

No.H-13012/3/2005-SEO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhavan, New Delhi
Dated the 19th January, 2010

To
M/s

Subject: Quotation for annual contract for supply/maintenance of indoor/outdoor Green Plants in Deptt. of IPP and maintenance of green areas in periphery of Udyog Bhavan.

Dear Sir,

Sealed quotations are invited for the supply/maintenance of rich quality indoor green plants, supply/maintenance of green potted plants and potted flower plants in periphery in Udyog Bhavan. Maintenance of hedge near Rajpath lawns and plants provided at entry/exit gate and near gate No. 2 is also to be maintained. The number of indoor plants to be supplied/maintained is about 550. The firm representative can inspect the site for inspection of details of work by contacting Section Officer, SEO Cell, Room No. 52/B, Udyog Bhavan, New Delhi, Tel. No. 23063448 or the undersigned.

Only those firms which have minimum experience of three years in the field in any Government/Semi-Government/PSU/Pvt. Organization of repute and having their own nursery in Delhi or NCR will be considered for the job. Satisfactory services certificate from concerned authorities need to be submitted alongwith tender document. Name and complete address of nursery as well as address of present sites being handled by the firm need to be submitted alongwith quotation. The Department reserve the right to inspect either or both at any given time.

The sealed quotation may be submitted to the undersigned by 3.30 PM on or before 11th February, 2010 in room No. 271/A along with EMD in form of demand draft for Rs. 10,000/- (Earnest money refundable without any interest) drawn in favour of the Drawing and Disbursing Officer, Department of Industrial Policy and Promotion, Udyog Bhavan, New Delhi. The quotation will be opened on the same day at 4.00 PM. The representatives of the firm who wish to be present at the time of opening of quotations are welcome.

The Department reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. **Other terms of contract are given in enclosed annexure.**

The Department also reserves the right to terminate the contract any time without assigning any reasons.

(Satish Kalothra)
Under Secretary to the Govt. of India.
Tel. No. 23063211

Copy to:-

NIC, DIPP, Udyog Bhavan, with the request to upload tender with in the website of DIPP and remove the same on 11th February, 2010.

TERMS AND CONDITION

1. The firm has to provide its help desk telephone number and mobile number of the person who has to normally visit this Department within a week's time.
2. In case the firm backing out in the midstream without any explicit consent of this office, it will be liable to recovery of the higher rate which may have to incurred by this office for arranging the work through alternative means for the balance period of contract.
3. The firm should submit the pre-receipted bill (in triplicate) alongwith work voucher obtained from the users on monthly basis. No advance payment will be made in any case. TDS will be deducted at source as per rules.
4. The rate quoted by the firm shall be valid for a period of one year from the date of award of the contract which may be extended for another one year with the consent of both the parties.
5. The firm needs to deposit security amount of Rs. 10,000/- in the form of an account payee Demand Draft, FDR or a Commercial Bank guarantee from a commercial Bank in favour of DDO, DIPP, New Delhi within 10 days from the date of award of contract. The Security deposit should be valid for a period of 60 days beyond the period of the contract.
6. If the firm fails or defaults in fulfilling terms and conditions of contract, the security deposited may be forfeited.
7. The firm will depute one person daily for proper maintenance watering and cleaning of the plants. The plants should be rotated at least once in a week or earlier, as required by this office.
8. On urgent requirement, Contractor will have to provide services even on holidays/Saturday/Sunday at the required site/quantity/time. Negligence on this account may lead to penal action against the Contractor as deemed fit by this office.
9. The responsible staff should make the arrangements and contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety & Security of the office equipments/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.
10. The preferable quality of Green potted plants is like Arica, plam, coorton, money plants etc.
11. In case the quality, size of plants/flowers plants 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.

(Satish Kalothra)
Under Secretary to the Govt. of India.
Tel. No. 23063211