

No.D.26016/53/2012-Genl.III
Government of India
Planning Commission
(General III Section)

...

Yojana Bhawan, Sansad Marg,
New Delhi, 20.09. 2012

Tender Notice

Subject: Invitation for tenders for Supply of Car Accessories/Upholstery and supply / servicing of Air-conditioners etc. of Staff Cars.

Sealed tenders are invited for supply of Accessories/Upholstery and Supply/servicing of Air-conditioners etc. of Staff Cars of Planning Commission. The contract may be extended on the same terms & conditions and rates, for a further specific period and up to a maximum period of one year on quarterly/ half yearly/annually basis subject to satisfactory services.

2. Instructions to bidders, Eligibility criteria, Period of Contract, Earnest Money Deposit, Bid evaluation Criteria, Specific Terms & Conditions, General Terms & Conditions are given in Annexure – 1. The details of rates model wise i.e. **SX4, Accent, Ambassador, Esteem and Tata Indigo** are to be quoted and to be submitted in **Annex. III** in Indian Rupees.

3. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

4. Bidders are required to submit the documents in support of eligibility criteria (given Annexure –I). Each page of Annexure-I is to be signed by the bidder to indicate as having understood and agreed with the Terms & Conditions and other information given in the Annexure –I .

5. Bids without requisite documents will be summarily rejected. Complete tender document may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/epublish/app>) or official website of Planning Commission (<http://planningcommission.nic.in>) .

6. Quotation in the prescribed format in the **Annexure. II alongwith Annexure.-III** are to be put in sealed cover superscribed with, “**Supply of Car Accessories/Upholstery and supply / servicing of Air-conditioners etc. of Staff Cars**” and dropped in the Tender Box kept in the Reception office of Yojana Bhawan as per the following schedule :

- | | |
|---|--|
| I) Published on website - | 20 th September, 2012. |
| II. Closing date & time of submission of bids | 16 th October, 2012 at 1500 hours |
| III. Bid opening date & time | -16 th October, 2012 at 1530 hours |
| IV) Tender box kept in - Reception office | from 12th October, 2012 to 16 th October, 2012 up to 1500 hours |

J. Sriramurthy

7. The received tender will be opened at 1530 hours on 16.10.2012 in room no. 344 Yojana Bhawan in the presence of such bidders, who may wish to be present at the time of tender opening.

8. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in para 5 above.

J. Sriram Murty

(J. Sriram Murty)

Under Secretary to the Govt. India

Tele No: 23042500

23327446

Terms and Conditions for award of the contract for supply of Car Accessories/Upholstery and supply/servicing of Air conditioners etc. of Staff Cars

A. Instructions to Bidders

1. Tender received after specified date and time will not be accepted. The tenders not accompanied by Earnest Money Deposit (EMD) will be rejected. The EMD of all the unsuccessful bidders will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid, their EMD stands forfeited.
3. The bidders are advised in their own interest to fill the details in Annexure-II. Any overwriting in Annexure-III is not allowed, if found, the bid will be summarily rejected.
4. Bidder are required to submit documents in support of their eligibility criteria.

B. Eligibility Criteria

5. The Registered Office or Branch Office of the bidder Company/Firm/Agency should be located in Delhi/NCR Region. The bidder should submit proof of its office address alongwith telephone number and also copy of the Registration showing the Registration number.
6. The bidder Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Self attested copies of letter from bank stating that account is being maintained by the Company/Firm/Agency alongwith details like account number/s, TIN number and PAN card should be submitted with the tender.
7. The bidder Company/Firm/Agency shall have a minimum experience of three years to Central Government Ministries/ Departments/Public Sector Undertakings/Public Sectors Banks in this field. Proof of experience certificates (at least two certificates during the period 2008-2011) are to be submitted alongwith the tender.
8. The bidder Company/Firm/Agency should submit a duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and have accepted all the provisions of the Tender.
9. The bidder Company/Firm/Agency has to submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central government/State Government and any Public Sector Undertaking.
10. The bidding firm has to give a self certificate that it has not been blacklisted by any Central Government/Department/PSUs/Banks etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and no excuse what so ever will be entertained thereafter.

J. Srinivasulu

11. "Firms/Contractors/Suppliers/any body whose services were terminated by the Planning Commission before the expiry of the contract are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract." Firm has to submit an undertaking in this regard.

