F.No.D-14011/32/2016-GA  
Government of India  
Ministry of Skill Development & Entrepreneurship  
2nd Floor Shivaji Stadium Annexe,  
SBS Marg, Connaught Place, New Delhi- 110001  
Date: 27th January, 2017.

Subject: Tender Notice Inviting e-Tenders/Bids for supply of cut flowers, indoor plants and flower bouquets etc in Ministry of Skill Development & Entrepreneurship (MSDE) - reg.

Bids are invited in two bid system (Technical and Financial Bid separately) from firms fulfilling the minimum eligibility criteria as per the terms and conditions of the tender document.

1. The offers, in the prescribed format shall be submitted online at http://eprocure.gov.in as per the tender document. No tender will be accepted by hard copy, fax or e mail or any other such means.


3. Terms and Conditions of the tender are given in Annexure-1.

4. The e-tender bids (Technical and Financial) should be submitted in two separate covers as detailed below:
   i. **Cover 1** - Containing Technical Bid as per Annexure 2A and 2B and copy of acknowledgement as proof of submission of Demand Draft towards EMD.
   ii. **Cover 2** - Containing the Financial Bid, as prescribed in Annexure 3

5. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid.

6. **Last date for submitting bids** : 13th February, 2017 by 01.30 P.M.

7. **Opening of bids** : 14th February, 2017 at 02.00 P.M.

8. MSDE reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender document without assigning any reason thereof. No inquiry, after submission of quotation, shall be entertained. In case of withdrawal of any bid before finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.

9. Bid shall be valid for 30 days from the date of opening of bid.
10. List of annexure along with the instant tender notice:

I. Terms and Conditions - Annexure 1
II. Technical Bid (Performa) - Annexure 2A and 2B
III. Financial Bid (Performa) - Annexure 3

UNDER SECRETARY TO THE GOVERNMENT OF INDIA
TERMS AND CONDITIONS

1. The firm must have an office or shop of its own in Delhi / NCR. The bidder is required to submit the proof of its office address along with telephone number as per details to be provided in Annexure 2A.

2. Bids received after the specified date and time will not be accepted. The EMD of the unsuccessful bidders will be refunded only after the finalization of the due tendering process. No interest will be payable on the earnest money.

3. In case Bidder withdraws from the bid process after opening of the Technical Bid, his EMD will be forfeited.

4. Bidder must have at least Two years relevant experience for supply of cut flowers, indoor plants and flower bouquets etc in offices of Government of India/ State Government / Public Sector Undertakings/MNC’s.

5. Bidder should have Annual Turnover of Rs. 5 lakhs or above, consecutively for the last two years.

6. There should be no legal suit/ criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be black listed by the any Government organization.

7. Bidder must submit Income Tax Return for the last two years.

8. Bidder must submit Certificate from at least two user departments regarding the quality of supply of cut flowers, indoor plants and flower bouquets etc.

9. Bidder must submit at least three work orders.

10. Bidder shall also furnish EMD of Rs. 10,000/- (Rs. Ten Thousand only) in the form of Bank draft drawn in favour of DDO, Ministry of Skill Development & Entrepreneurship payable at New Delhi and submit physically to this office.

11. The successful bidder shall comply with all the terms and conditions given in the tender.

12. The Bidder shall, inter-alia, furnish technical information complete in all respects (along with all the supporting documents) as per Annexure-2A and 2B and financial Bid as per Annexure 3.

13. The bidder shall submit following documents with Technical Bid:

   (i) Earnest Money of Rs.10,000/- in the form of DD / Bankers Cheque.

   (ii) Name of the proprietor / firm, Residential and official Address and Telephone numbers of the firm to be given on the letter head of the firm.

   (iii) Annual Turnover of the firm to be supplemented by duly audited Balance sheet of the last two Financial Years.

   (iv) Details of Past Experience along with proof.

   (v) Certificate with regard to quality of cut flowers, indoor plants and flower bouquets etc, from a gazetted Officer / Class-1 officer / senior official of any central Government Department / organization where the firm has supplied the similar items of furniture.

   (vi) A certificate from the firm that it has got its own office or Shop in Delhi.

   (vii) Three different work order.

   (viii) An undertaking that they are not barred from any organization.

