

**E-Tender Notice**

**Subject: E-Tender for ANNUAL CONTRACT FOR SUPPLY OF CUT FLOWERS AND SUPPLY & MAINTENANCE OF GREEN POTTED PLANTS in the Department of Animal Husbandry, Dairying & Fisheries**

1. Online bids are hereby invited under two –Bid System i.e. **Technical Bid and Financial Bid** from reputed, experienced and financial sound Companies/Firms/Agencies for award of Annual Contract for Supply of Cut Flowers and Supply & Maintenance of Green Potted Plants to this Department. The interested firms are advised to submit their bids “on-line” by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> . The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are pre-requisite for e-tendering.
2. The critical date for the subject tender is as under:

i	Tender No.	13021-3/2017-Admn-II
ii	Name of organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries
iii	Start date and time for view/downloading the tender document	17 <sup>th</sup> July, 2017 at 1730 hrs
iv	Start date and time for submission of bid	18 <sup>th</sup> July, 2017 at 0900 hrs
v	Last date and time for downloading tender document	31 <sup>st</sup> July, 2017 at 1500 hrs
vi	Last date and time for online submission of bid & submission of EMD in original	31 <sup>st</sup> July, 2017 at 1500 hrs
vii	Date & time for opening of Technical Bid	1 <sup>st</sup> August, 2017 at 1530 hrs
viii	Address for communication	Under Secretary (Admn.II) Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries Krishi Bhawan, New Delhi-110001 Tel. # 011-23385116

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3. The Department of Department of Animal Husbandry, Dairying & Fisheries intends to undergo an annual rate contract with reputed well established and financially sound Firms (having annual turnover 10.00 lakh and above during the last three years ) for Annual Contract for supply of cut flowers and supply & maintenance of Green potted Plants.
4. Details of Requirement of the Subject Items:-

S.No.	Description	Qty. Required (approx)	Frequency of change
1	Provision of cut flower {as mentioned in para 7(b)(i)} arrangements consisting of <b>20 twigs</b> in each vase.	6	Daily (working day)  OR Alternative days)(Monday, Wednesday, Friday) as needed
2	Provision of cut flower { as mentioned in para 7(b)(i)} arrangements consisting of <b>15 twigs</b> in each vase.	6	Alternative days)(Monday, Wednesday, Friday)  OR daily (working day) as needed
3	Supply and maintenance of green potted plants { as mentioned in para 7(c)(iii)	125	Per month or earlier as needed
4	Flower Bouquet (10 twigs Lily with other compatible flower/hurbes )	Need basis	Occasionally
5	Flower Bouquet (15 twigs Lily with other compatible flower/hurbes)	Need basis	Occasionally
6	Flower Bouquet (15 twigs Rose with herbs)	Need basis	Occasionally
7	Flower Bouquet (20 twigs Rose with with herbs)	Need basis	Occasionally
8	Flower Bouquet (30 twigs Rose with with herbs)	Need basis	Occasionally

**Note: The requirement and frequency of above items may increase or decrease during the currency of contract.**

5. The contract is likely to commence from the date of award of contract and would continue for a period for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the ministry or may be curtailed/ terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. The Department, however, reserves right to terminate this initial contract at any time after giving one week notice to the awardee firm.
6. The tender document also can be downloaded from the Department's website ([www.dahd.nic.in](http://www.dahd.nic.in)) and also from CPP portal (<http://eprocure.gov.in>) of Government of India.
7. The interested firms are required to deposit **demand draft of Rs.10000/- (Rupees Ten Thousand only) as Earnest Money Deposit (EMD) in favour of PAO(Sectt.-I), D/o AHD& F,** valid for a period of 90 day superscribing the envelope "Annual Rate Contract of

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supply of stationary items in the D/o AHD &F". Offer not accompanied by EMD and Tender Fee of the requisite amount or without proper validity will summarily be rejected.

8. The e-tenders have been invited under two bid system i.e. **Technical Bid and Financial Bid (Annexure I&II)**. The interested firms are advised to submit their bids "**on-line**" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> . The bids will be accepted as e-tender only i.e the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are pre-requisite for e-tendering.
9. The scanned copy of the **demand draft of Rs.10000/- (Rupees Ten Thousand only) as Earnest Money Deposit (EMD)** must be uploaded with the Technical Bid and original EMD has to be dropped in the Tender Box **placed Room No.531, Krishi Bhawan, New Delhi** latest by the last date of bid submission superscribing the envelope "**Annual Contract for supply of cut flowers and supply & maintenance of Green potted Plants in the D/o AHD &F**" latest by **1500 hrs on July 31<sup>st</sup>, 2017**. The tenders received without the prescribed EMD and Tender Fee will not be entertained and cancelled. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
10. The successful tenderer shall have to deposit **Rs.20000/- (Rupees Twenty Thousand only)** as performance security by means of Fixed Deposit Receipt/ Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of **PAO(Sectt.-I), D/o AHD& F, New Delhi**. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.
11. The firms who are exempted from submission of EMD and Tender Fee shall be dealt as per General Financial Rules, 2017. Copies of relevant orders/documents regarding such exemption should be submitted alongwith the bid.
12. The firms who required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
  - a. Scanned copy of Earnest Money Deposit (EMD)
  - b. Scanned copy of valid license deed/registered lease deed/or ownership title of the shop in case of florist. OR Khasra number/Girdawari number and related documents issued by competent authority in case of flower growers.
  - c. Scanned copy of PAN Card
  - d. Scanned copy of Service tax registration no.
  - e. Scanned copy of work experience of similar work during the last 3 years requisite proof thereof)
  - f. Scanned copy of annual turnover certificate for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm.
  - g. Scanned copy of duly signed and sealed by the firm on each and every pages of the tender enquiry document issued by this department as a token of acceptance of the terms and condition of the tender.
13. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
14. The bidder shall quote the technical and financial bids only as per the formate enclosed at Annexure-I and II.

