

F.No.D-31012/2/2015-GAR
Government of India
Ministry of Finance
Department of Revenue
GAR Section

R.No.66D, North Block, New Delhi
Dated: 20th May, 2015

RE-TENDER NOTICE

Subject: Award of contract for maintenance of potted plants & providing of seasonal flowers in flower vases, etc. in the Department of Revenue - reg.

Department of Revenue, New Delhi invites sealed bids for maintenance and supply of indoor/Outdoor potted plants and flower in North Block, Jeevan Deep Building, Church Road Hutments, Hudco Vishala Building & Samrat Hotel New Delhi premises to supply and maintain 3700 (Approx) indoor/Outdoor Potted flower/ornamental plants, (as per requirement) from registered reputed parties dealing in supply & maintenance of potted plants and cut flowers, as well as supply and arrangements of flowers vases for approx. 170 vases thrice a week (alternate working days) having at least three years of experience of providing such services in Government Organization/Semi-Government Undertaking/Reputed Banks/ PSU as per terms & conditions of the bid document.

Tender documents shall be accompanied by a Demand Draft/ Banker's Cheque for Rs.1,00,000/- (Rupees one Lakh only) as an Earnest Money Deposit drawn in favour of the **"DDO Cash, Department of Revenue"**. The tender form for technical bid in the prescribed pro-forma (Annxure-II), complete in all respects, sealed separately, and deposit in another sealed cover together, should be super scribed as "Quotation for Maintenance and supply of Indoor/Outdoor Potted Plants & Cut Flower" and should be submitted to Room No. 66-D, North Block, New Delhi - 110001 or in the Tender Box at Gate No. 1, North Block, New Delhi.

The tender documents along with instructions and terms & Conditions can be downloaded from the CPP Portal.

Last Date & Time for submission of quotations on **12/06/2015** upto 1400 hrs.
Date & Time of Opening of quotations on **12/06/2015** at 1430 hrs.
Place of opening of Tender Bids – Room No.66-D, North Block, New Delhi.

GENERAL INSTRUCTIONS FOR TENDER

I. The Department of Revenue, Ministry of Finance, New Delhi requires the services of a reputed and well established Firm dealing in supply & maintenance of outdoor/indoor potted plants and cut flowers arrangements to Supply and Maintain, in North Block, Jeevan Deep Building, Church Road Hutments, Hotel Samrat & Hudco Vishala Building, New Delhi.

II. The tendering Firm is required to enclose photocopies of the documents, as per the requirements of Technical Bid as given in the Annexure-1 failing which their bids shall be summarily/out rightly rejected and will not be considered any further.

III. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.

IV. All entries in the tender form should be legible and filled up clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the authorized signatory with rubber stamp of the firm.

V. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the Room No.66-D, North Block, New Delhi, in the presence of the duly authorized representatives of the Firm, if any, who wish to be present on the spot at that time. Financial bids of only technically qualified bidders shall be opened on a date & place to be notified later or as decided in presence of short listed Firms or their authorized representatives.

VI. The Competent authority of Department of Revenue, New Delhi reserves the right to annul any or all bids without assigning any reason.

VII. The bidder shall submit the technical & financial bids as per the format enclosed at Annexure I & II.

TECHNICAL REQUIREMENTS FOR THE TENDERING FIRM

The tendering Service provider Firm should fulfill the following technical specification:

1. The Firm should have at least three years' experience in providing similar services to Government Departments/ Banks/PSU etc.
2. The Firm should have registered with service tax department.
3. The Firm should submit affidavit of Rs.100/-stating that the firm is/has not been black listed by any Central Government/State Government/PSU.
4. Attested copy of satisfaction certificate from the Head of the Department's in which the Firm is providing similar services has to be enclosed separately.
5. Firm's turnover should be at least Rs.25,00,000/- (Rupees Twenty Five Lakh) per year in the last three financial years.
6. As a token of acceptance and having understood / agreed to the terms and conditions as specified in the tender document, duly signed Tender document by an authorized signatory should be submitted along with the seal of the firm, in original.
7. The financial bid should be submitted in a separate envelope and mentioning the following:-

