be allowed to be lifted only after submission of 100% amount offered by the successful bidder.
- 15. The material will have to be lifted within 7 days from conveying acceptance, i.e, on or before 25/06/2014.
- 16. If the successful bidder fails to lift the material by 25/06/2014, the money deposited by him shall stand forfeited and the next highest bidder shall be given the offer for acceptance of contract.
- 17. Decision of the Chief Librarian-cum-documentation Officer, Planning Commission in all matters relating to the tender shall be final and binding on all.
- 18. The Planning Commission reserves the reject any / all tenders, without assigning any reason therefor.

Sd/-

(Kumar Sanjay)

Chief Librarian-cum-Documentation Officer

**PRICE BID FORM**

(To be printed on the bidder's company letter head.)

To

The Chief Librarian-cum-Documentation Officer,  
Planning Commission,  
Yojana Bhavan, Sansad Marg, New Delhi – 110 001.

I / We hereby submit the tender for lifting documents / publications from the Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi – 110001, as specified in the tender notice no. PC(LBY)1-28/2012-13 dated 13/05/2014 in all respects, and as per the terms and conditions of the tender notice.

1	Name, address, mobile number and other contact details of the bidding firm. Attach a copy of the company registration certificate	
2	Name of the authorised representative of the bidding firm	
3	Telephone number and fax number	
4	EMD Details: Pay Order No., date of issue, name of bank, Valid upto	
5	Pan No. and other tax registration nos. Attach a copy of the documents	

6	Attach atleast 3 contract award letters issued by Govt. Ministries / Departments / Govt. organisations / PSUs	
7	I / We hereby quote the rates for the documents / publications to be disposed off by the Planning Commission. The rates are	Rs..... (in Figures) Rs..... ..... (in words)

**Note: The Bid Evaluation Criteria: The bidder whose rates are the highest will be declared as the successful bidder, subject to his fulfillment of other terms and conditions.**

I / we hereby agree to all the terms and conditions stipulated in the tender document. I / we hereby undertake (a) to purchase the entire lot of documents / publications on as is where is basis, from the Planning Commission, against cash payment, if the rates offered by me are accepted by the Planning Commission; (b) to deposit 10% of the total rates offered by me on or before 20/06/2014 and the balance amount on or before 25/06/2014, in cash with the Cashier, Planning Commission and submit the Receipt in original to the Chief Librarian-cum-Documentation Officer, Planning Commission (c) that I /we have not been blacklisted by any Govt. Ministry / Department / organisation / PSU, etc. (d) the documents / publications purchased by me / us will be used for preparation of pulp / lugdi only, and not for any other use like making envelopes, etc. (e) to lift the entire lot of the documents / publications, from the premises of Planning Commission, through my own labour, packing material, and at my own cost on or before 25/06/2014.

Signature of the Bidder	
Complete Address	
Telephone Number	
Mobile Number	
Date:	

Sd/-  
(Kumar Sanjay)  
Chief Librarian-cum-Documentation Officer