

**F.No.29017/6/2011-GA  
Government of India  
Ministry of Environment and Forests  
(GA Section)**

**Paryavaran Bhavan,  
C.G.O. Complex, Lodhi Road,  
New Delhi – 110 003.**

**Dated: 7<sup>th</sup> December, 2011**

M/s.

**NOTICE INVITING TENDER**

**Subject:- Annual contract for provision of cut flower arrangements in the Ministry in Paryavaran Bhawan, Lodhi Road, CGO Complex, New Delhi- 110003.**

Sealed tenders are invited for provision of cut flower arrangements for Hon'ble Minister and other Senior Officers in the Ministry of Environment and Forests, New Delhi as per terms and conditions detailed out in the following paragraphs, from interested firms having requisite experience in the relevant field.

**A. Qualifying Criteria for participating in the tender.**

- 1) Experience of at least two years in the relevant field for arrangement of cut flowers in the Govt. Ministries/Department/Govt. organizations/PSUs Corporate Sector etc.
- 2) The total annual turnover of the bidder must be Rs. 1.25 lakhs for the last financial year.
- 3) While submitting the tender, the intending tenderer shall have to furnish to this Ministry proof of pre-qualification (experience/ financial standing/ turnover etc.) as specified.
- 4) Tenders must be accompanied with earnest money as specified in the NIT.
- 5) Tender document(s), in original, duly filled in and signed by the tenderer or his authorised representative along with seal on each page.

## **B. Quality.**

Only very fresh and healthy flower will be accepted for the flower arrangements. Flowers which show even slightest indication of wilting or staleness or without the natural freshness will not be accepted.

## **C. Settlement of Disputes**

In the matter of any disputes, between the parties regarding the terms and conditions, quality of the cut flower arrangement and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary (E&F) for arbitration under the Arbitration & conciliation Act, 1986. The firm shall not question the decision of the arbitrators(s) on the ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

## **D. Brief terms and conditions:**

- a) Earnest money of Rs. 5,000/- (Rupees five thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of PAO, Ministry of Environment and Forests, New Delhi must accompany the quotation. Quotation received without earnest money will not be considered.
- b) The rate must be quoted on comprehensive basis of all items.
- c) TDS and other taxes as applicable will be deducted from each bill.
- d) Any deviation will be considered as breach of contract and will be dealt accordingly. Any delay in execution of the contract will entail a penalty to be decided by Head of Office. The decision of Head of Office will be final in such cases.
  - (a) The MEF has all right to reject/accept any/all the tender(s) without assigning any reason.
  - (b) Applications received without complete documents/information shall not be considered.
  - (c) No negotiation will be undertaken with any tenderer.
  - (d) The security deposit of Rs. 20,000/- (Rupees twenty thousand only) has to be deposited by the successful bidder within 7 days of the award of the tender. The said security deposit will be refundable after the successful completion of tender.
- e) The defective cut flower arrangements if found will be replaced/ redone by the supplier on free of cost basis.
- f) Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any further

tender in the Ministry. The security deposit will also be forfeited.

- (g) The contract will be for a period of twelve calendar months from the date of award of the contract. The contract will be renewed if the work done satisfactory.

#### **E. Tendering Process**

The tender is required to be submitted on twin bid basis i.e. qualifying bid (Annexure-I) and the financial bid (Annexure-II) complete in all respect, in separate sealed covers super-scribed "Qualifying Bid- cut flower arrangements work in Ministry of Environment and Forests" and "Financial bid – cut flower arrangement work in Ministry of Environment and Forests" addressed to the Under Secretary (GA), Ministry of Environment & Forests both in sealed covers, put together in one envelop, to be dropped in the tender box placed in GA Section at ground floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi by **3.00 P.M. on 23<sup>rd</sup> December, 2011.** The earnest money must be placed in the "Qualifying Bid" envelope. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Ministry to shortlist the eligible bidders. The financial bids of only the short listed eligible bidders will be opened for consideration.

Late submission of tenders will not be accepted. Ministry of Environment & Forests reserves the right to reject any or all quotations.

#### **Note**

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

**( S. MAHAPATRA )**  
**Under Secretary to the Government of India.**

**Annexure-I**

Ministry of Environment & Forests  
Qualifying Bid Document

1. Name of the Proprietor in case of proprietary (a) Company/firm	
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2. Address (with Tele No. & E-mail)
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3. Contact person
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4.(A) The number of years of experience for Cut flower arrangement work in Govt. Departments (list of customers including Govt. organizations, NCT of Delhi etc.)	
4. (B). Annual Turnover for the year 2008-09 (with proof). Along-with balance sheet for the last year, if any.	

6. Address of work place with area of premises.
7. Whether owned/rented.
8. Name of Banker
9. Details of EMD.
10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.
11. Has the company been cleared by Income Tax/Service Tax for the last two years (proof to be enclosed).
12. The following certificates may be enclosed:-
  - a) Requisite certificate regarding proof of experience, financial standing, turnover, Service Tax/Sales Tax/Income Tax and any other tax applicable for the last 2 years.

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)

Annexure-II

Name of the Company

Address

Contact Tel. No.

FINANCIAL BID

S.No.	Name of the work	Rate
1.	Medium flower arrangement for both Hon'ble MOS rooms consisting of not less than 20 regular flowers, viz. Tuberose, Rose, Camations, Gladioli, Gerberas, etc. or 10 exotic flowers, viz. Lilies, Anthuriums, Orchids, etc. or a combination of both on proportionate basis.	Rs.
2.	Provision of small cut flowers in "coffee table arrangement" for Hon'ble MOS rooms consisting of not less than 10 regular or 7 exotic flowers or a combination of both.	Rs.
3.	Flower arrangement of normal size would be of 2 dozens i.e. 24 pieces	Rs.
4.	Flower arrangement of big size would be 3 dozens i.e. 36 pieces.	Rs.

Date:

Place:

Signature.....

Company Name.....

Company Seal.....