

No.D-19016/3/2006-Gen.I  
Government of India  
Planning Commission

Yojana Bhawan, Sansad Marg,  
New Delhi, the October, 2007

### **TENDER NOTICE**

Sealed tenders are invited from reputed, experienced and financially sound Firms/Agencies for supply/service of different electrical items in the Planning Commission.

2. The sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (GA), Planning Commission Yojana Bhawan, Sansad Marg, New Delhi should reach **latest by 3.00 PM on 12.11.2007**. The quotation should either be sent by post at the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhawan, New Delhi by the stipulated date and time.

3. Complete Tender Document may either be downloaded from the website of the Planning Commission ([www.planningcommission.gov.in](http://www.planningcommission.gov.in)) or collected from General-I Section, Room No.443, Yojana Bhawan, New Delhi on any working day between 4.00 p.m. to 5.00 p.m.

4. The technical bid shall be opened at 3.30 p.m. on 12.11.2007 in room No.344 Yojana Bhawan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted, will be opened at 3.30 p.m. in room No.344 on 15.11.2007 in the presence of those tenderers or their authorized representatives who may wish to be present.

(Ravjit Singh)  
Under Secretary to the Govt. of India

Copy to: Soochna Dwar, Planning Commission for publishing in tender part of Planning Commission's web site.

(Ravjit Singh)  
Under Secretary to the Govt. of India

**TERMS & CONDITIONS**

1. The tenders have been invited under **Two Bid System** i.e. Technical Bid and Financial Bid . The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Supply/Service of Electric Items**” and “**Financial Bid for Supply/Service of Electrical Items**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for Supply/Service of Electrical Items**”
2. The contract will be initially for a period of one year which may be extended for a further period on receipt of a request from the contracting firm and after review of their performance.
3. Complete Tender Document may either be downloaded from the website of the Planning Commission ([www.planningcommission.gov.in](http://www.planningcommission.gov.in)) or collected from General-I Section, Room No.443, Yojana Bhawan, New Delhi on any working day between 4.00 p.m. to 5.00 p.m.
4. The sealed quotations with separate Technical and Financial bids filled in the specified proforme and addressed to the Under Secretary (GA), Planning Commission Yojana Bhawan, Sansad Marag, New Delhi should reach **latest by 3.00 PM on 12.11.2007**. The quotation should either be sent by post at the above mentioned address or dropped in the Tender Box marked for this tender and placed at Reception Area of Yojana Bhawan, New Delhi by the stipulated date and time. The quotation dropped in any other box shall not be considered.
5. The Technical Bid shall be opened at 3.30 p.m. on 12.11.2007 in room No.344 Yojana Bhawan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted, will be opened at 3.30 p.m. in room No.344 on 15.11.2007 in the presence of those tenderers or their authorized representatives who may wish to be present.
6. The Technical Bid should be necessarily accompanied with **Earnest Money Deposit (EMD) of Rs.10,000/-** (Ten thousand only), refundable (without interest in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of Pay & Accounts officer, Planning Commission, New Delhi, **failing which tender shall be rejected summarily.**
7. The selected firm will have to deposit a Performance Security equivalent to 10% of contract value either in the form of Bank Guarantee or FDR from a commercial bank hypothecated to Planning Commission.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be authenticated by the person authorized to sign the tender bid.

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9. The Competent Authority of Planning Commission reserves the right to annul all bids without assigning any reason.
10. Quotations are invited for **Electrical Items having ISI mark**. Bidders should specify the brand names and other details along with price.
11. Delivery of spare parts/electrical items shall be at Yojana Bhawan premises.
12. Terms and conditions that any tenderer wishes to specify should be clearly stated.
13. Tenders incomplete in any form are liable to be rejected outrightly.
14. The competent authority will have full authority to reject any/ all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.
15. The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. It further reserve the right to suo-moto terminate the contract by giving one month's notice at any point of time.
16. The firm should have PAN/TIN and Service Tax Registration number.
17. The firms should have an experience of at least 5 years as on 12.11.2007 in supply of electrical items in Government Departments. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from Government Departments of Public Sector Undertakings to the effect that the Firm has given satisfactory service/ performance along with the bids without which bid is liable to be rejected.

