Government of India

Ministry of Science & Technology

Department of Biotechnology

(Admin Section)  
Block No. 3, Lodhi Road,

CGO Complex, New Delhi - 110003

TENDER DOCUMENT

for

**SUPPLY OF INDOOR POTTED PLANTS, CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO.2 &3, CGO COMPLEX, LODHI ROAD, NEW DELHI -110003**

**Government of India**

**Ministry of Science & Technology**

**Department of Biotechnology**

**Department of Biotechnology**

NIT No.BT/A.16/16/2016 Date: …………….

To,

All interested & eligible vendors (as per list attached)

Sub: **SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003.**

Dear Sirs,

1. For and on behalf of the President of India, sealed tenders are invited in two bids (Technical& Financial) system for the subject mentioned job in Department of Biotechnology, Ministry of Block No.2 and 3, CGO Complex, Lodhi Road, New Delhi – 110003for period of one year from the date of commencement of contract and extendable on yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document. Specification of work is given at Annexure-I.

2. In case your firm is interested in the above said work, you are requested to quote your lowest price in the enclosed Performa (Annexure-II) in a sealed cover along with the documents duly signed on all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the quoted tender shall be superscribed **“LIMITED TENDER FOR SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003** not to be opened before 24.10.2017 and shall be submitted to the Under Secretary to Govt. of India, Room No.518, CGO Complex, New Delhi **latest by 15.00 Hrs. on 24.10.2017** Technical bids of the Tenders received within the closing date and time shall be opened on 24.10.2017 at 4.00 pm in Room No.518 of this Department in the presence of such tenderers, who wish to be present. The financial bids of only those tenderers who are found technically qualifiedshall be opened on the same day i.e…24.10.2017 or the Committee may fix another date for opening and evaluation of financial bids.

The bids are to be sent in the sealed envelope super scribed as **INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**  in the prescribed Performa only given at Annexure-1 & II. The bids shall be signed by a person duly authorized on behalf of the bidder firm.

( J.K. Dora,)

Under Secretary (Administration)

Department of Biotechnology,

CGO Complex, Lodhi Road,

NEW DELHI – 110 003

No.BT/A.16/16/2016

GOVERNMENT OF INDIA

MINISTRY OF SCIENCE & TECHNOLOGY

DEPARTMENT OF BIOTECHNOLOGY

- - - - -

Dated……………

**NOTICE INVITING TENDER**

**QUOTATION FOR SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**

On behalf of the President of India, sealed quotations are invited in two bids system for supply of cut flower bunches for the rooms of officers, Committee/Conference rooms and potted plants (on monthly hiring basis) for the corridors/chambers in of Department of Biotechnology (DBT). Block No.2 AND 3 CGO Complex, Lodhi Road, New Delhi – 110003 as per the details given below, for official use in the Department of Biotechnology:-

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Building/Block | Potted plants  (In number on monthly hiring basis) | Flower bunches  (For both block 2 and 3) |
| 1 | Block No.2 and 3 | 250  (200 for Block 2& 50 for Block 3) | 35 |

2. Specification of the flowers

The flower bunches proposed to be procured should be of flowers of good quality/seasonal flowers/market availability as per list of flowers given at Appendix B and healthy potted plants as at Appendix C.

3. Annual requirement is estimated to be approximately Rs.5.50 lakhs.

4. Tenderers shall submit EMD amount of Rs.25,000/- (Rupees Twenty Five thousand only) with the tender documents. Such EMD shall not carry any interest. The successful tenderer shall be required to submit a performance security deposit of an amount of equivalent to 10% of the Annual tender value in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid for the contract period + 03 months alongwith an agreement in this regard as per the proforma which will be provided by DBT.

5. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest price as per the requirements given in the attached Annexure-II.

6. Any correspondence concerning to the tender shall be addressed to the Under Secretary(Admn), Department of Biotechnology, CGO Complex, New Delhi -110003.

7. This letter shall form part of tender documents and shall be returned duly signed alongwith the tender documents. THIS DEPARTMENT ON THE BEHALF OF PRESIDENT OF INDIA DOES NOT BIND ITSELF TO ACCEPT THE LOWEST OR ANY TENDER.