C. Period of Contract

12. The contract for supply of Car Accessories/Upholstery and supply/servicing of Air conditioners etc. of Staff Cars as specified in Annex-II will be for a **period of one year from the date of award of contract**. The contract may be extended on the same terms & conditions and rates, for a further specific period and up to a maximum period of one year on quarterly/ half yearly/annually basis subject to satisfactory services.

D. Earnest Money Deposit(EMD)

13. The tender must be accompanied by an Account Payee Demand Draft/ Banker's Cheque amounting **Rs. 15,000/- (Rupees Fifteen thousand only)** as Earnest Money Deposit drawn in favour of Pay and Accounts Officer, Planning Commission and payable at New Delhi. Account Payee Demand Draft/Banker's Cheque drawn in favour of any officer other than Pay and Accounts Officer, Planning Commission New Delhi will not be accepted and the tender will be rejected.

Bid Evaluation Criteria

14. The bid shall be opened on the scheduled date and time (**at 1530 hrs. on 16.10.2012**), in Room No. 344 of Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the bidders if any, who wish to be present at the time of opening the tender.

15. The L-1 bidder will be selected on the basis of lowest total value in respect of all the items whose specification are indicated in Annex-II.

16. The successful bidder/supplier (L1) has to deposit a Performance Security Deposit amounting to 7 % of the total annual contract value in the form of any Accounts Payee Demand Draft / Fixed Deposit Receipt (FDR) from a commercial bank made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi or a Bank Guarantee from a commercial bank covering the period of contract within 10 days from the date of receipt of Offer of the Contract for award of the contract. The performance security should remain valid for a period of sixty days beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the awarding Company/Firm/Agency including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the bidder.

17. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

J. S. Ramamurti

E. Specific Terms and Conditions

18. The Car Accessories/Upholstery and supply/servicing of Air conditioners etc. shall be strictly as per the Estimate provided by the contractor and contractor shall be responsible for lower quality of Car Accessories/Upholstery and supply/servicing of Air conditioners etc. In case any complaint/deficiency in the service is noticed in respect of unsatisfactory services and poor quality of accessories items, a penalty of 5% of the bill for each occasion will be imposed on the selected bidder. The decision of the Planning Commission in this regard shall be final and binding.
19. The contract can be terminated in the event of the irregular and poor quality of accessories items and unsatisfactory services.

F. General Terms and Conditions

20. In case, selected bidder is backing out in midterm without any explicit consent of Planning Commission OR not supplying items during the contract period, performance security deposit would be forfeited and the contract may be terminated. **The above act of backing out would also automatically debar the selected bidder from any further dealing with the Planning Commission.** In this regard, the decision of Competent Authority in the Planning Commission shall be final and binding on the contractor.
21. The claim for release of payment shall be accompanied by a certificate relating to satisfactory services obtained from the concerned driver of the staff cars of Planning Commission. No advance payment shall be made by the Planning Commission. Any deficiency in service shall be made good by proportionate deduction from the claim by the Planning Commission.
22. The bill should be submitted in triplicate bearing valid Tax registration number and PAN. Bill has to be submitted within 30 days of the work done.
23. Planning Commission reserves the right to reject any or all the tenders without assigning any reasons thereof.
24. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HOD, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as is nominated by the HOD even though the said officer is an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the HOD shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the HOD shall act as arbitrator. The decision of the HOD or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

J-Srinivasulu

25. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

26. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

27. Any notice/direction given to the Service Provider under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Service Provider at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

(J. Sriram Murty)
Under Secretary to the Govt. India
Tele No: 23042500
23327446

Copy to:-

Director (C&I), Planning Commission with the request to upload the tender letter in the Planning Commission' website.

J. Sriram Murty

Annexure-II

Quotation for Supply of Car Accessories/Uphostalary and supply/servicing of Air conditioners etc. of Staff Cars.

1.	Name of Tendering Company/Firm / Agency	
2.	Name of Owner / Partners/ Directors	
3.	Full Particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	
(a)	Name of the Bank(s) where the agency has account(s)	
(b)	Address of the Bank	
(c)	Telephone No.	
(d)	Fax No.	
4.	Number of Mechanics	
5.	Registration Details of the agency (copies to be enclosed) :	
	(a) PAN / GIR No.	
	(b) Service Tax/VAT Registration No.	
	(c) Tin Registration No.	
6.	Details of Earnest Money Deposit	
(a)	Amount(Rs.)	
(b)	D.D. / P.O. No. & Date	
(c)	Drawn on Bank	
(d)	Valid upto	

(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).

