

F.No. 34011/6/2016-Admn
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
(Admn.Section)

Shastri Bhawan,
Dr. Rajendra Prasad Road,
New Delhi-110001
Dated:-12th July, 2016

TENDER NOTICE

Subject:- Award of Contract for supply of Cut Flowers, Indoor Plants and Flower Bouquets etc. in the Department of Pharmaceuticals for the financial year 2016-17 Regarding.

Last date of submission of Tender:- 2nd August, 2016 (from 9.00A.M. to 3.30P.M.)

Date of opening of Tender: - 2nd August, 2016 (4 P.M.)

The undersigned is directed to invite quotation/ tenders for supply of fresh flowers/plants and Maintenance Contract thereof for rooms of senior officers of Department of Pharmaceuticals.

2. The quotation in a sealed cover marked "AMC for supply of fresh flowers/plants and Maintenance of plants should be submitted in the office of the undersigned at Garrage No.19 (GF), Shastri Bhawan, New Delhi on 02-08-2016 upto 3.30P.M. The quotation will be opened on the same day at 4 P.M. in Garrage No.19, Shastri Bhawan, New Delhi.

3. The tender/ bid documents may be downloaded from the official website www.pharmaceuticals.gov.in The Tenders submitted without EMD shall be liable to be rejected summarily.

4. Earnest money by means of a Demand Draft Pay Order of Rs.10, 000/- (Rupees Ten thousand only) may be enclosed with the quotation. It is also clarified that the quotations received without earnest money will be summarily rejected. The pay order/Demand draft may be prepared in the name of Pay & Account Officer, Department of Pharmaceuticals, M/o Chemicals & Fertilizers, 6th floor Janpath Bhawan, New Delhi-110001.

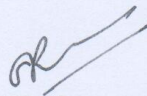
5. The firms are required to furnish details of their standing and goodwill through a certificate/ documentary proof of Ministry/Departments with complete address and telephone number/ Income Tax /ST/CST Number. List of present contract having in Government Department may also be enclosed with the quotation.

6. The firms must have valid TIN/PAN/VAT/Service Tax Nos.

7. The successful tender will have to deposit a Security-cum- Performance Guarantee of Rs.10, 000/- (Rupees Ten thousand only) in the form of Bank Draft/Pay Order/ Banker's cheque or Bank guarantee /Fixed Deposit Receipt from any Nationalized Bank duly pledged in the name of the "Pay and Accounts Officer Ministry of Chemicals & Fertilizers, New Delhi". The security money is returnable on successful completion of the contract period. The security amount will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of any terms and conditions of the contract.

8. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.

9. This Department/Ministry reserve the right to accept/ reject any or all of the quotations without assigning any reason thereof.



(S.R. Meena)

Under Secretary to the Govt. of India

Tel:23382096

Copy to :- 1. NIC, Shastri Bhawan, with the request to place the aforesaid Notice on the website of the Ministry for wide publicity.

TERMS AND CONDITIONS

1. The successful Agency/Firms will have to supply flowers and plants in the Department .
2. The Agency/Firms shall not appoint any sub-contractor for the work under any circumstances.
3. The Agency/Firms shall ensure that their workers are polite, courteous, well behaved and honest. The Agency shall be responsible for the conduct/ integrity of persons deputed for the purpose of supply of flowers and plants.
4. The Agency/ Firm's workers shall not indulge in any unlawful activity in the premises and shall have good moral character. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds/damage done by its technicians/workers.
5. The Agency/Firms shall ensure that its workers do not disturb the employees/ staff of the Department/Ministry or make any sort of noise in the premises or rooms.
6. The Agency/Firms shall strictly abide by all the instructions issued by this Department/Ministry from time to time.
7. The Ministry shall have the right to impose cash penalty on the Agency/ Firm or deduct such amounts as deemed appropriate from its Security Deposit/Quarterly Bills in the event of this Department/Ministry being put to any financial loss directly or indirectly by any act of omission/commission or negligence on the part of the Agency's workers.
8. The payment for supply of flowers and maintenance of plants will be made on monthly basis on full satisfaction of officers concerned .
9. The contract can be terminated by giving one months' notice in writing by either party.
10. The contract shall be awarded initially for one year and may be considered for extension by mutual agreement for such further period as may be agreed upon, not exceeding three years. However, no subcontracting will be allowed by the selected firm. The grant of extension of contract will be at the sole discretion of the Department.