Yours faithfully,

(J.K.Dora)

Under Secretary to the Govt. of India

Tel: 24363989

**Appendix-B**

**TABLE-I**

|  |  |
| --- | --- |
| Sl. No. | Name of the flowers |
|  | Oriental lily (Double) all colours |
|  | Lilium (Double) all colours |
|  | Paradise |
|  | Sedium orchids all colours |
|  | Multigrade all colours |
|  | Rose (mix colours) |
|  | Tata Rose all colours |
|  | Tube Rose (Rajnigandha) |
|  | Gladiolus (all colours) |
|  | Carnation (all colours) |
|  | Other Seasonal flowers (pl.mention name) |
|  | Orchids |
|  | Chrysanthemums |
|  | Dahlia all colours |
|  | Gerbera (all colours) |
|  | Anthurium (all colours) |

Flower bunches required:

|  |  |  |
| --- | --- | --- |
| Sl.No. | Name of items | |
| 1. | Indoor plants (Per plant) on monthly hiring basis  As at Table-II. | |
| 2. | Flower bunches | Mixed flowers (50 sticks)  As at Table-I |
| Roses (50 sticks) |
| Lilly (50 sticks) |
| 3. | Flower bunches | Mixed (30 sticks)  As at Table-I |
| Rose (30 sticks) |
| Lilly 30 sticks) |
| 4. | Flower bunches | Mixed (20 sticks)  As at Table-I |
| Rose (20 sticks) |
| Lilly 20 sticks) |

Supply/providing of fresh flower arrangements in flower vase with assorted flowers like hybrid roses, tube roses, gladiolus and other seasonal flowers along with decorative leaves like asparagus, Thuja, Murraya and such other plants, cleaning of vase and placing in position also as per direction of Care taker/Section Officer (Administration Division.).

**APPENDIX - C**

Specification of the potted plants

**TABLE-2**

1. Arocaria (Top to bottom lush green, well developed)
2. Rapish Palm - do -
3. Rayal Palm - do -
4. China Palm - do –
5. Can Palm
6. Ari-ca-Palm (3-5 ft.) Atleast 2 to 4 trees should be potted in each pot
7. Oxicodium: mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom
8. Dracenea song of India
9. Croton
10. Dracenea Mahatma
11. Singonium,
12. Zanardu
13. Epidesta, Agkinima Daw
14. Money plants: Broad leaves mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom
15. Diffen-bacia/Crotton: Well developed from top to bottom. Height should be 2 to 2.5 feet.
16. Other plants (Pl.mention name)

I M P O R T A N T I N F O R M A T I O N / G E N E R A L I N S T R U C T I O N S,

TERMS & CONDITIONS

1. Accepting Officer

Under Secretary of Govt of India

(Administration)

Department of Biotechnology

ON BEHALF OF THE PRESIDENT OF INDIA

2. Two (Technical& Financial) bids system

2.1. This tender shall be processed in two bids system – namely (i) Technical and (ii) Financial Bids. The tenderers shall submit both the bids simultaneously with the same date of receipt i.e. before 1500 Hrs.on 24.10.2017.The price bid will be opened, on the date to be fixed later on and made known to the qualified tendering firm only after technical evaluation of all the offers received for Technical bids are completed and eligible/ meeting the criteria mentioned in the Technical bid. Those firms that do not meet the requisite criteria/ non-fulfilling the requirements, their financial bids shall not be opened.

2.2. Both the bids –one containing the **“Technical bid” (Annexure-I)**duly sealed and the other **“Financial bid” (Annexure-II)**duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.

2.3. The tenderers should very carefully note that price bid, received after opening of Technical bid, though before the date and time fixed for the opening of Financial bids will be regarded as late tender and shall not be considered. Only those technically qualified bids will be considered for opening of Financial Bids on the same day or any other day as the Committee decides.

2.3.1. The price bid submitted by such tenderers, whose offers have been considered as technically not acceptable on the basis of the tender evaluation of the Technical bids, shall not be opened. The Department reserves the right not to intimate the Financial bid opening date to such tenderers who do not qualify in the Technical bid.