S. No	Name of the Item	Specification	Quantity	Rate per unit (Excluding taxes)
1.	Indoor plants	Small size (12 inch)	300 (Approx)	
2.	Indoor plants	Medium size (24 inch)	300 (Approx)	
3.	Indoor plants	Big size (4-5 ft.)	300 (Approx)	
4.	Outdoor plants	Small size (12 inch)	150 (Approx)	
5.	Outdoor plants	Medium size (24	150 (Approx)	

		inch)		
6.	Outdoor plants	Big size (4-5 ft.)	2500 (Approx)	
7.	Plastic Bone Tray		3700 (Approx)	
8.	Provision of cut flowers (Minimum 12 no.) good size thrice in a week (alternate working days)	With good Quality seasonal flower (for eg. Carnation, Lilies, Gerbera, Rose, Gladiola etc.)	130 (Approx)	
9.	Provision of small flower arrangement (18-20 piece flower) for office of MOS(R) and Secretary (R) For thrice in a week (alternate working days)	With good Quality seasonal flower (for eg. Carnation, Lilies, Orchid, Gerbera, Rose, Gladiola etc.)	43 nos. {14for MOS(R), 03 for RS, 02 AS, 12 for six Member/Ch (CBEC) and 12 for Six Member/Ch(CBDT)}	
10.	Fengshui(Lucky Bamboo) with vases	Small (2 layer)	As per requirement	
11.	Fengshui(Lucky Bamboo) with vases	Small (3 layer)	As per requirement	
12.	Fengshui(Lucky twisted Bamboo) with vases	Big Size (24 inch Approx)	As per requirement	
13.	Provision of Bouquet Multi-colour seasonal flowers	Normal	As per requirement	
14.	Provision of Bouquet Multi-colour seasonal flowers	VIP	As per requirement	
15.	Provision of Bouquet Multi-colour seasonal flowers	Luxury	As per requirement	
16.	Provision of permanent Mali on daily basis for upkeep of plants.	Minimum wages as per Delhi Govt.	Three Mali	

8. Non-compliance with any of the above conditions by the Firm will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected summarily.

Other terms & conditions

1. The firm will have to supply healthy indoor/outdoor variety plants in plastic or clay pots. Plants will have to be replaced fortnightly at the cost of the firm. Cut fresh flowers will be replaced thrice in a week (alternate working days). However, Plants/flower, which goes dry, will be replaced as soon as possible.

2. A general description of required **indoor/outdoor plants are** – Aglaonema (Spp), Alocasia, Anthurium, Ferns, Bignonia, Dieffenbachia, Dracaena, Ficus, Monstera, Peperomia, Philodendron, Spathiphyllum (Spp), Syngonium (Spp), Bougainvillea, Ficus (Spp), Bamboo (Spp), Coleus, Fishtail, Areca palm, Parlour palm, Sago palm, Pritchardia palm Raphis palm, Table palm, Date palm, Grandis palm, Ponytail Palm, Arocaria, Midday flower (Ice Plant), Cineraria, Verbena, Alyssum, Money Plants, Cysus, Monstera and **freshly cut flowers** – Chrysanthemum, Gerbera, Cock's comb (Celosia), Geranium, Petunia, Rose, Dianthus (Carnation), Salvia, Pansies, Phlox, Zinnia, Calendula, Gladioli, Hydrangea, Lilies, Baby breath (as part of flower arrangement) etc.
3. However, the Department has the sole right to select the required plants/flowers or ask for any other plants/flowers at any stage. The actual no. of potted plants, freshly cut flowers to be placed will be decided by the Competent Authority.
4. Check as per GFR provision will be conducted to inspect the freshness, quality and quantity of otherwise of the Outdoor/indoor potted plants/flowers. The decision of the Department in this regard will be binding on the Firm.
5. The Firm should have a well-grown nursery on its own land.
6. The Firm will maintain all the plants by everyday watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass, panting of pots or whatever needed in order to give decent look to plant. However, the same or change of plants will have to be done by the firm before 9.30 AM. Similarly the flower arrangement will be fresh & good quality and replacement will be made before 9.30 AM thrice (alternate working days) in a week. The supplier/successful bidder shall be responsible for freshness of material supplied.
7. At least three qualified gardener (Mali) must be placed for upkeep, maintaining flower plants supplied plants.
8. Firm should have the Registration in PF and ESI and must be deposited on monthly basis of their employee.
9. No advance payment will be made by the Department.
10. The bidder should adhere to the provisions of all laws in every respect.
11. The firm shall submit the bills after satisfactorily supplying the goods so as to enable the organization to process the same and pay the firm.
12. Tax shall be deducted at source as per the Income Tax Act from the monthly bills.
13. If in the opinion of the Department, the firm does not supply items as per the approval or satisfaction, the Department may get the work done through a third party firm, cancelling the work order, by giving one months' notice.
14. In the event of the Department deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, the Department shall communicate the decision to the firm, in which event the parties to this agreement shall be governed by such documents for future or further transactions.
15. Liaison shall be maintained with our officers-in-charge concerned for smooth and efficient supply and maintenance of the required items.

