

No.D.21013/8/2007-Protocol
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, January 8, 2008.

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Companies / Firms / Agencies for supply of IT related equipments and for empanelment for supply / installation of IT Network Cables in Planning Commission for a period of one year. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General Admn.), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 30.01.2008 (Wednesday). The quotations should either be sent by post at the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time.
2. Complete Tender Document may either be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>) or collected from the Protocol Section, Room No. 413, Yojana Bhavan, New Delhi on any working day between 4.00 P.M. to 5.00 P.M.
3. The Technical bids shall be opened at 3.30 PM on 30.01.2008 (Wednesday) in Room No. 410, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The Financial bids of only those tenderers whose Technical bids have been accepted, will be opened at 3.30 PM on 06.02.2008 in Room No.411 in the presence of those tenderers or their authorized representatives who may wish to be present.

Sd/-

[N.K. Raghunathan]

Under Secretary to the Government of India

Scope of work and general instructions for tenderers

1. **Eligibility Criteria**

- 1.1 The bidder should be in the business of hardware services at least for the past three years as on date of closing of tender. The bidding firm should have the experience of handling similar works in Government Departments Planning Commission during the above period.
- 1.2 The bidder should be presently (current financial year 2007-08) handling similar works in a minimum of 2 Govt. Departments.
- 1.3 The bidder should have valid TAX registrations.
- 1.4 The bidder should give an undertaking (self-attested) that his / her firm / agency/company has not been blacklisted / debarred from carrying out the business, by any Central / State Govt. Department / Organisation on account of similar works.
- 1.5 Copies of company's / firm's / agency's registration papers should be attached with the bid.
- 1.6 A copy of the terms and conditions as stipulated by Planning Commission, which has to be attached with the Technical Bid should be signed and stamped by the authorised signatory of the bidding firm, in acceptance of the same.
- 1.7 Documents in support of points mentioned at Sl.Nos. 1.1. to 1.6 above should be enclosed with the technical bid. Technical Bids not accompanied with the above documents will not be considered for selection.
- 1.8 The submission of Earnest Money Deposit, alongwith the Technical and Final Bids as per details given at sl. no. 2 below.

2. **Submission of Bids**

- 2.1 Complete Tender Document may either be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>) or collected from the Protocol Section, Room No. 413, Yojana Bhavan, New Delhi on any working day between 4.00 P.M. to 5.00 P.M.
- 2.2 Bidders are advised to study the Bid Document carefully before submitting the bid. Bids not complying with the given clauses in the tender document are liable to be rejected. Failure to furnish all information required by the tender document will be at the bidders risk and may result in the rejection of the bid.
- 2.3 The tenders have been invited under Two Bid system, i.e., "Technical Bid" and "Financial Bid". The bidders are advised to submit three separate envelopes as under:
 - A. **Earnest Money Deposit**: Earnest Money Deposit of Rs.20,000/- (Rs. twenty thousand only) in the form of Demand Draft / Pay Order from a commercial bank, drawn in favour of "The Pay & Accounts Officer, Planning Commission, New Delhi" should be put in a separate envelope, which shall be sealed and superscribed "EMD-Tender for supply of IT related equipments and for empanelment for supply / installation of IT Network Cables to Planning Commission due on 30.01.2008".
Tender, received without the EMD or with Demand Draft / Pay Order towards EMD, drawn in favour of any other Officer other than Pay & Accounts Officer, Planning Commission, New Delhi shall be rejected. The EMD of unsuccessful bidders will be returned without any interest thereof after finalisation of the contract. The EMD of the successful bidder(s) will be returned after finalisation of the contract and submission of the Performance Security.
 - B. **Technical Bid**: The Technical Bid shall be submitted in the prescribed proforma, alongwith all documents as detailed at sl. No. 1.7 above. The duly filled in Technical Bid form, alongwith with relevant documents should be put in a separate envelope, which shall be sealed and superscribed "Technical Bid for supply of IT related equipments and for empanelment for supply / installation of IT Network Cables to Planning Commission due on 30.01.2008".
 - C. **Financial Bid**: The Financial Bid shall be submitted in the proforma as per prescribed proforma. The envelope containing the financial bid should be put in a separate envelope, which will be sealed and superscribed "Financial Bid for supply of IT related equipments and for empanelment for supply / installation of IT Network Cables to Planning Commission due on 06.02.2008".

The three separately sealed envelopes containing EMD, Technical Bid and Financial Bid should be put in a bigger envelope, which will be sealed and superscribed "Bid for supply of IT related equipments and for empanelment for supply / installation of IT Network Cables to Planning Commission due on 23.01.2008". This envelope should be addressed to the "Under Secretary (G-II), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi – 110 001.

