

F.No. 13023/1/2016-Gen. Section
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs
General Section

Krishi Bhawan, New Delhi.
Dated the 13th June, 2016

TENDER NOTICE

The Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs invites quotations from reputed and financially sound agencies for **Supply of Flowers and Display & Maintenance of Indoor Plants/Flowers Plants for a period of one year.**

2. The application form, detailed information/term & conditions can be obtained from the Section Officer (General) Room No. 373, Krishi Bhawan, New Delhi. The same can also be downloaded from the Department's website: <http://consumeraffairs.nic.in>.

3. The cover containing the bid should be sealed and subscribed "Quotation for Supply of Flowers and Display & Maintenance of Indoor Plants/Flowers Plants" and should be addressed to the undersigned. The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of bids	04.07.2016 (3.00 PM)
Date & Time for opening of bids	04.07.2016 (4.00PM)
Bid Security	Rs.10,000/- (Refundable)

The bids will be opened in the presence of the bidders or their representatives who may like to be present.

TERMS AND CONDITIONS

1. The invitation is open to all firms dealing in supply & maintenance of potted plants and flowers registered with Sale Tax Authorities, except the black listing firms.
2. Copies of valid Central/State Sale Tax registration certificate should be submitted with the quotation.
3. The bid should be accompanied by Demand draft for bid security of Rs.10,000/- (Refundable) drawn on any nationalized bank in favour of DDO, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, New Delhi. Bids received without bid security will not be considered.
4. The successful bidder will have to deposit Performance Security @5% of the Contract Value within one week of award of the contract, in the form of Fixed Deposit Receipt duly hypothecated in favour of the DDO, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, New Delhi.
5. The flower arrangement will be fresh & good quality and replacement will be made before 9.00 AM on each working day. The flower arrangement/material shall be strictly as per specifications and contractor shall be responsible for freshness of material supplied.
6. Flowers supplied shall strictly conform to the specifications indicated in the schedule to quantities. Cut flowers/plants not in accordance with specification shall be rejected at the suppliers cost and expenses.
7. In case of any deficiency in service of unsatisfactory arrangement of flowers, a penalty of 5% of the bill for each occasion will be imposed. The decision of the Department in this regard shall be final and binding.
8. The firm will maintain all the plants by everyday watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass.
9. The Florist will look after the maintenance of the flower arrangements daily/alternatively as the case may be on all working days on regular basis.
10. The firm will supply healthy indoor variety plants of 3-5 ft. height in plastic pots. Plants will be replaced fortnightly at the cost of the contractor. However, plants, which go dry, will be replaced as and when required.
11. The contractor should have a well-grown nursery, which will be inspected before awarding the contract.

12. 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.
13. The flower arrangements are required in Conference Room only on the dates of meetings. Intimation to this effect will be given one day in advance on telephone only.
14. 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 earnest money forfeited.
15. The contractor shall have no right to claim any cost/ damage/loss due to theft, fire etc.
16. Separate rates may be quoted for supply of flowers for display in flowerpots kept inside the rooms on daily basis and alternate basis.
17. 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 extended for another year on same term & condition if services are found satisfactory.
18. Any quotation can be rejected without assigning any reason therefore.
19. Payment will be made on monthly basis on receipt of the bills only.
20. The successful bidder has to enter into the Agreement with this Ministry before commencement of the contract at his own cost.
21. The contract is awarded to the firm on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if mutually agreed by both the parties, subject to fulfillment of satisfactory performance.



(J. S. Rawat)

Section Officer(GA)

Telephone No. 2338 3557

Specifications of the Flowers

S1. No.	Description of items	Rate (Per Doz.)
1.	Rose Mised	
2.	Tata Rose	
3.	Tube Rose	
4.	Gladiolus	
5	Fillers	
6	Seasonal Flowers	
7	Orchids	
8.	Flower Basket (Big Size)	each
9.	Flower Basket (Small Size)	each

Specifications of the Plants

1. Arocaria (Top to bottom lush green, well developed)
2. Ari-ca-Palm: (3-5 feet) At least 2 to 4 trees should be potted in each pot.
3. Oxycodium: mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom.
4. Money Plants: Broad leaves mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom.
Diffen-bacia/Crotton: Well developed from top to bottom. Height should be 2 to 2:5feet.

QUOTATION PROFORMA

SI. No.	Item of Work	Rate (Rs.) (In fig. and word)
1.	Green Plants arrangements potted {Arocaria, Ari-ca-Palm, Cycus, Oxycodium, Aristhorium with Mosh, Money plants} (3-5 feet). Well developed from top to bottom)	i) Rs. _____ per plant within a decorative pot (including maintenance)
2.	Provision for cut; fresh flower arrangement/Consisting of 15 twigs each (Flower like Gladiola, Tulip, red Rose, Orchid vase laurel leaf, lily and gerbera, Rose issed, Anthurium cube, seasonal flowers)	ii) Rs. _____ per per day
3.	Flower Basket (Big Small Size)	iii) Rs. _____ each.
4.	Flower Basket (Small Size)	iv) Rs. _____ each.
5.	Flower Plant (ppr plant) in plastic pot	v) Rs. _____ each.

(Signature)

BID FORM

1. Name & Address of the Bidding Nursery :
2. Name & Designation of the person :
Signing the bid
3. Mobile/Landline Telephone Number(s) :
4. Bid Security details :
5. CST/VAT Registration No. :
6. PAN Number :
7. Details of the Ministries/Department :
Where flowers/plants supplied by
your Firm during last 2-3 years
with Performa certificates.
8. Terms & Conditions of contract mentioned :
In the invitation of bid are ACCEPT ABLE/
NOT-ACCEPTABLE
9. Deviation in terms and conditions/specifications :
(if any)
10. Capacity in which bid is signed by the Bidder :
(Proprietor/Partner/Manager)

Signature of Bidder. _____
Name in Block Letter. _____

Place_____

Date_____