11. The Security Deposit-cum- Performance Guarantee of Rs.10,000/- (Rupees Ten Thousand only) submitted by the contractor through Bank Draft/Pay Order/Banker's Cheque/Bank Guarantee/Fixed Deposit Receipt from any nationalized Bank only in the name of "Pay and Accounts Officer, Department of Pharmaceuticals Ministry of Chemicals and Pharmaceuticals, New Delhi" shall be liable to be forfeited for any deficiency in services, violation of any provision of this Agreement, any damage caused due to omission/ commission and/or negligence on the part of the workers, etc. In case of damage, the Ministry shall have the right to impose such further penalty as deemed appropriate by it.
12. The price quoted will be exclusive of taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid.
13. The Courts of Delhi will have jurisdiction over all legal disputed under this Agreement.

Annexure-II

Annual supply of fresh flowers/plants and Maintenance Contract thereof for rooms of senior officers of Department of Pharmaceuticals.

TECHNICAL SPECIFICATION OF BID

Name of the Firm/Contractor/Supplier	
Complete Address & Telephone No.	
Name of Proprietor	
Contact No. of Proprietor	
Details of client alongwith Address and Telephone Nos	
Whether the firm is a registered firm Yes/No (attached copy of certificate)	
Service Tax No. (enclose the attested copy of Service Tax Certificate)	
VAT No. (enclose the attested copy of VAT Certificate)	
Whether the firm has enclosed the Bank Draft/Pay Order/Banker's cheque of Rs.10,000/- as Earnest Money Deposit.	
Details of Experience in this field (The service provider should have a minimum 2 years' experience in the operational area.)	(Please attach a separate sheet giving full details in this regard)
Whether the Firm/Agency has signed each and every page of Tender/NIT	
Any other information, of necessary	

Annual supply of fresh flowers/plants and Maintenance Contract thereof for rooms of senior officers of Department of Pharmaceuticals. The Flowers should be Orchid, Bird of Paradise, Haliconia, Authurium, Zinger, Lilly, Carnation, Astomria, Zeberra, Spider, Mukara, Estoma, Tiger Orchid, Irish Rose and similar other good quality flowers.

PROFORMA FOR FILLING UP RATES

Sl. No.	Name of Items	Rate
01.	Flower Arrangement (10 Stick) (Red/Yellow Rose,Lilly, Haliconia, Carnation, Spider, Orchid, and similar other good quality flowers. (As per officer choice))	-
02.	Flower Arrangement (20 Stick) Orchid, Bird of Paradise, Haliconia, Authurium, Zinger, Lilly, Carnation, Astomria, Zeberra, Spider, Mukara, Estoma, Tiger Orchid, Irish Rose and similar other good quality flowers. (As per officer choice)	-
03.	Indoor Plants (Big) Per Plant Per Month. (As per our requirement)	-
04.	Indoor Plants (Small) Per Plant Per Month. (As per our requirement)	-
05.	Flower Bouquet Large (Orchid, Bird of Paradise, Lilly & Carnation) / Per Bouquet. (As per our requirement)	-
06.	Flower Bouquet Medium (Red/Yellow Rose) / Per Bouquet. (As per our requirement)	-

Note:- The price will be exclusive of taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quotes in the bid.

SIGNATURE ON BEHALF OF THE FIRM
(WITH STAMP)

Undertaking to be signed by the tenderer(s):

I/We do hereby undertake that I have clearly and precisely understood the terms and conditions of the tender, that I/we will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my/our work being found unsatisfactory at any time during the period of contract, my/our contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I/we will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs

done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my/our part.

I/We..... also under take that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Signature &
Rubber Stamp of the
Tenderer/Contractor.

Place:

Date: