

No.D-31021/4/2013-Gen
Govt. of India
Ministry of Corporate Affairs

Shastri Bhawan, 5th Floor, 'A' Wing,
DR. R.P. Road, New Delhi-110001
Dated: 1st -May-2014

NOTICE INVITING TENDER

Subject: Annual contract for supply of flowers/flower with pots in the Ministry of Corporate Affairs - Regarding

Sir,

.....
Sealed quotations are invited from experienced bidders for supply of flowers/flower pots for placing in the office of the Hon'ble Minister and other Senior Officers of the Ministry. The flower pots proposed to be procured shall be made of good quality/seasonal flowers mentioned below:

- 1.Tata Rose
- 2.Kanesksan
- 3.Jarbara
- 4.Aseyatik
- 5.Guldavari
- 6.Dalya
- 7.Flower Bouquet

The above mentioned flowers are to be in single, bunch and in the form of flower pots. Rates are required to be quoted for single bunch and flower pots separately, indicating the number of flowers in each bunch/pots.

2. The terms and conditions on which the intended work would be entrusted to the successful bidder are as follows:

- i) Flower pots are to be supplied on requirement basis for placing in rooms as directed by the Ministry.

- ii) The flowers proposed to be provided should be fresh and of the good quality.
- iii) Vase for the flower pots are to be provided by the suppliers and these should be of the good quality.
- iv) Rates for the above mentioned flowers as well as other flowers available in the market in respective season are to be quoted.
- v) Flowers are to be placed in the room before 8.30 AM daily, or on the days, [Big size (20 pieces) flower with pots arrangement of Hon'ble MoS room and officers viz. Tata Rose Kanaskan, Jarbara, Aseyatik, Guldavari Dalya, Lilies etc.] and time as desired by the Ministry.
- vi) In case, the quality of flowers is found to be inferior or the flowers are not fresh, then this Ministry shall deduct the entire amount for the day on which flowers of inferior quality have been provided.
- vii) The Ministry reserves the right to terminate the contract at any time without assigning any reason.
- viii) Flower bouquets are to be supplied on short notice as and when desired by the Ministry.
- ix) Payment of bills will be made after verifying that the firm have made supplies as per the directions of the Ministry.
- x) The Bidder shall furnish proof/indicate that it is already supplying flowers/flowers pots to other Ministries/Departments/Organizations of repute and its services have been satisfactory with a minimum turnover of Rs. 4.50 lacs per annum.

xi) Quotation must be accompanied with crossed Demand Draft for Rs.1000/- as EMD in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi.

3. An amount of Rs.10,000/- (Rupees ten thousand only) by Demand Draft in favour of DDO, Ministry of Corporate Affairs, New Delhi as security deposit will be required to be deposited with this Ministry on acceptance of the contract. It will not carry any interest and will be refunded only on satisfactory completion of the contract.


4. The interested bidders may quote their rates in a sealed cover addressed to US(Gen.), Room No.525, 'A' Wing, Shastri Bhawan, New Delhi latest by 12.30 P.M. on 15-05-2014 to be opened on the same date at 3.30 P.M. In case the information is found incomplete/incorrect, the tender shall be rejected summarily.

Note:

(i) The tenderer should sign and stamp each page of his tender document as a token of having regard and understood the terms and conditions contained therein and submit the same alongwith the bid. The tenderer shall 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.

(ii) All envelops should be properly sealed with sealing wax and marked.

Yours faithfully,



(Kshitish Kumar)

Under Secretary to the Govt. of India

Tel No.23384502

Copy to:

DD(SS), e-Governance Cell, MCA with request to place this tender notice on the web site of the Ministry.

Annexure-I

Ministry of Corporate Affairs
Qualifying Bid Document

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1. Name of Proprietor in case of proprietary Company/firm	
2. Address (with Tele No. & E-mail)	
3. Contact Person	
4. The Number of years of experience for Flower arrangement work in Govt. Departments (list of customers including Govt. organizations, NCT Delhi etc.) may be enclosed	
5. Annual Turnover for the year 2011-12 and 2012-13 (with proof), alongwith balance Sheet for the last years, if any.	

6. Address of work place with area of premises.
7. Whether owned/rented.
8. Name of Bank.
9. Detail 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 any other laws, Give details.
11. The following certificates may be enclosed.
 - a) Certificate regarding proof of experience, financial standing, and turnover.

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.

Annexure-II

Name of the Company

Address

Contract Tel: No.

FINANCIAL BID

FOR PROVISION OF FLOWER WITH POTS ARRANGEMENT IN MCA

Sl.No	Name of the work	Rate
1	Big size (20 pieces) flower arrangement with pots for Hon'ble MoS room and office viz., Tata Rose Kanaskan, Jarbara, Aseyatik, Guldavari Dalya, Lilies etc.	
2	Big size (20 pieces) flower arrangement with pots for Room of Secretary, A.S., Joint Secretaries, Economic Adviser, DII, Cost Adviser and Senior officers room viz. Tata Rose Kanaskan, Jarbara, Aseyatik, Guldavari Dalya, Lilies etc.	
3	Flower arrangement of normal 10 & 15 pieces etc.	
4	Flower Bouquet big/medium	

Note: Rates may be quoted exclusive of all taxes and levies.

Date:

Signature.....

Place:

Company Name

Company Seal