

**No. D-14017/05/2017-SEO**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department of Industrial Policy and Promotion**

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**Udyog Bhawan, New Delhi**  
**Dated the 19 February, 2018**

**TENDER DOCUMENT**

**Subject:** Annual Contract for supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc. in the Department of Industrial Policy & Promotion.

Online Quotations are invited for award of contract for supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc. in the Department of Industrial Policy and Promotion (DIPP) at Udyog Bhawan, New Delhi. The detailed schedule of e-tender is as under:

Sl. No.	SCHEDULE OF TENDER	DATE AND TIME
1.	Date of Invitation of Tender	19.02.2018
2.	Last date and time for submission of EMD	Upto 2.30 PM on 12.03.2018
3.	Last date and time for online submission of Tender Document	Upto 3.00 PM on 12.03.2018
4.	Opening of Pre-qualification/Technical Bids	13.03.2018 at 4:00 p.m.
5.	Financial Bids of eligible Tenderers	Would be intimated in due course

3. The tender documents can be downloaded through CPP portal <http://eprocure.gov.in/eprocure/app> from 19 February, 2018 to 12 March, 2018 (up to 3:00 PM.). Online bids complete in all respects should be submitted through CPP portal <http://eprocure.gov.in/eprocure/app> only or before the last date and time as mentioned above.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason therefor.

  
( S. Ravish Ali )

**Under Secretary to the Government of India**  
**Tel. No. 23063697**

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Udyog Bhawan, New Delhi  
Dated, the 19 February, 2018

**E-Tender Notice** for supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc. in the Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi

1. Online e-Tenders are invited by the Department of Industrial Policy and Promotion under two bid systems (i.e. **Part-I: Technical Bid and Part-II: Financial Bid**) from reputed, experienced and financially sound service providers for e-Procurement of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc. in this Department. The detailed terms and conditions of the contract is given at Annexure-I. Proforma for Technical Bid and Financial Bid is at Annexure-II and III respectively. The contract will initially be valid for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (up to a maximum of two years) on satisfactory performance, depending upon the requirements and administrative convenience of the DIPP. **The annual value of the contract would be between Rs.18.00 Lakh to 20.00 Lakhs (approximate).**

**NOTE :** The successful qualified bidder is required to give presentation of flower arrangements to the competent authority, before contract letter is issued.

2. **The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 19.02.2018 to 12.03.2018 (up to 3:00 PM).**

3. The interested service providers may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted **only online** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. The Earnest Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Account Payee Demand Draft, FDR, Bankers Cheque or Bank Guarantee from any of the Scheduled Commercial Indian Bank drawn in favour of DDO(Cash), Department of Industrial



Policy and Promotion, Udyog Bhawan, New Delhi will be submitted to the **Under Secretary(SEO), Department of Industrial Policy and Promotion, Room No. 271-A, Udyog Bhawan, New Delhi-110011 till 2.30 P.M. on 12.03.2018.** Bids shall not be considered in case of EMD is not submitted by the stipulated date/time. Late receipt of EMD viz. after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, the same shall not be considered and rejected summarily.

5. Tenderers who are registered with NSIC/MSME authorities for tendered service/item are exempted from payment of EMD on production of attested copy of certificate issued by NSIC/MSME. However, the successful bidder awarded the contract will be required to pay Performance security in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.

6. If a firm quotes "Nil" charges / consideration, the bid shall be treated as unresponsive and will not be considered.

7. **The Technical Bids** will be opened online on 13.03.2018 at 4.00 P.M. by a Committee of 3 Officers in the Department of IPP, Udyog Bhawan, New Delhi. At the first instance the Technical bids shall be opened and evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the **Financial Bids** of only those bidders, who qualify in the technical bid, will be opened subsequently by the Committee members. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

8. The competent authority in the Department of Industrial Policy and Promotion reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.



(S. Ravish Ali)

**Under Secretary to the Government of India.**

Tel. No. 23063697

**Copy to:**

1. All Ministries and Department of Govt. of India located at New Delhi/Delhi with the request that the contractors engaged by them for the purpose may be requested to submit their tenders, if interested.
2. NIC for uploading this tender on the website of DIPP for wide publicity.
3. Firms/Companies in the field as per list enclosed.

