

No. D-13012/1/2006-SEO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhavan, New Delhi.
Dated the 30th March, 2009.

To

Subject:- Sealed quotations for award of Annual Contract for supply/arrangements of exotic/cut flowers along with flower vases/trays etc. in the Deptt. of Industrial Policy and Promotion.

Sealed tenders are invited from the reputed /experience and professional firms/individuals having trained manpower for above stated work in the office chamber of VVIPs /Senior Officers besides conference rooms/ meetings of international repute. The preferable quality flowers would be as under:-

“ Orchid, Bird of Paradise (BPO), Haliconia, Anthurium, Zinger, Lilly (Asiatic, Aram, oriental, Longy), carnation, Astomaria, Zeberra, Spider, Orchid, Mukara (yellow, calipsco. Mehroon), Estoma, Tiger orchid, Irish, flowers and similar good quality flowers”

The rates are to be quoted for following arrangement:-

1. Special big ship type arrangement (24”and above) (100-120 strikes)
2. Double small ship type arrangement (42-50 strikes)
3. Normal Round Arrangement
4. Small round arrangement.
5. Single arrangement.

The interested parties may inspect the existing arrangements during working days and seek any clarification by meeting Section Officer (SEO) in Room No. 52-B, Ground floor, Udyog Bhavan, New Delhi, or the undersigned. Any confusion in quoting rates will be the sole responsibility of tenderer.

The sealed quotation may be submitted to the undersigned by 3.30 PM on or before 9th April, 2009 in room No. 271-A along with a demand draft for Rs. 20000/- (refundable without interest) drawn in favour of the drawing and disbursing Officer, Deptt. 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 firms who wish to be present at the time opening of quotations are welcome.

The terms and conditions of the contract will be as under:-

1. The flower arrangement work will be completed by the contractor up to 9.15 AM positively and on twice a week basis. In case of emergency the contractor will have to provide services of flower arrangements even on holidays/Sundays and at the required site of meeting/conference etc.

2. At least two persons to be deployed by the contractor for arranging flowers in the office chambers of Ministers/Secretaries/ Additional Secretaries/ Joint Secretaries on all working days even on holidays/Sundays if required.. A list of officers will be made available to the contractor for providing flower arrangements.
3. The contractor will be responsible for the conduct/integrity of his deployed staff and their safety at the site of working. It will be appreciated, if the staff of the contractor is provided with the identifiable uniform while at work.
4. The contractor will be responsible to abide by all the Government Notifications with regard to payment of all taxes, whatsoever applicable. The income tax will be deducted at source and accordingly TDS certificate will be issued by the Department.

The contractor/firm will enclose following essential documents along with the Bid.

- i) The Earnest Money of Rs. 20,000/- in form of Demand Draft/Pay order addressed to the DDO(Cash), Department of Industrial Policy and Promotion, New Delhi. be enclosed along with the tender without which tender will not be considered. This EM will be refunded without any interest thereon to unsuccessful tenderer immediately after award of contract. In the case of successful tenderer the said EM will be converted in to Security Deposit for the period of contract.
- ii) List of organizations and work order copies where the tenderer is/was rendering similar services.
- iii) Documentary proof of having minimum two years experience in respective field with contract value of Rs. One Lakh per annum.
- iv) Acceptance of all terms and conditions of this tender without any condition failing which tender will not be considered.

The Department reserves the right to accept/reject any quotation in whole or Part thereto and also reserves the right to terminate the contract any time without assigning any reasons.

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