16. In the event of any exigencies, the organization shall have discretion to ask for more potted plants or flower plants or freshly cut flowers on URGENT basis as per contracted rates.
17. Any tax as per laws in force shall be paid by the firm.
18. Any damages, loss or theft will have to be borne by the Firm.
19. Failure by the firm to comply with any statutory requirements or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the Department.
20. In case the firm withdraws without one month notice or the Competent Authority terminates the contract for violation of terms and conditions or deficiency in items during the period of contract, the EMD of Rs 1,00,000/- shall be recoverable out of the pending payments if any or be payable by the firm.
21. The firm will not sublet or transfer any part of the contract.
22. If the quality of any items is found not satisfactory by this office then the firm will be asked to replace them immediately without any extra cost.
23. The period of contract will be for one year from the date of signing the agreement.
24. The firm shall have all statutory license/registration which are essential/mandatory of supplying/providing the required services in Delhi.
25. In case of deficiency in service such as substandard, dry plants, poor maintenance or supply of plants not as per the requirement or wilting or stale flowers or without its natural shine. A penalty of 10% of the bill for each occasion will be imposed. The decision of the department in this regard shall be final and binding.
26. The successful bidder will have to keep a back up supply ready equivalent to 10% additional outdoor/indoor potted plants or flower plants to fulfill exigencies.
27. The successful bidder shall ensure and provide identity card to its employees/workmen to gain access to the offices and also supply a list of such person to the Nodal Officer/Administration office of this Department. On quarterly basis, the department shall have no probity of contract with any employee/labour or representative of the successful bidder for any reason whatsoever.

FINANCIAL

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.1,00,000/- (Rupees One Lakh only) in the form of FD (Fixed Deposit)/NSC (National Saving Certificate) drawn in favour of the **“DDO (Cash), Department of Revenue, North Block, New Delhi”** failing which the tender shall be rejected out rightly.
- ii. The EMD in respect of the firm which do not qualify the Technical Bid (First Stage)/Financial Bid (Second stage) shall be returned to them as soon as possible without any interest. Further, if the recommended/assigned firm fails to initiate the

assigned task against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

iii. The firm shall raise the bill, in monthly basis after providing the desired goods/services to this Department for sanction and payment.

iv. Successful firm will have to enter into an agreement with the Department. Only after signing the agreement, work order will be given to the firm.

v. The successful firm can be asked for security deposit if the Department considered in necessary at any stage of the bidding process.

FRAUD AND CORRUPT PRACTICES

1. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process, Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has directly or indirectly or through an agent engaged in corrupt practice, fraudulent practice, coercive practice undesirable practice or restrictive practice in the Bidding Process.

LEGAL

i. The firm shall be responsible for compliance of all statutory provisions relating to Service Tax and any other Laws/Taxes/Acts/Rules etc. Governing the matter/issues etc.

ii. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the firm by this office.

iii. The Department reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered at any stage.

iv. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

v. The contract is for one year from the date of signing the agreement.

The Tender is governed under "Fall Clause".

(**Rakesh Kumar**)

Under Secretary to the Govt. of India

Tel:011-23095370

Copy to:-

1. Senior Technical Director, NIC for posting the tender notice on the website of Department of Revenue
2. CPPP (Central Public Procurement Portal) of Govt. of India. 'Tender'
3. Hindi Section - for Hindi version
4. All Ministries/Department

Envelope for Technical Bid

S. No.	Document detail	Page No.
1.	Earnest Money Deposit	
2.	PAN And TIN Number	
3.	Certificates issued by at least three Govt. Department for satisfactory performance.	
4.	Duly notarized affidavit for no legal suit/criminal/tax evasion fraud case pending against its partners/proprietor	
6.	Undertaking on a stamp paper regarding - not black listed	
7.	Token of acceptance of the terms and conditions as specified in the tender notice.	

Envelope for Financial Bid

S. No.	Name of the Item	Specification	Quantity	Rate per unit (Excluding taxes)	Total per month (in Rs.)	Total per annum (in Rs.)
1.	Indoor plants	Small size (12 inch)	300 (Approx)			
2.	Indoor plants	Medium size (24 inch)	300 (Approx)			
3.	Indoor plants	Big size (4-5 ft.)	300 (Approx)			
4.	Outdoor plants	Small size (12 inch)	150 (Approx)			
5.	Outdoor plants	Medium size (24 inch)	150 (Approx)			
6.	Outdoor plants	Big size (4-5 ft.)	2500 (Approx)			
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