**Copy for information to:**

1. Reception Officer, Department of Industrial Policy and Promotion, Gate No. 12, Udyog Bhawan, New Delhi.
2. CISF, Udyog Bhawan.

Annexure-I

**1. SCOPE OF WORK**

- (i) The contractor shall arrange and supply suitable flower arrangement in the offices of Commerce & Industry Minister, Minister of State for Commerce & Industry and senior officers of DIPP.
- (ii) Supply of fresh flower/exotic flower arrangements in flower vase/in pin holders/in basket (including oval shape) like ORCHID, ASIATIC LILLY, LOTUS GLADILOUS, CHRYSATHIMUM, CARNATION LOTUS ETC. arranged singly or mixed with decorative leaves like zyphsophylla, Asparagus, Golden rod palm etc.; cleaning of vase and placing in position as per direction of Officer-in-charge of Administration Division.
- (iii) The flower arrangement work will be completed by the contractor by 8:30 a.m. daily.
- (iv) The list of officers who will be provided flowers daily and twice a week will be made available to the contractor
- (v) In case of emergency the contractor will have to provide services for flower arrangement even on Holidays/Sundays and at the required site of meeting/Conference etc.
- (vi) The contractor will look after the maintenance of flower arrangement daily/on alternate days as the case may be on all working days on regular basis.
- (vi) The contractor will always comply with the instructions given by DIPP in relation to placement / up keeping/maintenance of flowers plants and observe all rules and regulations in compliance to applicable laws with regard to the performance of the work.

**2. PERIOD OF CONTRACT**

The contract will initially be valid for a period of one year. However, the contract may be extended subsequently, on mutual consent for a period of not more than one year at a time (upto a maximum of two years) on satisfactory performance, depending upon the requirement and administrative convenience of the Department. The contract can also be terminated at any time without assigning any reason, if the services are not found satisfactory, at the sole discretion of the Department;

**3. EARNEST MONEY DEPOSIT (EMD)**

**Earnest Money:-** The tender/ quotation must be accompanied by an Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Account Payee Demand Draft, FDR, Banker's cheque drawn in favor of DDO(Cash), Department of Industrial Policy and Promotion, New Delhi, which should be valid for a period of 45 days beyond the last date of submission of the tender. The EMD must be submitted to the Under Secretary (SEO), Department of Industrial Policy and Promotion, Room No.271-A, Udyog Bhavan, New Delhi-110 011 till 2:30 p.m. on



12.03.2018. Bids shall not be considered in case EMD is not submitted within the stipulated date/time. The EMD will be refunded to all the unsuccessful tenderers immediately but in any case within 30 days after the award of the contract. No interest will be paid on EMD amount.

#### **4. FORFEITURE OF EARNEST MONEY DEPOSIT**

The earnest money shall be forfeited

- (a) If the quotation is withdrawn by the bidder:
  - (i) at any time prior to its rejection or
  - (ii) Before or after its acceptance is communicated to the bidder or
- (b) If the successful bidder fails to comply with the terms & condition of the Quotation Notice.

#### **5. PERFORMANCE SECURITY**

Before commencement of contract, the successful tenderer will have to deposit Performance Security Deposit (PSD) which shall be 10% of the tendered amount in the form of Demand Draft/Banker's cheque in favor of DDO (Cash), DIPP, Udyog Bhawan, New Delhi. The PSD shall remain valid for a period of 15(12+3) months from the date of commencement of the contract. The PSD would be refunded only after successful completion of the contract. In case the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

#### **6. RELEASE OF PAYMENT**

No advance payment shall be made. Payments will be made on receipt of pre-receipted bills (in triplicate) on monthly basis for supply of fresh cut flowers along with satisfactory Service Certificate from the user concerned or SEO Cell on monthly basis. TDS will be deducted as per rules. The payment shall be made through ECS only. All the bills submitted by the successful tenderer would have to be accompanied by the work vouchers duly signed by the concerned officers/officials certifying their satisfaction of the work done.

#### **7. TENDER VALIDITY**

The tender validity period is 120 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 120 days or till the date of finalization of tender, whichever is earlier.