J. Srinivasan

7	Give details of the last 3 year's contracts, as on 31.08.2012, including details of present contracts awarded to the tenderer by Central Government Departments / Ministries / PSUs / Corporate Offices:			
	Name of the Department / Ministry along with name, designation, address, telephone and FAX numbers of the concerned Officer	Value of annual Contract (Rs.)	Duration of Contract	
			From	To
			dd/mm/yy	dd/mm/yy
A				
B				
C				
8.	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 :



J-Srivannurthy

Rates for car Accessories/upholstery items

Sl. No.	Item	Ordinary Rate	Branded	
			Name of the Brand *	Rate
1.	Seat Cover Velvet			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			
	d) Maruti Esteem			
	e) Tata Indigo			
2.	Seat filling padding			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			
	d) Maruti Esteem			
	e) Tata Indigo			
3.	Loose seat cover extra white			
	Teerycot per set			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			
	d) Maruti Esteem			
	e) Tata Indigo			
	Half loose seat cover (net with lace)			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			
	d) Maruti Esteem			
e) Tata Indigo				
4.	Curtain per set Terry cot white			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			
	d) Maruti Esteem			
	e) Tata Indigo			
	Curtain per set (Polycster Net fabric)			
	a) Ambassador			
	b) Maruti SX4			
	c) Hyundai Accent			

J. Srinamunthy

	d) Maruti Esteem			
	e) Tata Indigo			
5.	Woolen Carpet			
	a) Ambassador			
	<u>b) Maruti SX4</u>			
	<u>c) Hyundai Accent</u>			
	d) Maruti Esteem			
	e) Tata Indigo			
6.	Rubber full matting			
7.	Foot mat set (four pcs)			
8.	Flag Road (with cover)			
9.	Door Lock			
10.	Dicky Lock			
11.	Mudguard Mirror (each set) Ordinary			
12.	Gear Lock			
13.	Reading light			
14.	Sunshade (with matching paint)			
15.	VIP Light Original (small)			
16.	Perfume bottle			
17.	Fog light			
	a) 185 mm			
	b) 142 mm			
18.	Steering Cover			
19.	Cushion Seat for driver			
20.	MMG velvet roof (complete with material and fixing)			
21.	VIP Light Bonnet steel frame			
22.	Solar film fixing			
	a) Ambassador			
	b) Maruti SX4			
	<u>c) Hyundai Accent</u>			
	d) Maruti Esteem			
	e) Tata Indigo			
23.	Roof Light 2 pc			
24.	Engine Light			
25.	Petrol tank lock			
26.	Wheel cover			
	a) Ambassador			
	b) Maruti SX4			
	<u>c) Hyundai Accent</u>			
	d) Maruti Esteem			
	e) Tata Indigo			
27.	Horn Set			
	a) Ambassador			
	b) Maruti SX4			
	<u>c) Hyundai Accent</u>			

	d) Maruti Esteem			
	e) Tata Indigo			
28.	VIP Siren Ordinary			
29.	Mud flaps			
30.	Car fan			
31.	Ceiling light			
32.	Reading Tube light			
33.	Two-in-one (ordinary)			
34.	Speaker Set (ordinary)			
35.	Two-in-one 140 watt.		Sony original	
36.	Speaker Set only		Sony original	
37.	Antenna			
38.	Steering Lock			
39.	Heater (with installation charges)			
40.	VIP Siren		Ahuja (Original)	
41.	VIP Light Big (Grand)			
40.	Towel Large (4pcs Set)			
41.	Towel Small (4pcs Set)			
42.	Door Hard Board (Full Set) With matching cloth			
42.	Number Plate			
43.	Tissuc Paper Box			
44.	Mudguard fender			
45.	Consol Box			
46.	Extra Lock			
47.	Cease fire			
48.	Car inside dry-clean Complete			
49.	Bucket Seat (Set)			
50.	Hooter Grand		Grand (original)	
51.	Leg Guard Full set			
52.	Power Antenna			
53.	Mudguard Steel Patti			

Signature
M/s Name & Address
.....
.....
.....
Tele. No.....

J. Srivastava

Rate for New AC and servicing etc.

Sl.	Item	Brand Name	Rate(in Rs.)
	Air conditioner set		
1.	Cost of New A/c with Installation (Amb./Indigo/Esteem/ Accent and SX4)	
2.	A/C gas filling complete	
3.	Service of A/C	
4.	Removal Charges of A/C	
5.	Re-installation of A/c (with material)	
6.	New AC Compressor	
7.	AC Relay	
8.	AC Condensing Fan	
9.	AC Pipe	

J. Sreenivasulu