

No.D.21013/2/2010-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

Yojana Bhavan, Sansad Marg,  
New Delhi, July 27, 2008.

**TENDER NOTICE**

1. Sealed tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies for providing services for Photographs/Album & Video Coverage during the meetings to be held in Planning Commission. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General-II), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 10.08.2010 (Tuesday). The quotations should either be sent by post to 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. Tender Details / Document may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).
3. The Technical bids shall be opened at 3.30 PM on 10.08.2008 (Tuesday) in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
4. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
5. Bids received after the closing date and time shall not be considered.

  
[Mahender Chaudhary]

Under Secretary to the Government of India

**General information & terms and conditions**

1. The successful bidder will have to provide services of photograph/album and video coverage during the current financial year within 15 days of placement of order.
2. Details / specifications of items match exactly as required in the tender document.
3. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in the tender document. The two bids should be sent in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for Photograph/Video Coverage to Planning Commission".
4. The bidder will have to sign and put company seal on each page of the tender document in acceptance of the terms & conditions given in the tender document.
5. The declaration in the prescribed proforma given in the tender document should be duly signed and have the company seal and submitted alongwith the technical bid and should be put in the same envelope containing the technical bid.
6. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". It should remain valid for a period of 6 months from the date of issue of the bid invitation. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract.
7. The successful tenderer has to deposit an amount of Rs.10,000/- (Rupees Ten thousand only) as Performance Security and as soon it received the EMD of the successful tenderer will be refunded. This Performance Security Deposit will remain with this office till completion of the contract and other contractual obligations.
8. The rates (excluding taxes) quoted by the bidders will be valid for a period of 1 year from the date of finalisation of contract. It will be obligatory on the part of the successful bidder to honour subsequent supply orders, if placed, during the above mentioned period of contract.
9. All entries in the tender form should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
10. Conditional bids shall not be considered and will be rejected outright.
11. Tender incomplete in any form are liable to be rejected outright.
12. The closing date and time for receipt of tenders will be the 26<sup>th</sup> July, 2010 (Monday) at 3.00 P.M.
13. The Technical bid shall be opened at 3.30 PM on the 26<sup>th</sup> July, 2010 (Monday), in Room No.344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time.
14. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bid.
15. The Financial Bids of only those tenderers will be opened whose Technical bids have been accepted.
16. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
17. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited and his company will be liable to be blacklisted.
18. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.
19. The successful bidder will have to enclose documents such as Service Tax Certificate, Copies of orders from Govt Department/PSU alongwith satisfactory performance certificate, Copy of PAN, Experience Certificate.
20. During the warranty period in case of any manufacturing defect, the item should be replaced with a new set, without any extra charges for the same.

21. In case the successful bidder fails to provide the services, within the time as specified in the supply order as and when placed, this office will have full authority to cancel the order and forfeit the performance security and blacklisted the company.
22. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract and blacklisting of the company.
23. PAN Number and or other tax registration numbers should be printed on the bills raised by the successful bidder.
24. The competent authority in Planning Commission, reserves full authority to reject any / all offers, without giving any reason. The decision of the Planning Commission shall be final in this regard.
25. The competent authority in Planning Commission reserves right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

**Eligibility Criteria**

- a) The bidder should have the Registered or Branch Office in Delhi/NCR.
- b) The bidder should have at least two year's experience of providing services to Government Departments, as on 31<sup>st</sup> March, 2010. (Copies of Satisfactory Performance as proof to be enclosed).
- c) The bidder should give an undertaking for not having been blacklisted by any Govt./PSU Department.
- d) The bidder should give an undertaking to provide services, in case of emergency, on Sunday, Holidays or even after office hours.
- e) The declaration in the prescribed proforma given in this tender document should be submitted alongwith the technical bid
- f) The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The DD/PO should be valid for 6 months from the date of publishing of this tender
- g) The bids should be submitted in the two bid format, viz., separate bids - Technical and Financial, as per proforma given in this tender document and should be put in a third sealed envelope superscribed "Tender for Photographs & Video Coverage to Planning Commission".

  
(Mahender Chaudhary)

Under Secretary to the govt. of India

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**TECHNICAL BID FORM**

1.	Name of Bidding Firm	
2.	Full Address	
(a)	Telephone & Fax No.	
3.	Details of Earnest Money Deposit : Rs.20,000/- (Rupees twenty thousand only)	
(a)	D.D. / P.O. No. & Date	
(b)	Drawn on Bank	
(c)	Valid upto	
4.	Give details of the similar contracts (supply of conference chairs, etc.) awarded to the bidder by Central Government Departments / Ministries during the last five years, as on 31.03.2010, in the following format:	
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Items supplied
		Amount of Contract (Rs.)
A		
B		
C		
5.	Additional information, if any	

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on company letter head, using the same format).

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Name:  
Company's Seal :

**FINANCIAL BID FORM**

S.No.	Particulars	Size	Rate (Rs.)
<b>I</b>	<b>PHOTOGRAPHS</b>		
1.	Original Print	Indian PP Size	3.5x4.5 cms
2.		Stamp Size	2x2.5 cms
3.		For UK Visa with front face in white background	3.5x4.5 cms
4.		For US Visa with front face in white background	5x5 cms
5.	Additional Prints	Indian PP Size	3.5x4.5 cms
6.		Stamp Size	2x2.5 cms
7.		For UK Visa with front face in white background	3.5x4.5 cms
8.		For US Visa with front face in white background	5x5 cms
9.	Album for 50 photographs (for the sizes mentioned herein)	5" x 7"	
10.		6" x 8"	
11.		8" x 10"	
12.		8" x 12"	
13.		10" x 12"	
14.	Assignment Charges		
15.	Delivery Time		
<b>II</b>	<b>PHOTO CD</b>		
1.	Original Print	Indian PP Size	3.5x4.5 cms
2.		Stamp Size	2x2.5 cms
3.		For UK Visa with front face in white background	3.5x4.5 cms
4.		For US Visa with front face in white background	5x5 cms
5.	Additional Prints	Indian PP Size	3.5x4.5 cms
6.		Stamp Size	2x2.5 cms
7.		For UK Visa with front face in white background	3.5x4.5 cms
8.		For US Visa with front face in white background	5x5 cms
9.	Photo CDs		
10.	Assignment Charges		
11.	Delivery Time		
12.	Quality of Paper (Glossy Kodak)		
13.	Finish (Matt)		
14.	10"x12" with mounting Italian Frame		
<b>III</b>	<b>VIDEO : Sony 150 PD Digital Videography</b>		
1.	Assignment charges per day including 1 DVD		
2.	Additional DVDs		
3.	Master Tape		

- If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on company letter head, using the same format.

Date:  
Place:

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

DECLARATION

1. I, \_\_\_\_\_ Son / Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of \_\_\_\_\_ 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 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.

Date:  
Place:

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

**N.B.: 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.**