

No. 1-11/2014-General  
Government of India  
Ministry of Women & Child Development

Shastri Bhavan, New Delhi  
Dated : 16<sup>th</sup> March, 2015.

To,

Subject: Award of Contract for supply of cut flowers, indoor plants and flower bouquets etc. in the Ministry of Women & Child Development - reg.

Sir,

I am directed to invite quotations for supply of cut-flowers, Flower Baskets/Bunches, Flower Pots & Flower Bouquets to this Ministry for a period of one year. The floral arrangements/baskets are to be placed in the chamber/office of Hon'ble Minister & other Senior officers of the Ministry at Shastri Bhavan and Jeevan Vihar Building, Parliament Street. The sealed cover containing the quotations complete in all respect and superscribed as 'Quotations for supply of cut-flowers, flower baskets/bunches & flower bouquets to Ministry of Women & Child Development' addressed to the Under Secretary (General), Ministry of Women & Child Development and should be dropped in the Tender Box located outside Room no.629 'A' Wing, Shastri Bhavan, New Delhi latest by 3.00 P.M. on 26.03.2015.

2. The Quotations should be accompanied with an earnest money of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Women & Child Development, New Delhi", without which the quotations will not be considered. The earnest money will be returned to all the tenderers after the award of the contract.

3. The tenders received will be opened at 3.30 P.M. on the same day i.e. 26.03.2015 in Room No.746, Shastri Bhavan. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

4. The Terms & Conditions of the contract will be as follows:-

(i) Period: The successful firm will be required to start working immediately upon award of the contract for a period of one year from the date of award of the contract.

(ii) The firm interested to supply cut-flowers etc., to the Ministry should have an experience of atleast 03 years of having undertaken similar works in Government offices/PSUs/Autonomous bodies. Documentary proof is also required to be attached in support of the claim of experience.

*Shailendra Kureel*  
(SHAIENDRA KUREEL)  
Under Secretary  
Ministry of Women & Child Dev.  
Govt. of India, New Delhi

- (iii) The shop of florist should be situated within the radius of 3 to 5 kms. From Shastri Bhawan, New Delhi which would be verified by the representative of the Ministry.
- (iv) The cut-flowers to be supplied should be fresh and of very good quality. Flowers which show even slightest indication of wilting or staleness or without the natural shine will not be accepted. The firm will also be liable to pay penalty @ 5% of the value of monthly bill for faulty supply.
- (v) 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.
- (vi) Average daily requirement of floral arrangements/baskets (of all sizes) is around 30. The Ministry reserves the right to reduce or increase the frequency and/or quantity of flowers as per requirement.
- (vii) Bouquet may be required at a short notice at any time including odd hours on any day (including holidays) to be delivered at Shastri Bhawan or at Hon'ble Minister's residence in New Delhi. The delivery must be ensured within one hour of the order. No extra charges will be paid for this. In case of non delivery/supply, bouquet would be purchased from the open market at the cost of tenderer and contract liable to be cancelled.
- (viii) For payment purpose, the bills would be submitted month-wise on the prescribed format along with the work completion report/user certificate duly signed by the users.
- (ix) Erasing & overwriting in the quotation will render the same invalid.
- (x) The delivery of cut-flowers shall have to be made at the prescribed locations/offices of the Ministry by 8.30 A.M. sharp every day or on the day of requirement.
- (xi) The firms participating in the tender must possess valid TIN or PAN in the quotation along with a documentary proof of the same failing which the quotation will be liable to be rejected.
- (xii) The rates may be quoted as per Annexure I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
- (xiii) The successful tenderer will be required to furnish the security deposit of Rs.10,000/- (Rupees Ten thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & pledged in favour of the undersigned.
- (xiv) The security deposit money will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contractor are found to be unsatisfactory.

(SHAILENDRA KUREEL)  
Secretary  
Ministry of Women & Child Dev.  
Govt. of India, New Delhi

(xv) The validity of the contract would be for a period of one year. However, the competent authority in the Ministry may consider extension of the contract subject to satisfactory completion of the services by the firm. This Ministry can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect the decision of the Ministry will be final and binding on the contractor.

5. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

6. Tender document may be obtained from S.O.(General), Ministry of Women & Child Development, Room No. 629, Shastri Bhavan, New Delhi between 11.00 A.M. to 4.00 P.M. on any working day or can be downloaded from the website of this Ministry i.e. [www.wcd.nic.in](http://www.wcd.nic.in).

7. The Competent Authority in this Ministry reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents in the public interest or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,

*Shailendra Kureel*

( Shailendra Kureel )

Under Secretary to the Govt. of India

Tele: 23382676  
(SHAILENDRA KUREEL)

Under Secretary

Ministry of Women & Child Dev.  
Govt. of India, New Delhi

Copy to:

1. NIC, M/o WCD, for placing the quotation on the web site of the Ministry.
2. All Ministries /Departments of the Government of India, New Delhi with a request that copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for supply of decorative flowers/ plants in the Ministry.

ANNEXURE - I

**PROFORMA FOR FURNISHING RATES**

Name of the Firm :

Registered/Postal Address :

Telephone No. :

E-mail :

PAN No. :

VAT/TIN No.(if applicable) :

Service Tax Registration (if applicable) :

Bank details

(i) Bank Name \_\_\_\_\_

(ii) Branch Address \_\_\_\_\_

	Particulars	Rate
1.	Floral arrangement/basket (big size of 30 flowers)	
2.	Floral arrangement/basket (medium size of 15 flowers)	
3.	Floral arrangement/basket (small size of 10 flowers)	
4.	Indoor plants (big) with pots per plant per month	
5.	Indoor plants (small) with pots per plant per month	
6.	Flower Bouquet (big size)	
7.	Flower Bouquet (small size)	

Particulars of EMD :

(i) DD No. \_\_\_\_\_

(ii) Date \_\_\_\_\_

(iii) Amount \_\_\_\_\_

(iv) Bank (drawn on) \_\_\_\_\_

**DECLARATION**

- I. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- II. We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India.

(Signature of Authorized Signatory)

Name of the bidder :

Complete Address :

Address (works), if any :

Contact Nos.

*Shailendra Kureel*  
(SHAIENDRA KUREEL)  
Under Secretary  
Ministry of Women & Child Dev.  
Govt. of India, New Delhi