All bidders are therefore required to submit their offers in two covers as under:-

(a) FIRST COVER should contain the “Technical offer” submitting the following documents:-

1. Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED.
2. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.
3. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer
4. Earnest Money Deposit (EMD) amounting to Rs.25,000/- (RupeesTwenty five thousand only) in the form of DD in favour of DDO, DBT.
5. Experience Certificate regarding at least three years of experience in executing contract (worth Rupees 50,00,000/-) for providing similar services to Govt. Ministries/ Departments/ organizations/ PSUs/ State Govt. / Quasi Govt., etc.
6. Income Tax Returns for the last three years
7. Firms registered/enlisted with Ministries/ Department of Ministries/ PSUs/CPWD/ MES/ Railways in eligible category shall attach “Registration Certificate” issued by concerned authority.
8. Contract license under the contract labour (Regulation & Abolition) Act 1970 from Labor Commissioner’s Office shall be attached.
9. Undertaking regarding the contractor will not allow or permit any employee to participate in any trade union activities or agitation in the premises of DBT.
10. Undertaking regarding providing of ESI/EPF to its employees wherever they employ20 and above labourers/employees or as amended from time to time by the Labour Department.
11. Original tender document duly signed and stamped at all pages.
12. The firm shall furnish complete details in the Technical bid. Partly/ partially filled Technical bids shall be considered as not furnishing of complete details and shall be rejected without assigning any reason thereof.
13. Tendersformsreceivedintheformatprescribedinthistenderdocumentshallonlybeconsidered.Offersnotreceivedinprescribedformatshallbeignoredandnocorrespondenceinthisregardwillbeentertained.

2. This cover should be superscribed "**SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**with Tender No., Name and Date of opening”.

3. The firm failing to qualify Technical bid shall not be considered for opening of Financial Bid.

(b) SECOND COVER should contain the “Financial bid” submitting the following details:-

i) Details of rates as per **Annexure-II**including name of brand (inclusive of all taxes, duties & freight charges) quoted by the bidder. These details should be submitted in the format given. The words “FINANCIAL BID for "**SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**should be written clearly and prominently on this envelop along with Tender Number, Name of work & Date of opening.

(c) THIRD COVER: Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with the Tender No., stores and date of tender opening as under:-

Tender No. ……………………………… Dated …………………………………..

"**SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**

(d) Only the first cover i.e. Technical Bid shall be opened on the date of tender opening. Financial bids of only those firms will be considered for opening who are qualified as per Technical bid and shall be opened publicly on a later date which will be notified to the bidders who have qualified to the Technical bids.

(e) The price of the item should be quoted inclusive of all taxes, duties and other charges.

3. **Earnest Money Deposit**

3.1 An amount of Rs.25,000/- (Rupees Twenty five thousand only) shall be submitted by way of Demand Draft, Pay Order/Banker’s Cheque in the name of DDO, DBT, New Delhi along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount. EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.

3.2 The Department will return the EMD wherever applicable to unsuccessful tenderers.

4. **Non- transferability: This tender is non-transferable.**

5. Terms & Conditions: - Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected.

9. Time & date of receipt and opening of bids: - Tenderers shall note that if the date of tender opening given in the Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DBT will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

10. **Contract period**

One year from the date of commencement of contract and extendable on yearly basis with the approval of competent authority depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon.

11. **Performance security**

Successful bidder shall be required to furnish a Performance Security for an amount equivalent to 10% of the Annual contract amount in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days from the receipt by him of notification of acceptance of his tender alongwith an agreement in this regard in non-judicial stamp paper ofRs.100/- . The format for the Agreement shall be provided by DBT along with the award of contract. An agreement in this regard will also be executed between the parties in this regard.

12. Validity of tender shall be kept valid for acceptance by DBT for a period of 90 days after the tender opening date.

13. **Taxes & duties:-**

13.1. Rates quoted by tenderer shall be inclusive of all statutory taxes & dutiesand freight (free delivery at consignee's premises) etc.

13.2. Tax Deduction at Source (TDS):- TDS shall be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

14. **Submission, acceptance and rejection of tender:-**

14.1. The envelope containing the quoted tender shall be duly sealed and superscribed as **SUPPLY OF INDOOR POTTED PLANTS AND CUT FLOWER BUNCHES IN THE DEPARTMENT OF BIOTECHNOLOGY, BLOCK NO. 2 AND 3, CGO COMPLEX, LODHI ROAD, NEW DELHI – 110003**. The sealed envelope addressed to the Under Secretary to the Govtl. of India, Room No.519/520, CGO Complex, Block No.3, Lodhi Road, New Delhi – 110 003 shall be delivered.

14.2. **Tenders not complete in all respects shall be liable to be rejected.**

14.3. While submitting the tender for this work the tenderers shall be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, shall be got clarified from Under Secretary, DBT at least 07 days before tender opening date. Requests for postponing the tender opening dateshall not be accepted.

