

No.31/17/2010 – Admn.
GOVERNMENT OF INDIA
MINISTRY OF MINES

Shastri Bhavan, New Delhi.
Dated : the 19th January, 2011.

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 in the chamber/office of Hon'ble Minister of Mines, & other Senior officers of Ministry of Mines for a period of one year. The sealed cover containing the quotations and super scribed as under and complete in all respect should be submitted to the Ministry so as to reach the undersigned in Room No.312, D wing, Shastri Bhavan, New Delhi-110001 by 12.30 P.M. on **15.02.2011**.

“Quotations for supply of cut-flowers, flower baskets/bunches & flower bouquets to Ministry of Mines”.

2. The Quotations should be accompanied with an earnest money of Rs.5,000/- (Rs. Five 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 tenders received will be opened at 3.30 P.M. on the same day i.e. **15.02.2011**. 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 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 3 to 5 kms. radius of Shastri Bhawan, New Delhi.

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- (iv) 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.
- (v) 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.
- (vi) Ministry of Mines reserves the right to reduce or increase the quantity of flowers as per requirement.
- (vii) 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.
- (viii) Erasing & overwriting in the quotation will render the same invalid.
- (ix) The delivery of cut-flowers shall have to be made in the Shastri Bhawan which may be decorated at the prescribed locations by 8.30 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.
- (x) 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.
- (xi) The rates may be quoted as per Annexure I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
- (xii) The successful tenderer will be required to furnish the security deposit of Rs.5,000/- (Rs. 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 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.

(xiii) 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.

(Pramod Chand)
Under Secretary to the Government of India
Tele: 23384743

Copy to:-

1. Director, NIC, Shastri Bhawan, with the request to place the aforesaid notice on the website of the Ministry for the period mentioned in tender document for wider publicity.

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	Quantity (of Flowers)	Price	Total Price (inclusive of all taxes)
1.	Mixed Cut Flowers [per bunch]			
2.	Flower basket (big size) per basket			
3.	Flower basket (small size) per basket			
4.	Flower Bouquet (big size)			
5.	Flower bouquet (small size)			

Particulars of EMD :

(i) DD No.

(ii) Date

(iii) Amount

(iv) Bank (drawn on)

Signature with seal