#### **8. PENALTY CLAUSE**

- (i) In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice;
- (ii) In case the performance of the successful tender is not found satisfactory, the tender will be cancelled and the Performance Security/Earnest Money forfeited.

- (iii) In case the quality/quantity/size of flower arrangement and services rendered by the firm is not found satisfactory or below the desired standard a suitable deduction from the bill will be made as penalty, to be decided by the Department.

#### 9. RESOLUTION OF DISPUTE

- (i) Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
- (ii) All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

#### 10. GENERAL TERMS & CONDITIONS

- a. Cut flowers shall be supplied at Udyog Bhavan
- b. Suitable persons to be deployed by the contractor for arranging flowers in the Minister's Office and rooms of senior officer(s).
- c. The selected will have to provide within a week's time its help desk telephone number and mobile number of the person who is authorized to visit this Department.
- d. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- e. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of tenderer, if the tenderer fails to honor the contract.
- f. Any request for increase in quoted and/or accepted rates will not be entertained for any reason during currency of the contract.
- g. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
- h. Canvassing in any form is strictly prohibited and tenders of such tenderers who resort to such activities will be summarily rejected.
- i. The EMD shall be forfeited in case the firm does not fulfill/produce the documents/promises made before this Department or any committee constituted by this Department for this purpose.
- j. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender. Documentary evidence about legal entity of the bidder and the authorized person who would interact with Department should be produced.
- k. The successful contractor will have to furnish the names of their authorized workers engaged by him for supply/arrangement of exotic/cut flowers etc in the identified room(s), Conference Rooms in this Department. Character and Antecedents of the workers engaged by contractor needs to be verified by the contractor. The contractor will be held responsible for any lapse on their part.



- l. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- m. The contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- n. The contractor will strictly adhere to minimum wages for their employees prescribed by Govt. of NCT of Delhi as revised from time to time. They will also adhere to Government rules relating to ESI/EPF, etc., whichever is applicable.
- o. The contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety and Security of the office equipment/machinery. Any loss to the property of the Department due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
- p. The authorized workers of the contractor will have to report to the SEO Cell of the Department daily before and after completion of the job. Surprise visits/checks will be conducted by the officers of the Departments.
- q. On urgent requirement, Contractor will have to provide services even on holidays/Saturdays/Sundays at the required site/quantity/time. Negligence on this account may lead to penal action against the Contractor as deemed fit by this Department.
- r. In case the successful bidder is found involved in breach of any conditions(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/Performance Security shall be forfeited after giving proper opportunity through show cause notice.
- s. In case the firm backs out during the currency of the contract without explicit consent of this Department, it will be liable to recovery of higher cost which may have to be incurred by this office for arranging the work through alternative means for the balance period of contract.

**11. Special Terms and Conditions**

- a. The firm will depute two persons daily for proper arrangement and cleaning of flower vases. It may be ensured that only the fresh and blooming flowers are used.
- b. In case the quality of flowers and services rendered by the firm is not found satisfactory or below the desired standard, a suitable deduction will be made from the bill as penalty, to be decided by this office.
- c. **The contractor may be asked over phone for supplying flower bouquet within 2 hours. If the contractor fails to supply within stipulated time, purchase shall be made from the open market at the risk and cost of the contracted firm and the cost of the purchase shall be recovered from the contracted supplier.**
- d. **The Department has the right to increase the quantity of items during the course of the contract and the contractor would have to meet the requirement at the same rate.**



12. **Technical Bid qualification Criteria**

The tendering agency/firm must fulfill the following technical qualification/specifications in order to be eligible for clearing the technical evaluation stage of the Bid:

