



Instructions to parties, and General Terms & Conditions for Empanelment of suppliers and contractor

Plan my FLOOR, Noida intends to register/empanel the Firms/Companies who are into the business of Construction business.

1. All firms/agencies, which are in the business of Construction business provider, are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.
2. The firms registered with Plan my FLOOR will enjoy the following privileges: -
 - Preference in inviting Tender enquiries and call for quotations
 - Rate Contracts and Running Contracts for regularly required items and services
3. This is a preliminary stage for empanelment. Short-listed parties will be contacted to furnish detailed information and relevant documents to establish capability of the party and compliance of relevant statutory provision and licenses, for scrutiny. Company reserves right to accept or reject any application without giving any reasons.
4. Mere empanelment or registration does not entitle a party to receive orders from Plan my FLOOR. Plan my FLOOR will offer equal opportunity to all empaneled vendors, and chances of getting orders depends on the competitiveness in terms of cost, quality and promptness, and fulfilling other conditions of specific orders/contracts.
5. Empanelment will be initially for one-year period, but can be extended for further period with mutual agreement, subject to satisfactory performance.
6. Furnishing of incorrect or false information will make the party liable not only for cancellation of empanelment, but also blacklisting and consequent damages.
7. The parties must have capacity to execute orders by keeping stocks of the goods ordered or have in-house capability to execute deliver services. In case of services the parties should have requisite resources in terms of skilled manpower, technical know-how, equipment and finances to deliver the services cost effectively and promptly.
8. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at Plan my FLOOR, on the basis of registration certificate of such agencies along with other certified documents.
9. Empaneled parties shall have to promptly reply to all the enquiries, execute orders as per the order terms of Plan my FLOOR and keep the Plan my FLOOR informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
10. All empaneled parties are expected to maintain absolute integrity, follow a decent

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standard of business ethics and do nothing unbecoming of a registered supplier. Offering pecuniary benefit, favour or any other inducement to any employee directly or indirectly for empanelment or receiving orders at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated in addition to the blacklisting.

11. Empaneled parties shall not seek any information or prices quoted by other parties from any source, or indulge in any form of cartelization or any other activity to circumvent competition. Parties shall promptly bring any such information to the notice of the top management of the Plan my FLOOR, which they may come across while doing business with the Plan my FLOOR. Concern person to contact in this case shall be Admin Manager and can be reach at hello@planmyfloor.com Contact no is 88007 33249.
12. Empaneled parties shall keep confidential all technical or commercial information that they might come to know during the course of doing business with the Plan my FLOOR, and shall not disclose the same to any third party even after conclusion of the contract or empanelment.

Procurement Department

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