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15. Bidders should upload their financial bids in PDF format in the proforma given at Annexure-II.

**16. Technical requirements for the tendering companies/firms/agencies**

- I. The tendering forms should fulfill the following technical specifications:
- The Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi;
  - It should have valid license deed/registered lease deed/or ownership title of the shop in case of florist. OR Khasra number/Girdawari number and related documents issued by competent authority in case of flower growers,
  - It should have at least 3 years experience of similar work during the last 3 years requisite proof thereof)
  - It should have its own Bank Account;
  - It should be registered with Income Tax and Service Tax authorities of the Government;
  - Annual turnover of more than 10.00 lakh for preceding three years.

**17. Terms and Conditions**

**(a) General Terms & Conditions**

- (i) The contract will be for a period of one year from the date of award of contract.
- (ii) No advance payment will be made in any case. Payment will be made every month after production of pre-receipted bills (in triplicate).
- (iii) The Florist will look after the maintenance of the flower arrangements daily/alternatively as the case may be on all working days on regular basis.
- (iv) The firm will maintain all the plants by everyday watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass.
- (v) The plants/cut flower arrangement will be replaced as and when required.
- (vi) The flower arrangement will include seasonal flowers as desired by the department. The cut flowers will be of good quality and replacement will be made before 9.00 AM on each working day.
- (vii) A random check will be conducted to inspect the freshness, quality and quantity or otherwise of the flower arrangement/Green Plants. The decision of the Department in this regard will be binding on the contract holder.
- (viii) If the arrangements are found inadequate in number or not supplied for any reasons for more than three days, or if quality is not maintained during a particular month five percent of the total bill will be deducted. The decision of the Department in this regard shall be final and binding.
- (ix) The Department will not pay any extra charges for transportation of plants or replacement or rejection. The rates quoted shall be inclusive of handling and transportation charges etc. and nothing extra shall be paid.
- (x) Cut flowers/plants shall be supplied at Krishi Bhawan.
- (xi) The Department reserves the right to award the contract to more than one contractor or split the quantities of items.
- (xii) If the supplier fails to supply the quantity stipulated the Department shall be free to make necessary purchase from the market at the suppliers risk and cost of which shall be recoverable from his running bills.

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(xiii) The Department reserves right to terminate this initial contract at any time after giving one week notice to him, if the performance is found unsatisfactory.

(xiv) The Department reserves the right to reject any quotation(s) in full or in part.

(xv) The Department has the right to increase the quantity of the items during the course of the contract and the contractor would have to meet the requirement at the same rates.

(xvi) However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.

(b) **Special Terms and Condition for Cut Flowers:**

- (i) The preferable quality of exotic/cut flowers like "Orchid, Bird of Paradise, Haliconia, Anthurium, Zinger, Lilly (Asiatic, Aram, oriental, Longly) carnation, Rose, Astomaria, Sebera, Spider, Mukara (yellow, Calipsco, Mehroom), Estoma, Tiger Orchid, Irish and similar good quality flowers" etc are to be supplied **in their own flower vase.**
- (ii) **The Department will not provide flower vase for cut flowers.**
- (iii) In case of quality/quantity/size of cut flowers arrangement 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 the Department.

(c) **Special Terms and Condition for Green Potted Plants**

- (i) The firm will depute one persons daily for proper maintenance, watering and cleaning of the plants. The plants should be rotated at least one in a month or earlier, as required by this office.
- (ii) **Green Potted Plants should be placed in plastic/fibber flower pot. The Department will not provide plastic/fibber flower pot.**
- (iii) The preferable quality of green potted plants is like Arocaria, Ari-ca-Palm, Oxiodium, Money plnats, Diffen-bacia/Crotton and similar good quality plants" etc are to be supplied.
- (iv) **Specifications of the plants would be as under:**
  - Acrocaria (top to bottom lush green, well developed)
  - Ari-ca-Palm: (3-5 feet) At least 2 to 4 trees should be potted in each pot.
  - Oxiodium: mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom.
  - Money Plants: Broad leaves mounted on 4 feet mostick. Three plants in each pot, well developed from top to bottom.
  - Diffen-bacia/crotton: Well development from top to bottom. Height should be 2 to 2.5 feet.