- 2.4 The tenders may be dropped in the tender box kept at the Reception Area of Planning Commission or sent by post to the below mentioned address, so as to reach this Office latest by 3.00 p.m. on 23.01.2008.
- Under Secretary (G-II),
Room No: 411, Yojana Bhavan,
Sansad Marg, New Delhi – 110 001.
- 2.5 Any bid received after the prescribed date and time will be summarily rejected. Planning Commission shall not be responsible for any postal delay or non-receipt / non-delivery of the bid. No correspondence in this regard will be entertained.
- 2.6 Correction or over-writing in the tender documents is not permissible. Every sheet of the bid, including attached documents, and a copy of the terms and conditions should be signed and stamped by the authorised signatory of the bidding firm.

3. Evaluation of Bids

3.1 Technical Evaluation

- a. The two envelopes containing EMD and Technical Bid shall be opened, in that order, at 3.30 p.m. on 23.01.2008 in Planning Commission, Yojana Bhavan's room no.410, in the presence of such tenderers or their authorised representatives (one representative per bidder) who may wish to be present at the time of opening.
- b. The Technical Bid of only those tenderers shall be opened, whose EMD is found to be in order.
- c. The Technical Bids will be evaluated by Planning Commission and bids of the agencies, not satisfying the eligibility criteria shall be rejected.
- d. Any effort by a bidder to influence Planning Commission's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.
- e. Printed conditions mentioned by the bidders will not be binding on Planning Commission.

3.2 Financial Evaluation

- a. The Financial Bids of only technically qualified bidders shall be opened at 3.30 p.m. on 30.01.2008 and evaluated.
- b. Prices quoted must be firm and final and shall remain constant throughout the period the contract, empanelment and/or extended empanelment, and shall not be subject to any upward revisions whatsoever. Prices should include all taxes, and other charges, if any. The prices shall be inclusive of transportation, installation, support charges and all other expenses related with the visits of the bidder's personnel in connection with the performance of the contractual obligations by the Bidder.

4. Terms and Conditions

1. The competent authority in Planning Commission reserves the right to accept / reject any / all offers, or cancel the tender process at any time prior to award of contract without assigning any reason therefor.
2. The bidder whose rates for supply / installation of IT Network Cables are approved, will be empanelled for carrying out the work, to carry out the cabling work as per requirement arising from time to time, for a period of one year, from the date of award of the contract.
3. Two different firms may be selected for (a) supply of IT equipments and (b) empanelment for supply / installation of IT Network Cables.
4. The selected firm(s) 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, which should remain valid for a period of one year from the date of award of contract.
5. In case the selected firm is not able to accept the offer made by Planning Commission, for whatsoever reason(s), the EMD of the firm will be forfeited. Such a firm may be blacklisted and the name of the firm / bidder may be publicised through this Commission's website.
6. In case the selected firm is not able to honour the contract or fulfil the terms and conditions of the contract, after award of the contract, for whatsoever reason(s), the performance security deposit of the firm will be forfeited.
7. The EMD of unsuccessful bidders will be returned immediately after finalisation of the contract. The EMD of the successful bidder will be returned after receipt of the Performance Security.
8. Mere quoting of the lowest rates will not amount to commitment on the part of the Planning Commission for award of contract.
9. The selected firm(s) will be required to supply the items for which order is placed, within the stipulated time, as would have been indicated by the firm in their bid.
10. The installation of the items will have to be carried out by the selected firm(s), as and when required, by Planning Commission, during a period of one year from the date of award of the contract.
11. Payment in respect of the items supplied by the selected firm(s) will be released after the competent authority in Planning Commission, certifies that the goods have been received in good condition.
12. The items supplied by the selected firm(s), shall be under warranty for a period of one year from the date of supply of goods. The firm(s) supplying the goods will be responsible to attend to complaints and / or maintain the goods during the period of warranty.
13. The quantity for items indicated in the Financial bid form are only approximate and may vary at the time of placing the order.
14. The contract with the selected firm(s) will be deemed to be effective w.e.f. the date of receiving formal acceptance of the order as per stipulated terms and conditions by the bidder and upon receipt of the performance security.