(Ravjit Singh)  
Under Secretary(GA)

**APPLICATION – TECHNICAL BID**

1. Name of Tendering Company/Firm/  
Agency: \_\_\_\_\_

2. Status of the Firm:  
\_\_\_\_\_  
(whether Proprietary/ Partnership/ Company)

3. Name of Owner /Partners/Directors  
\_\_\_\_\_

4. full address of Reg. Office  
\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

5. Full address of Operative Branch  
\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

6. Banker of company/ Firm / agency :

\_\_\_\_\_

with full address

\_\_\_\_\_

\_\_\_\_\_

Telephone No. of banker \_\_\_\_\_

7. Registration Details (self attested copies to be enclosed)

- (a) PAN / TIN No. :
- (b) Service Tax Registration No. :
- (c) Proof of Income Tax Assessment.

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8. Details of EMD:-

(a) Bank Cheque/DD

No. \_\_\_\_\_ Dt. \_\_\_\_\_

(b) Amount \_\_\_\_\_

(c) Issuing Bank \_\_\_\_\_

9. Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency during the last five years in the following format( copies of the contracts to be attached)

S.No.	Details of client along with address, telephone and fax numbers	Amount of Contract	Duration of Contract	
			From	To

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(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any  
(attach separate sheet, if required)

Signature of authorized person

Name:

Date:

Seal:

Place:

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**DECLARATION**

I, \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/ Partner/ Director/ authorized signatory of the agency/ Firm, mentioned above am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

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

Full Name

Seal:

**APPLICATION – FINANCIAL BID**

<b>A.</b>	<b><u>ROOM HEATER/CONVECTORS/HEAT RADIATOR</u></b>	<b>Rate (per unit)</b>
1.	Single rod heater	
2.	Element 1000 watt	
3.	Element rod – 9 inch	
4.	Reflector of Heater	
5.	Heat convector	
6.	Sunflow	
7.	Complete element of heat convector	
8.	Rewinding of blower fan motor	
9.	Rotary switch	
10.	Thermostat switch	
11.	Servicing of heat convector	
12.	Servicing of heater	
13.	Servicing of heat radiator	
14.	Knob	
<b>B.</b>	<b><u>PEDESTAL/TABLE FANS</u></b>	
15.	Pedestal fan	
16.	Table fan	
17.	Cotton tape	
18.	PVC tape	
19.	Regulator	
20.	Washer (fibre)	
21.	Sand paper	
22.	Rewinding of motor	
23.	Fan blade	
24.	Black cap	
25.	Full jail	
26.	Nut bolt	
27.	Shaft of pedestal fan	
28.	Servicing of Pedestal/Table Fan	
<b>C.</b>	<b><u>HOT CASES</u></b>	
29.	Element	
30.	Thermostat	
31.	Knob	
32.	Servicing of hot case	
<b>D.</b>	<b><u>OTHER ELECTRICAL GOODS</u></b>	
33.	Table lamp (bulb type)	
34.	Table lamp (tubelight type)	
35.	Emergency light (tubelight dry cell)	
36.	2 core wire (PVC)	



37.	2 core wire (cotton)	
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38.	Push button	
39.	Bulb zero watt (Red & Green)	
40.	Bulb 100 watt	
41.	Bulb 60 watt	
42.	Bulb 40 watt	
43.	Bulb 100 watt milky	
44.	Bulb 60 watt milky	
45.	Bulb 40 watt milky	
46.	Multiplugs 5 amp/15 amp	
47.	15 amp plug	
48.	5 amp plug	
49.	Indicator light	
50.	On-off switch	
51.	15 amp switch	
52.	Florescent Tube Light (40 W)	
53.	3 core wire (23/76)	
54.	3 core wire (40/76)	
55.	3 core wire (70/76)	
56.	Call bell (musical)/(Sargem)	
57.	One extension board (three 5 amp switches with socket, one 15 amp switch with socket, one indication light)	
58.	Cordless Call bell	
59.	Halogen Bulb (300 Watt)	
60.	Table lamp bulb (9")	

Signature of authorized person

Date:

Name:

Place:

Seal:

**Note:** The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.