

Dated: the 22 August, 2016

NOTICE INVITING TENDER

Subject:-Annual contract for provision of cut flower arrangements/foilage plants in the Department of Land Resources situated at Nirman Bhawan and CGO Complex, New Delhi.

Sealed tenders are invited for provision of cut flower arrangements/foilage plants for Senior Officers in the Department of Land Resources, New Delhi as per terms and conditions detailed out in the following paragraphs, from interested firms having requisite experience in the relevant field.

A. Qualifying Criteria for participating in the tender.

- 1) Experience of at least two years in the relevant field for arrangement of cut flowers/foilage plants in Govt. organizations/PSUs/Corporate Sector etc.
- 2) The total annual turnover of the firm must be Rs. 2.50 lakhs per annum for the last two financial year.
- 3) While submitting the bid, the firm shall have to furnish the proof of pre-qualification (experience/financial standing/turnover etc.) as specified to this Department.
- 4) Tenders must be accompanied with earnest money.
- 5) Tender document(s), in original, duly filled in and signed by the firm or his authorised representative along with seal on each page.

B. Quality.

Only very fresh and healthy flower will be accepted for the flower arrangements. Flowers which show even slightest indication of wilting or staleness or without the natural freshness will not be accepted.

C. Brief terms and conditions:

- a) The services are required at NBO Building(Nirman Bhawan), CGO Complex, Lodhi Road, Delhi and any other place decided at a later date.
- b) The delivery of cut-flowers shall have to be made on three days in a week viz., Monday, Wednesday and Friday, if holidays, then on next working day and so on and this arrangement might increase and decrease as per actual requirement).



- c) Foliage plants are to be changed periodically in every three months or whenever required.
- d) Earnest money of Rs. 5, 000/- (Rupees five thousand only) through a demand draft of any scheduled bank in Delhi/New Delhi drawn in favour of PAO, Department of Land Resources, New Delhi must accompany the quotation. Quotation received without earnest money will not be considered. The rate must be quoted on comprehensive basis of all items.
- e) Any deviation will be considered as breach of contract and will be dealt accordingly. Any delay in execution of the contract will entail a penalty to be decided by Head of Office. The decision of Head of Office will be final in such cases.
- f) The Department of Land Resources has all rights to reject/accept any/all the tender(s) With out assigning any reason.
- (g) Applications received without complete documents/information shall not be considered.
- (h) No negotiation will be undertaken with any tenderer.
- (i) The security deposit of Rs. 20,000/- (Rupees twenty thousand only) has to be deposited by the successful bidder within 7 days of the award of the tender. The said security deposit will be refundable after the successful completion of tender.
- (j) The defective cut flower arrangements if found will be replaced/redone by the supplier on free of cost basis.
- (k) Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any further tender in the Ministry. The security deposit will also be forfeited.
- (l) The contract will be for a period of twelve calendar months from the date of award of the contract. The contract may further be extended for a period of 02 (two) years on the same rates, terms & condition subject to satisfactory performance for the firm.
- (m) If any dispute arise between Department of Land Resources and the Contractor with reference to the contract, it will be decided by the Department of Land Resources.

D. Tendering Process

The tenderer will submit the offer under the **Two Bid System (Pre-qualification)** i.e. **Technical Bid and Financial Bid in two separate sealed envelopes. Packet "A" marked Technical Bid shall have earnest money** deposited in the form of Demand Draft of Rs. 5,000/- (Rupees five thousand only) as earnest money drawn in favour of the Pay & Accounts Officer, Department of Land Resources and duly filled **Annexure-I with documents** in support of eligibility criteria. Tender not containing the above information and earnest money shall not be considered. Packet "B" marked Financial Bid shall have the quoted rates in the proforma of rate list enclosed as **Annexure – II**. The rates should be quoted on comprehensive basis excluding all taxes. Both the sealed envelopes i.e. packet 'A' and packet 'B' shall be kept in a separate bigger size sealed packet mentioning name of work, tender No. and due date opening of technical bids. The tenders received after the due date shall not be considered. The Financial Bids will be opened only of those firms whose Technical Bids will be approved by the competent authority in the Department. The date & time for opening of Financial Bid shall be intimated later on. The quotations should be dropped in the tender box placed at the reception of Department of Land Resources, Ground Floor, NBO Building, Nirman Bhawan, New Delhi by **3.00 PM on 19.09.2016**. Tenders

Tenders received after the scheduled date and time of receipt shall not be opened or considered and no claim on this account whatsoever shall be entertained. The tenders will be opened on same day at **4.00 PM**. The bidder or his representative may be present at the time of opening of bids. The Department reserves the right to accept the offer of any tenderer other than the lowest without assigning any reason and no claim in his account shall be entertained. If the successful tenderer fails to fulfill the terms and conditions of the offer specified in the offer letter, the earnest money deposited by him shall be forfeited and other action as deemed fit shall be taken and no claim on this account shall be entertained. The earnest money of the unsuccessful tenderer shall be rounded after finalization of the tender process.

Note

(i) The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(ii) All envelopes should be properly sealed with sealing wax and marked.



(Anoop Kumar)

Under Secretary to the Government of India.

Telephone: 011-23062722

Department of Land Resources
Qualifying Bid Document

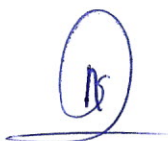
1. Name of the Proprietor in case of Proprietary (a) Company/Firm	
2. Address (with Tele No. & E-mail)	
3. Contact person with mobile No.	
4. (A) The number of years of experience for Cut flower arrangement work in Govt. Departments (list of customers including Govt. Organizations, NCT of Delhi etc.)	
4 (B). Annual Turnover for the years 2014-15 and 2015-16 (with proof). Along-with balance sheet for the last years, if any.	

6. Address of work place with Area of premises.
7. Whether owned/rented.
8. Name of Banker
9. Details of EMD.
10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.
11. The following certificates may be enclosed:-
 - a) Requisite certificate regarding proof of experience, financial standing, and turnover.

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)



Name of the Company

Address

Contact Tel. No.

FINANCIAL BID**FOR PROVISION OF CUT FLOWER ARRANGEMENT IN FOLIAGE PLANTS ETC. IN
DoLR**

S.No.	Name of the work	Rate
1.	Medium flower arrangement consisting of not less than 20 regular flowers, viz Tuberose, Rose, Camations, Gladioli, Gerberas, etc. or 10 exotic flowers, viz. Lilies, Anthuriums, Orchids, etc. or a combination of both on proportionate basis.	Rs.
2.	Provision of small cut flowers in "coffee table arrangement" consisting of not less than 10 regular or 7 exotic flowers or a combination of both.	Rs.
3.	Flower arrangement of big size would be 1 dozens i.e. 12 pieces.	Rs.
4.	Provision of Foliage plants	Rs.
5.	Provision of Mali for display and maintenance of abovementioned S.No. 1 to 4 for one year	Rs.

Note: Rates quoted are excluding of all taxes and levies.**Date:****Signature****Place:****Company Name****Company Seal.....**