

सं०.31/1/2013 – प्रशासन/Admn.
भारत सरकार/GOVERNMENT OF INDIA
खान मंत्रालय/MINISTRY OF MINES

Shastri Bhavan, New Delhi.
Dated : the 22nd April, 2013.

Subject: **Annual Contract for supply of Cut-Flowers, Flower baskets/bunches, Flower Pots & Flower Bouquets to Ministry of Mines.**

SEALED Quotations are invited for supply of cut-flowers, Flower Baskets/Bunches, Flower Pots & Flower Bouquets [cut-flower – 30 approx. (Big & small), flower baskets/bunches – on requirement basis] at Shastri Bhawan for the chamber/office of Hon'ble Minister of Mines, & other Senior officers of Ministry of Mines for a period of one year. It is, therefore, requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as **“Quotations for supply of cut-flowers, flower baskets/bunches & flower bouquets to Ministry of Mines”** . It should be complete in all respect & be dropped in the tender box kept at the Information & Facilitation Centre of the Ministry of Mines, Garage No.23, Ground Floor, “A” wing, Shastri Bhawan, New Delhi-110001 by 12.00 Hours on **14.05.2013**.

2. The Quotations should be accompanied with an earnest money of ₹ 10,000/- (₹ Ten thousand only) in the form of Demand Draft in favour of **“Pay & Accounts Officer, Ministry of Mines, 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 quotations received will be opened by the Tender Opening Committee at 3.30 P.M. on the same day i.e. **14.05.2013** in the Ministry. 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 signing of the contract.

(ii) The tender is open to all firms dealing in supply & maintenance of Cut-Flowers and Green Plants. However, as M/s. Godawari Farms and Services has been blacklisted by the Ministry of Rural Development and Ministry of Finance due to unsatisfactory service, it has been decided that the firm is not eligible for submitted quotation.

V. Prasad
22/4/13

Contd.....2/-

- (iii) The firm interested to supply cut-flowers etc., to the Ministry should have an experience of atleast 05 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.
- (iv) The selected firm has to supply Flower baskets/bunches/bouquets to the Ministry at the prescribed locations at a very short notice as per the requirement at without any extra charge on account of transportation etc.
- (v) Only very fresh and healthy flowers will be accepted for the flower arrangement. The supply should be handed over to the designated Mali well in time. Flowers should be supplied partly in form of bunch (6-7 flowers) for ready placement and in loose form.
- (vi) 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.
- (vii) Ministry of Mines reserves the right to reduce or increase the quantity of flowers as per requirement.
- (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 in the Shastri Bhawan which may be decorated at the prescribed locations by 9.00 A.M. sharp on alternate days (such as Mondays, Wednesdays and Fridays – if holidays, then on next working day and so on) or as per the requirement.
- (xi) The firms participating in the tender must possess valid TIN or PAN & should submit 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.

V. Phadad
22/4/13

Contd.....3/-

(xiii) The successful tenderer will be required to furnish the security deposit of Rs.10,000/- (Rs. 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. 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.

(xiv) 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. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.

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.

V. Prasad
(V. Prasad) 22/4/13
Section Officer
☎: 2338 1631

To

1. CPP Portal
2. Director (NIC) with a request to upload the tender document on the website of this Ministry.

