

GA/450/2015-General
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi
Deated: 6th January, 2016.

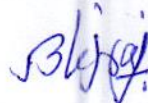
To,

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 which are to be placed in the Chamber/office of Hon'ble Minister & Hon'ble Minister of State (WCD) and other Senior officer of the Ministry at Shastri Bhawan and Jeevan Vihar Building, Parliament Street. The sealed Cover containing the quotation complete in all respect and superscribed as 'Quotations for supply of cut-flowers, flower Baskets/Bunches & flower Bouquets and outdoor/indoor plants 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 Bhawan, New Delhi latest by 3.00 P.M. on 24.01.2017.

1. The Quotations should be accompanied with an earnest money of 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of "pay & Account Officer, Ministry of Women & Child Development, New Delhi". Quotation without which the quotation will not be considered. The earnest money will be returned to all the tenderers after the award of the contract.
2. The tenders received will be opened at 3.30 P.M. on the same day i.e.24/01/2017 in Room No. 621-A wing, Shastri Bhawan. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.
3. 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.
 - (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 cot-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 holydays) to be delivered at Shastri Bhawan and at Hon'ble Minister's residence in New Delhi or at any other place and decided by the Ministry. 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 market cost and the some will be borne by the tenderer.
- (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, details of which should be given 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 tender will be required to furnish the Performance security deposit of Rs. 25,000/- (Rupees Twenty Five 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 Ministry of WCD.
- (xiv) The security deposit money will be refunded only after successful completion of the contract, subject to the satisfactory service/performance during the period of the contact. The security deposit will be forfeited if during the period of the contract, the services of the contractor are found to be unsatisfactory.

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(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.

(xvi)All the tenderers are requested to read/understand and agree to 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.

4. Tender document may be obtained from S.O. (General), Ministry of Women & Child Development, Room No. 629, A- wing, Shastri Bhawan, 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. wcd.nic.in.

5. 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,


(B.B Baseshankar)

Under Secretary to the Govt. of India

Tele: 23382972

Copy to:

1. NIC, M/o WCD, for placing the quotation on the web or the Ministry.
2. All Ministry/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.

