

TENDER

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi-110001

TENDER DOCUMENT

Name of Work	:	Annual Rate Contract for Supply of Flower Bouquets for display in the rooms of senior officers at Ministry of Skill Development and Entrepreneurship, 2 nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi.
Tender Value	:	2,00,000 (approximate)
Earnest Money Deposit	:	10,000/-
Online Availability	:	from 4/12/2015
Last Date and Time of Receiving of Tender	:	30-12-2015 upto 1400 hrs.
Bid validity	:	90 days.
Date, Time and Place of opening of Tender	:	30-12-2015 at 1500 hrs. in the conference hall of Ministry of Skill Development and Entrepreneurship.

Deputy Secretary

(Administration)

2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi - 110001

Ministry of Skill Development and Entrepreneurship
2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi - 110001

No. A-11015/36/2015-SDE

New Delhi, the 4th December, 2015.

Subject: Invitation to Tender for execution of Contract for Supply of Flower Bouquets for display in the rooms of senior officers at Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi.

Sealed tenders are invited for execution of Contract for Supply of Flower Bouquets for display in various rooms of senior officers at Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi. Interested parties may submit their tenders to Deputy Secretary (Administration), 2nd Floor Shivaji Stadium Annexe Building, New Delhi. The tenders should be superscribed as "Tender for execution of Contract for Supply of Flower Bouquets in various rooms of senior officers at Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi.

Terms & Conditions:-

- a) The tenders must be accompanied with an **Earnest Money Deposit (Refundable) amounting to Rs. 10,000/-** (Rupees ten thousand only) in the form of Demand Draft in favour of Pay and Account Officer, Ministry of Skill Development and Entrepreneurship, New Delhi. **Tenders without EMD and required information with supporting document shall be summarily rejected.** No cheque shall be accepted towards Earnest Money Deposit(EMD). No interest will be payable on earnest money deposit.
- b) The Earnest Money Deposit of the un-successful tenderer would be released only after finalization of the Contract.
- c) The tender document can be downloaded from the website www.msde.gov.in.
- d) The approximate value of the tender is Rs. 2,00,000/- per annum.
- e) The successful tenderer will be required to supply Flower Bouquets in various rooms of senior officers at 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi.
- f) Must have minimum One year experience in providing flower bouquets in various offices of Central Govt./State Govt./ Autonomous Bodies / Hotels etc. (please attach documentary proof alongwith the bid).

- g) Ministry of Skill Development and Entrepreneurship reserves the right to select or reject any or all of the bids received without assigning any reason.
- h) Payment will be made after successful execution of work on monthly basis and signing of slips confirming the supply of flower bouquets by the concerned offices. The payment will be made within 15-20 days after submission of accurate bill.
- i) The successful tenderer should start providing flower bouquets with in one week from the date of issue of letter of awarding the work.
- j) The Contract will be initially valid for a period of one year only and shall expire after one year from the date of agreement. However, if the Ministry deem it necessary and subject to the satisfactory services of the Contractor during the initial Contract; the Contract may be extended for a further period of one year with mutual consent of the Ministry & the Contractor.
- k) The contractor shall be liable to pay penalty of 5 percent of monthly bill in addition to deducting the amount for the particular day in case he/she fails to provide flower bouquets on the designated days in the rooms of senior officers of the Ministry. In order to avoid the penalty, General Section should be intimated at least one week in advance that he/she will not be able to provide the Flower bouquets.
- l) Ministry has the discretion to terminate the Contract, any time during it's currency, without assigning any reason. If the Ministry does not find services of the contractor satisfactory. Decision of the Ministry in this regard will be final and shall be binding on the Contractor.

3. Performance Security Deposit

At the time of Agreement, the tenderer shall deposit an amount of 10% of successful tendered amount (to be specified in Request for Proposal-RFP) as Security Deposit, with the MINISTRY through any of the following instruments:-

- i. Bank Guarantee in favour of "Pay and Accounts Officer, Ministry of Skill Development and Entrepreneurship, New Delhi".
- ii. Bank Guarantee confirmed by any Indian Nationalised Bank or State Bank of India, promising payment of the guaranteed sum to the MINISTRY on demand within three working days of terminating the Contract without any objection whatsoever and seeking any reasons whatsoever. The demand for payment by the MINISTRY shall be treated as conclusive proof of payment.

The Security Deposit is valid for 15 months and no interest shall be payable by the MINISTRY to the TENDERER on Security Deposit for the period of its currency.

In case of breach of any terms and conditions attached to this Contract, the Security Deposit of the Supplier shall stand forfeited besides annulment of the contract.

4. Scope of Work

- (A) Supply of general flower bouquets in the rooms of senior officers of the Ministry 5 days in a week i.e. Monday to Friday, or as and when instructed by the Ministry. In case of holiday on either of these days, the flower bouquets need to be provided on the next working day.
- (B) Supply of special flower bouquets for meetings chaired by Ministers and Secretaries on prior intimation by Section Officer (General).

- (C) The approximate number of rooms for supply of flower bouquets is 15, which may decrease or increase depending on the number of senior officers deployed in the Ministry.

The tender pricing should be complete, itemised with supply of flower bouquets at the site with all other material including Flower Pot(supplied initially & replacement, as and when required), Flower Holder (Sponge) and Sales/Service Tax etc. Annexure-B is a list of flowers normally used for flower bouquets.