14.4. Tenderers shall indicate the complete address of their firm/ office along with telephone numbers.

14.5. Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items.

15.  **Award of contract:-**

15.1. The Accepting officer shall award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

15.2. Notwithstanding the above, the Accepting Officer reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to award of contract.

15.3. The tenderer whose rate is accepted shall be notified for the award of contract by the Accepting Officer prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded on the basis of this Tender Enquiry.

15.4. In case two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

16. Paying authority: Controller of Accounts or his authorized representative, Pay & Accounts Office, DBT, New Delhi-110016 shall be the paying authority.

17. Completion of contract: The Contract shall be completed on completion of period (or extended period mutually agreed by both parties) given in contract.

18. Cancellation of contract: Due to unsatisfactory performance established on the part of the contractor or any such material complaints, the contract shall be cancelled at any time by giving a Notice of three months in advance by the Accepting Officer. If satisfactory improvement is not found even after issue of a notice, Final Notice shall be served upon the contractor to improve the performance within 15 days, if contractor fails to improve the performance even after issue of Final Notice, the contract shall be cancelled. During the period of notice both the parties shall continue to discharge their duties and obligations.

19. Applicable law: - The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

20. **Disputes & Arbitration**

20.1. All disputes (except decision given under clause 7.3 here-in-before which shall be final and binding) arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

20.2 Sole Arbitrator shall be appointed by Joint Secretary (Administration), DBT, New Delhi within 30 days of notice regarding appointment of arbitrator.

20.3. In the event of any dispute arising under this contract or in connection therewith including any dispute relating to:-

20.3.1. Existing meaning and interpretation of this contract the same shall be referred to the sole arbitration appointed by the DBT, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

20.3.2. There shall be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

20.3.3. Not withstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

20.3.4. The Arbitrator shall give speaking and reasoned award with respect to the claims referred to him by either of the parties.

22. Mandatory Information: - Contractors are required to fill up the Contractor’s information (Mandatory) and shall be furnished with supporting documents as per Annexure II to this tender document.

23.  **Liquidated Damages**

23.1. In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor liquidated damages including administrative expenses by way of penalty, the contractor shall be liable to pay penalty of 5 percent of monthly bill in addition to deducting the amount for the particular day in case he/she fails to provide flower bunches on the designated days in the rooms of officers of the Department.However, in case exceptions become a general practice, the contract will be terminated and any additional expenditure incurred in arranging the supply from other agencies will be recovered from the firm out of pending payments and/or Performance Security deposit.

23.2. The Department reserves the right to conclude similar Contracts with a number of firms which may be most economical to it or suitable to its requirements.