15. Prices quoted must be firm and final and shall remain constant throughout the period the contract, empanelment and/or extended empanelment, and shall not be subject to any upward revisions whatsoever. Prices should include all taxes, and other charges, if any. The prices shall be inclusive of transportation, installation, support charges and all other expenses related with the visits of the bidder's personnel in connection with the performance of the contractual obligations by the Bidder.
16. The bidding firm(s) should indicate in the technical bid whether, they would be willing to accept extension of the contract beyond the initial period of one year to supply / install the items at the same rates and terms and conditions. In case it is acceptable to the bidding firm(s), an undertaking to this effect, as given at sl. no. 2 of the declaration form will have to be signed by the bidding firm. It will, however, be entirely at the discretion of Planning Commission to make such an offer for extension. The contract, in such cases, may be extended on a yearly basis, upto a maximum of three years, from the date of award of the initial contract, subject to review of performance by Planning Commission.
17. The selected firm(s) shall perform the services and carry out its obligations under the contract with diligence and efficiency, in accordance with professional standards and shall observe sound management, technical and engineering practices.
18. If a complaint is not attended to by the selected firm(s), promptly and within the specified time, the work may be got done by Planning Commission from other sources at the sole risk and responsibility of the selected firm(s). The cost incurred by Planning Commission under such circumstances shall be deductible from the payments due to the selected firm(s).
19. If at any point of time, the selected firm(s) is found to be deviating from the prescribed terms and conditions or if the services of the selected firm(s) is found to be un-satisfactory, the contract may be terminated and performance security of the firm(s) may be forfeited at the discretion of the competent authority in Planning Commission.

Sd/-

(N.K. Raghunathan)

Under Secretary to the Govt. of India

-6-
TECHNICAL BID

Technical Bid

Page: 1

1.	Name of Tendering Company/Firm / Agency	
2.	Status of Tendering Company/Firm / Agency (Whether Proprietary / Partnership / Company)	
3.	Name of Owner / Partners/ Directors	
4.	Whether registered with the Registrar of Firms / Companies. If yes, give details & proof.	
5.	Full Particulars of Registered Office	
(a)	Address of Reg. Office	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	
6.	Full Particulars of Operating / Branch Office	
(a)	Address of Operating / Branch Office	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	

7.	Whether office located in a commercial area? If so, attach a Certificate from the local authority	
8.	Full particulars of the Bankers of Company / Firm / agency, with full address/ tel. no.	
(a)	Name of the Bank	
(b)	Address of the Bank	
(c)	Telephone No.	
(d)	Fax No.	
(e)	E-Mail Address	
9.	Registration Details(copies to be enclosed) :	
	(a) PAN / GIR No.	
	(b) Service Tax Registration No.	
10.	Details of Earnest Money Deposit:Rs.25,000/- (Rupees twenty five thousand Only)	
(a)	D.D. / P.O. No. & Date	
(b)	Drawn on Bank	

Technical Bid Page:3

11.	Give details (with copies of contract letters) of the similar works awarded to the tendering Company/ Firm / Agency by Central Government Departments / Ministries during the last three years, as on 01.04.2007, in the following format:				
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer,	Details of contract	Amount of Contract (Rs.)	Duration of Contract	
				From dd/mm/yy	To dd/mm/yy
A					
B					
C					
12.	Details of EMD	DD/PO number & date	Name of the issuing Bank / Branch	Amount (Rs)	Valid upto
13.	Indicate whether, willing to accept extension of the contract beyond the initial period of one year to supply / install the items at the same rates and terms and conditions, for a period upto three years.				Yes / No
14.	Additional information, if any				

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Seal :

DECLARATION

1. I, _____ Son / Daughter of
Shri _____ Proprietor/Partner/Directo
r/ Authorized Signatory of _____ am
competent to sign this declaration and execute this tender document;
2. I am / am not willing to accept extension of the contract beyond the initial period
of one year to supply / install the items at the same rates and terms and
conditions, upto a period of three years from the date of award of the initial
contract.
3. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;
4. 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 of authorized person
Full Name:
Company's Seal :

**N.B.: 1. The above declaration, duly signed and sealed by the authorized signatory
of the agency in token of their acceptance, should be enclosed with Technical bid.**

FINANCIAL BID FOR SWITCHES

I. Name of tendering Company/Firm/Agency: _____

II.

Sl.No.	Particulars	Approx. Quantity required	Brand name	Specifications	Rate per unit (Rs.)	VAT per unit(%)	Installation / commissioning charge	Service tax	Total per unit (Rs.)
1.	48 Port unmanaged switch	11 nos.							
2.	48 Port semi managed switch	11 nos.							
3.	8 Port desktop unmanaged 10/100 switch	40 nos.							
4.	8 Port desktop semi managed 10/100 switch	40 nos.							
5.	Cover for 6 U racks	15 nos.							

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Date:
Place:

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

FINANCIAL BID FOR CABLES

I. Name of tendering Company/Firm/Agency: _____

II.

Sl.No.	Particulars	Approx. Quantity required	Brand name	Specifications	Rate per unit (Rs.)	VAT per unit(%)	Installation / commissioning charge	Service tax	Total per unit (Rs.)
1	Cables for Network connectivity	On requirement basis during the period of contract							

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Date:
Place:

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