The flower bouquets should be of two types (i) general flower bouquet (refer S. No. 4 (A)) and (ii) special flower bouquet (refer S. No.4 (B)). Further, the flower bouquets should be a judicious mix of atleast 4 types of flowers from the list at "Annexure-B". The general and special flower bouquets must contain atleast 20 & 30 flowers respectively besides leaves etc. Bidders must give unit price of each of the two types flower bouquets.

The two types of flower bouquets should be of under mentioned specification:-

- (i) **General Flower Bouquets:-** Minimum number of Flowers for the general flower bouquets are 20. Types of flowers are as under:-

Table No. 1		
S. No.	Name of Flower (Available February to November every year)	Quantity
01	Oriental Lily (Double) all colours	01
02	Lilium (Double) all colours	01
03	Anthurium all colours	02
04	Gerbera all colours	04
05	Carnation all colours	03
06	Orchid all colours	02
07	Tata Rose all colours	07
	Total	20

S. No.	Name of Flower (Available November to February every year)	Quantity
01	Gerbera all colours	03
02	Tata Rose all colours	03
03	Multiglade all colours	03
04	Tuberose (Rajnigandha)	02
05	Star Guldavari	03
06	Single Guldavari all colours	03
07	Dahlia all colours	03
	Total	20

(ii) **Special Flower Bouquets:-** Minimum number of Flowers for the special flower bouquets are 30. Types of flowers are as under:-

Table No. 2		
S. No.	Name of Flower (Available February to November every year)	Quantity
01	Oriental Lily (Double) all colours	02
02	Lilium (Double) all colours	02
03	Anthurium all colours	03
04	Paradise	01
05	Carnation all colours	10
06	Orchid all colours	03
07	Tata Rose all colours	09
	Total	30

S. No.	Name of Flower (Available November to February every year)	Quantity
01	Oriental Lily (Double) all colours	02
02	Orchid all colours	03
03	Gerbera all colours	04
04	Tata Rose all colours	02
05	Multiglade all colours	03
06	Tuberose (Rajnigandha)	03
07	Star Guldavari	03
08	Single Guldavari all colours	04
09	Dahlia all colours	05
	Total	30

The quantity shown in the above tables excludes different type of leaves and grasses required to augment/decorate flower bouquets. The bidder may use other flowers in lieu of mentioned in the above tables as listed at Annexure - B.

- The bidders should visit the site before bidding to apprise themselves of the exact requirements relating to the scope of the work. The visit to site will be on **28th December, 2015** between 03:00 pm - 05:00 pm coordinated by Caretaker (MSDE), Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi - 110001, **Phone** No.011- 23450816.

6. If any information furnished by the applicant is found to be incorrect at a later stage, the bidder shall be liable to be debarred from tendering. Ministry of Skill Development and Entrepreneurship (MSDE) reserves the right to verify the particulars furnished by the bidder independently.
7. Sealed tenders may be submitted to Deputy Secretary (Administration), 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi - 110001 **on or before 1400hrs. 11th January, 2016.** The tenders received after specified date will not be accepted by this office.
8. The bid will be valid for 90 days from the date of opening of tender.
9. The Sealed tenders will be opened on 11th January, 2016 at 1500hrs. in the Conference Hall, 2nd Floor Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi - 110001. The Tenderers are invited to be present in the tender opening meeting.
10. The tender must include all taxes, including VAT and Service Tax as applicable and nothing extra will be paid by MSDE. Bidder must clearly mention itemised unit charges and all taxes separately for the scope of work mentioned at Para 4. They are also requested to submit Annexure 'A' duly filled in with the tender.

Deputy Secretary (Administration)
2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi - 110001

ANNEXURE "A"

1.	Name of the Firm	
	Address (with Telephone No.)	
	Contact Person with Mobile No.	
	E-mail address	
2.	Name of Bankers	
	Address	
3.	Status Proprietary/Partnership/Pvt./Public/Ltd. Co.	
4.	PAN Number (Enclose copy of Pan No.)	
5.	TIN/Service Tax Number (Enclose copy of TIN / Service Tax No.)	
6.	Details of past experience in the same trade (please enclose copies of orders received from hotel / institutions and Govt. / Semi Govt. Organizations.)	
7.	Earnest Money of Rs. 10,000/- paid vide	

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.

(Signature with Stamp of Tenderer)

ANNEXURE "B"

The flower bouquets proposed to be procured should be made of the flowers of good quality/seasonal flowers/market availability as per list of flowers given below:-

Sl.No.	Name of Flower
01.	Oriental Lily (Double) all colours
02.	Lilium (Double) all colours
03.	Anthurium all colours
04.	Paradise
05.	Carnations all colours
06.	Sedum orchid all colours
07.	Orchid all colours
08.	Gerbera all colours
09.	Multiglade all colours
10.	Tata Rose all colours
11.	Tuberose (Rajnigandha)
12.	Sun Flower
13.	Guldavari all colours
14.	Guldavari Single
15.	Lotus (Kamal)

(Signature with Stamp of Tenderer)

ANNEXURE "C"

Financial Bid

To

Deputy Secretary (Administration),
2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi - 110001

S.No.	Description	Rate(INR)
1	One General Flower Bouquet consisting of 20 flowers as in Table No.1	
2	One Special Flower Bouquet consisting of 30 flowers as in Table No.2	
3	Flowers Petals for one huge Brass Urli(Bowl)	
4	One Flower Pot (supplied initially & replacement, as and when required)	
5	One Flower Holder(Sponge)	
6	Taxes (If applicable)	
7	Total of 1 to 6 above	

Declaration:-

I hereby declare that the Rates quoted above shall remain frozen for a period of one year from the date of signing the Rate Contract.

(Signature with Stamp of Tenderer)