The Contract shall also be governed by the following terms and conditions:-

1. The invitation is open to all firms dealing with in supply and maintenance of potted plants and flowers registered with Sales Tax Authorities except the black listed firms.
2. The requirement of potted plants and flower bunches may vary.
3. The flower arrangements will be fresh & good quality and replacement will be made before 8.30 am on each alternate working days on regular basis.
4. The firm will supply healthy indoor variety plants of 3.5 ft. height in plastic pots (Table-II). All Plants will should be replaced every month at the cost of the contractor with fresh potted plants. Partial replacement of plants will attract penalty. However, plants, which go dry/sick and not healthy will be replaced as and when required, which will be informed by the Caretaker/Section Officer (Administration).
5. The contractor should have a well-grown nursery, which will be inspected before awarding the contract.
6. A random check will be conducted to inspect the freshness, quality and quantity or otherwise of the flower arrangement/Green plants. The decision of the Department in this regard will be binding on the contract holder.
7. The flower arrangements are required in Conference Room/Committee Rooms on the date of meetings. Intimation to this effect will be given one day in advance on telephone only, if necessary.
8. If at any stage during the currency of contract, the quality & variety of plants and flowers, performance of the contractor etc. is not found satisfactory, the contract will be terminated forthwith and Performance Security deposit forfeited.
9. The contractor shall have no right to claim any cost/damage/loss due to theft, fire etc.
10. The contract will remain valid for one year. However, the undersigned reserves the right to terminate the contract at any point of time without assigning any reason therefore. The contract can be extendable on yearly basis or as directed by the Competent Authority for on same rate and terms and conditions if services are found satisfactory.
11. Any quotation can be rejected without assigning any reason therefore.
12. Payment will be made on monthly basis on receipt of the pre-receipted bill and on receipt of satisfactory performance report.
13. The successful bidders have to submit a Performance Security Deposit equivalent to 10% of the total annual contract amount and has to enter into the Agreement with this department within 15 days of award of contract at his own cost.
14. The plants/cut flowers shall be kept as directed by General Admn. Section of the Department. Placing of plants/cut flowers at the designated place shall be responsibility of the firm.
15. The cost of all material, cartage, conveyance charges etc. shall be borne by contractor for carrying plants/flowers from nursery to office and vice versa.
16. It will provide service of a trained Mali on daily basis for cleaning the dust/dry leaves and watering the plants/flowers.
17. The contractor will be liable to replace the rejected/damaged plants forthwith, failing which punitive action will be taken as deemed fit by the Department.
18. The payment will be made by cheque or through ECS or receipt of pre-receipted bill in triplicate.
19. Any dispute arising out of the contract shall be referred to Sole Arbitration of DBT, New Delhi and the award of the Arbitrator shall be final and binding on both the parties.
20. In case of failure on the part of approved contractor to supply the above mentioned items as per supply order within the stipulated period, the contract shall be cancelled and performance security would be forfeited apart from taking other punitive action as deemed fil by this Department.
21. This office reserves the right to reject or to accept any quotation,in whole or in part without assigning any reasons thereof and also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/services rendered by the contractor during previous year.
22. The rates of the items shall be mentioned in figures and in words. There should not be any erasing or over-writing whatsoever.
23. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office.
24. The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any StateGovernment/ Central Government/ PSU in India.
25. The bidders may visit the site before bidding to apprise themselves of the exact requirements relating to the scope of the work and coordinate with Caretaker/Section Officer (Administration),Room No.519/520, 5th Floor, CGO Complex, Block No.3, Lodhi Road, New Delhi – 110003
26. The bid will be valid for 120 days from the date of opening of tender

**Annexure-I**

**Technical Bid**

The details in respect of the company are as given under:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Firm & Address | |  | |
| Name of the proprietor of the Agency and  Contact Person with Mobile No. | |  | |
| E-mail address | |  | |
| Status Proprietary/Partnership/ Pvt./Public/Ltd. Co | |  | |
| S.No | Details |  | PAGE NO. |
| 11 | The Tender should be accompanied by earnest money of Rs. 25,000 (Rupees Twenty five thousand Only) in the form of Demand Draft/FDR drawn in favour of D.D.O., D.B.T., New Delhi, without which the Tender will not be considered. |  |  |
| 2 | The Bidder must be registered with GST  (pl Quote GST Regn. No.) |  |  |
| 3 | The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed. |  |  |
| 4 | The Bidder should have minimum turnover of Rs. 50 Lakhs during last three financial years. Necessary proof should be enclosed |  |  |
| 5 | The Bidder must have filed Income Tax Return of Last three financial years; Copies of Documentary proof of same must be enclosed. |  |  |
| 6 | The Bidder must submit an undertaking on its letter head they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India. |  |  |
| 7 | The Bidder should have experience of working with Government organization during last Five years. Copies of work order received from them should be enclosed as proof. |  |  |
| 8 | The bidder should enclose a detailed profile of firm including their product and services. |  |  |
| 9 | All pages of the tender document and all enclosures should be serially numbered and signed by the bidder. |  |  |

(Signature of Proprietor)

**ANNEXURE-II**

**FINANCIAL BID**

RATES MAY BE FURNISHED ON THE FOLLOWING ITEMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name of items | | Price | Total price  (inclusive of all taxes) |
| 1. | Indoor plants (Per plant) on monthly hiring basis as at Table-II. | |  |  |
| 2. | Mixed cut flowers per bunch (10-12 flowers) | |  |  |
| 3. | Flower bunches | Mixed flowers (50 sticks)  As at Table-I |  |  |
| Roses (50 sticks)  (all colours) |  |  |
| Lilly (50 sticks) |  |  |
| 4. | Flower bunches | Mixed (30 sticks)  As at Table-I |  |  |
| Rose (30 sticks)  (all colours) |  |  |
| Lilly 30 sticks) |  |  |
| 5. | Flower bunches | Mixed (20 sticks)  As at Table-I |  |  |
| Rose (20 sticks)  (all colours) |  |  |
| Lilly 20 sticks) |  |  |

Declaration: - I hereby declare that the Rates quoted above shall remain frozen for a period of one year from the date of signing the Contract.

(Signature with Stamp of Tenderer)