- (a) The office of the service providers should be located either in New Delhi / Delhi. The Proof of address is to be scanned and uploaded with the bid documents.
- (b) In case of partnership firms, **a self-attested copy of the partnership agreement**, or General Power of Attorney (GPA), should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The self-attested copy of the certificate of registration of firm should also be furnished along with the tender. **The said documents are to be scanned and uploaded with bid documents.**
- (c) **The firms/bidders should have at least 3 (Three) years' experience in the field of supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc during the preceding 3 (three) years to the Government Ministries/Departments/PSUs/other reputed national level Institutions. A complete list of clients serviced during the last 3 (years-wise) shall be provided along with the value of contracts executed. The said documents are to be scanned and uploaded with bid documents.**
- (d) The total turnover of the firm for supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc during each of the years during the preceding 3 (three) years should not be less than Rs. 3.00 lakhs (Rupees Three lakh) each year. **A copy of turn over statement duly certified by the Chartered Accountant is to be furnished with the tender document and copy of Income Tax Return for the last three years, i.e. 2014-15, 2015-16 and 2016-17 should also be submitted. The said documents are to be scanned and uploaded with bid documents.**
- (e) The service providers should have their own Bank Account. **The Certified copy of the Bank account maintained for the last one year issued by the Bank shall be scanned and uploaded with the bid documents.**
- (f) The service providers should have their own Shop/Nursery in Delhi/New Delhi and scanned copy of documentary proof thereof to be uploaded with the bid.
- (g) The interested firms/bidders should be registered with Income Tax / GST Authorities. Certified copies of the registration shall be scanned and uploaded with the bid documents.
- (h) Self-attested copy of the **PAN card of the bidding firms** shall be scanned and uploaded with the bid documents.



: 8 :

- (i) The firm/bidders should not have been blacklisted by any Ministry/Department of the Government of India. **The tendering firms/ bidders should submit a self- declaration certificate to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.** Scanned copy should be uploaded with the bid documents.
- (j) If it is found at a later date that the information/Certificates furnished by the participating firms is incorrect/wrong or bogus, **the firm shall be blacklisted**, its bids will be ignored and EMD/Performance Security Deposit will be forfeited.
- (k) A copy of the tender document should be duly signed and sealed by the bidder on all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, and submit it with the bid technical bid document.



(S. Ravish Ali)

Under Secretary to the Government of India.

Tel. No. 23063697

Proforma for Technical Bid

**Name of work: Supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc at DIPP, Udyog Bhavan, New Delhi.**

Criteria		
Sl. No.	Item head	To be Filled by the Agency/firms
1.	Name of Agency/firm	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)	
3.	Full address of Reg. Office Telephone No. Fax No. E-Mail Address.	
4.	Full address of Operating/Branch Office in Delhi (i) Telephone No. (ii) Fax No. (iii) E-Mail Address	
5.	Banker of Agency with full address (attach Bankers Certificate of account maintenance for the last three years) Telephone Number of Banker	
6.	Registration No. of Agency/ firm <b>(Copy enclosed )</b>	
7.	GST Registration No. of Agency / Firm <b>(Copy enclosed )</b>	
8.	PAN of the Agency/Firm <b>(Copy enclosed)</b>	
9.	Financial Turnover of the last three years and IT returns of the Agency for the financial years of 2014-15, 2015-16 and 2016-17. <b>(Copy enclosed )</b>	

: 10 :

Sl. No.	Item head	To be Filled by the Agency/firms
10.	Documents supporting the experience of the firm <b>(for the last 3 years)</b> .	
11	Certificate of satisfactory performance from organization to whom the service was provided. <b>(Copy enclosed )</b>	
12.	Self-declaration certificate submitted by the firm that it is not blacklisted etc. <b>(Copy enclosed )</b>	

Date :  
Place:

Signature of authorized person  
Name :  
Seal:

**Note:** All the supporting documents should be scanned and uploaded with the bid documents.





**Proforma for Financial Bid**

**Name of work: Supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc. DIPP, Udyog Bhawan, New Delhi**

Sl.No.	Types of Arrangement required	Rate Per Unit
1.	Special Big Ship type Arrangement (65-70 Stick)	
2.	Double Small Ship type Arrangement (35-40 Stick)	
3.	Small Round Arrangement (15-20 stick)	
4.	Single Arrangement (10 stick)	
5.	Flower Bouquet (50 Stick Red/Yellow Rose)	
6.	Flower Bouquet (30 Stick Red/Yellow Rose)	
7.	Wreath (Standard Size)	
8.	Rose Petals (Rate/Kg)	

I/We have read and understood the implication of the full terms and conditions of AMC for supply of exotic/cut flowers along with flower vases/trays/flower bouquets and rose petals etc and the same are acceptable to me/us hereby accept the terms and conditions contained in the Tender Document.

Date:

Place:

**Signatures, name and details of the Bidder**