(d) **Special terms and condition for flower bouquet:**

The firm may be asked over phone for supplying flower bouquet within 2 hours. If the firm fails to supply in stipulated time, the same shall be made from open market at the risk and cost of the contracted firm and the cost of such purchase shall be recovered from the contracted supplier. Additionally, if the competent authority in the Department decides so, general damages, the value of which would depend upon the gravity of lapse on the part of the supplier and the damages suffered by the Department, shall also be imposed on the contracted supplier.

(e) **FINANCIAL**

1. Firms are required to deposit demand draft of Rs.10000/- (Rupees Ten Thousand only) as Earnest Money Deposit (EMD) in favour of PAO(Sectt.-I), D/o AHD& F, valid

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for a period of 90 day superscribing the envelope **“Annual Contract for supply of cut flowers and supply & maintenance of Green potted Plants in the D/o AHD &F”**. Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.

2. The scanned copy of the **demand draft of Rs.10000/- (Rupees Ten Thousand only)** as **Earnest Money Deposit (EMD)** must be uploaded with the Technical Bid and original EMD has to be dropped in the Tender Box **placed Room No.531, Krishi Bhawan, New Delhi** latest by the last date of bid submission superscribing the envelope **“Annual Contract for supply of cut flowers and supply & maintenance of Green potted Plants in the D/o AHD &F”** latest by 1500 hrs on **July 31<sup>st</sup>, 2017**. The tenders received without the prescribed EMD will not be entertained and cancelled. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
3. The successful tenderer shall have to deposit **Rs.20000/- (Rupees Twenty Thousand only)** as performance security by means of Fixed Deposit Receipt/ Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of **PAO(Sectt.-I), D/o AHD& F, New Delhi**. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.

**(f) BID EVALUATION CRITERION**

1. All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rates have been quoted.
2. **THE TENDERING FIRMS SHALL QUOTE THEIR NET RATES ONLY (WITHOUT ADDING ANY KIND OF TAXES). NON- COMPLIANCE OF THIS CONDITION SHALL MAKE THE FIRM LIABLE FOR SUMMARY REJECTION OF THEIR BIDS.**

Place: New Delhi  
Dated: 17<sup>th</sup> July, 2017

  
(Dharm Prakash)  
Under Secretary to the Govt. of India.  
Tele: 23385116

TECHNICAL BID

FOR ANNUAL CONTRACT FOR SUPPLY OF CUT FLOWERS AND SUPPLY & MAINTENANCE OF GREEN POTTED PLANTS TO DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES

S.No.	Particulars	Details to be given by the bidder
1	Firm's name and full Postal Address (office should be located either in New Delhi or Delhi only.)	
2	Details of earnest Money Deposit Rs.10000/- DD/PO No. & Date Drawn on Bank (upload copy)	:
4	Copy of valid license deed/registered lease deed/or ownership title of the shop in case of florist. OR Khasra number/Girdawari number and related documents issued by competent authority in case of flower growers. (upload copy)	
5	Registration No. of Services Tax. Copy to be enclosed. (upload copy)	
6	Details of PAN Card. Copy to be enclosed. (upload copy)	
7	annual turnover for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm. (upload copy)	: : :
8	Certified copies of work experiences for three year or more (upload copy)	
9	Duly signed and sealed by the firm on each and every pages of the tender enquiry document issued by this department as a token of acceptance of the terms and condition of the tender. (upload copy)	

Date:

Place:

(Signature of Authorized Signatory)

full Name &amp; Designation:

Seal:



FINANCIAL BID

For ANNUAL CONTRACT FOR SUPPLY OF CUT FLOWERS AND SUPPLY & MAINTENANCE OF GREEN POTTED PLANTS to Department of Animal Husbandry, Dairying & Fisheries

1. Name & address of the company/firm (in capital letter):

2. Rates quoted are as under:

S. No.	Description	Frequency of change	Offered Rate (excluding Taxes)
1	Provision of cut flower { as mentioned in para 7(b)(i) in tender document} arrangements consisting of <b>20 twigs</b> in each vas.	Daily (working day)  OR Alternative days)(Monday, Wednesday, Friday) as needed	Rs...../-per unit per day
2	Provision of cut flower { as mentioned in para 7(b)(i) in tender document} arrangements consisting of <b>15 twigs</b> in each vas.	Alternative days)(Monday, Wednesday, Friday)  OR daily (working day) as needed	Rs...../-per unit per day
3	Supply and maintenance of green potted plants { as mentioned in para 7(c)(iii) in tender document)	Per month or earlier as needed	Rs...../-per unit per month
4	Flower Bouquet (10 twigs Lily with other compatible flower/herbs )	Occasionally	Rs...../-per unit
5	Flower Bouquet (15 twigs Lily with other compatible flower/hurbes)	Occasionally	Rs...../-per unit
6	Flower Bouquet (15 twigs Rose with herbs)	Occasionally	Rs...../-per unit
7	Flower Bouquet (20 twigs Rose with herbs)	Occasionally	Rs...../-per unit
8	Flower Bouquet (30 twigs Rose with herbs)	Occasionally	Rs...../-per unit

## DECLARATION

(i) We will provide extra requirement at the same rates.

Date:

Place:

(Signature of Authorized Signatory)

full Name & Designation:

Seal:

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