14. A copy of this tender document duly signed on each page by the authorized representative of the bidder as a token of having accepted all the terms and conditions laid down herein.
15. Bouquet may be required at a short notice at any time including odd hours on any day (including holidays) to be delivered at 2nd Floor Shivaji Stadium Annex Building, New Delhi or at Hon’ble Minister’s residence in New Delhi. The delivery of this must be ensured within one hour of order. No extra charges will be paid for this. In case of non delivery/supply, bouquet would be purchased from the market at the cost of tenderer and contract liable to be cancelled.

16. The Successful bidder will have to deposit a Performance Security Deposit of Rs.50,000/- (Rs. Fifty Thousand only) favoring DDO, Ministry of Skill Development & Entrepreneurship in the form of FD / Bank Guarantee which shall be valid beyond 60 days after the expiry of the contract.

17. Non timely delivery will attract a penalty equivalent to the cost of supply for one day.

18. The bidder shall upload the bids in two parts. One will contain Technical Bid (Annexures 2A and 2B) along with scanned copy of bank draft for EMD and the other shall contain the Financial Bid (Annexure 3).

19. All papers submitted in the bid documents should be signed and attested by the duly authorized person as proof of the valid document for bid. In the absence of document duly attested by the bidder, MSDE may consider the document as invalid.

20. The Technical Bids shall be opened by the Tender Evaluation Committee (TEC) on the scheduled date and time (at 2 pm on 14th February, 2017) in MSDE office at 2nd Floor Shivaji Stadium Annex, Connaught Place, New Delhi in the presence of the Bidders or their authorized representative along with proof of authorization, if any, who wish to be present at the time of opening the tender.

21. Financial Bids shall be opened for technically qualified Bidders by the TEC in the presence of Bidders or their representatives.

22. The last date of submission of complete bids on the e-procurement site is 1.30 pm on 13th February, 2017.

23. MSDE reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof.

24. Successful bidder shall have to commence the services within 7 days of the signing of the agreement. On failure by the successful bidder to do so, the contract shall be terminated.

25. Decision of Secretary, MSDE shall be final and binding on the selected bidder at any stage of tendering process.

26. In the event that any document furnished by the successful bidder is found to be false, it would be deemed to be a breach of terms of contract making it liable for legal action, forfeiture of performance guarantee and termination of contract.

27. In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the service provider will be liable to be forfeited by MSDE besides annulment of the contract.

28. All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of “The Arbitration and Conciliation Act, 1996” and award made in pursuance thereof shall be binding on the parties.

29. The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.

30. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the quotation. Quotation must be unconditional.
TECHNICAL BID

Note: Technical Bid should indicate the following information along with the self attested photocopies of documents mentioned in the table below. Copies of proof must be enclosed and page numbers indicated wherever required.

Name of Bidding Firm:

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Particulars</th>
<th>Details of the particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Address of the firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name of the authorized signatory with signature</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Telephone no of the firm</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PAN no of the firm</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>List of Government Ministries / Departments / organizations / PSUs/MNCs in which the firm has worked earlier</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Proof of Income Tax Assessment / Return for the last two years</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Proof of Annual Turn Over which should not be less than Rupees 5 lakhs per annum in each of the last two years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2014-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015-16</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Proof of Office / shop</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Experience of 2 years (Photocopies of the required documents should be enclosed with the tender)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Copy of three single work orders</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Demand Draft of Earnest Money</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Any other information / documents, which may held in assessing tender capabilities for</td>
<td></td>
</tr>
</tbody>
</table>
Name and signature of
Authorized person of
the company along with seal and designation.
DECLARATION

I, ____________________________, Son/ Daughter /wife of Shri ___________ , resident of ____________, and working as Proprietor/ Director/ ____________, have been duly authorized by the competent authority of the bidder, ________________________, to sign this declaration, the bid documents and all other acts necessary for responding to this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them and also acknowledge to bear the consequences of non performance or deficiencies in services in my part.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I agree that furnishing of any false or misleading information and/or document would lead to the rejection of my bid/cancellation of the contract at any stage, forfeiture of Performance Security Deposit and subject the bidder and the undersigned to further action under appropriate law.

Signature of authorized person along with
Seal and designation

Date: Full Name:

Place: Seal
1. **NAME OF THE BIDDER:**
   (along with address, telephone number and email address)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flower arrangement</td>
<td>10 stick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Flower arrangement</td>
<td>15 stick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Round flower arrangement</td>
<td>40 stick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indoor plants (Big)</td>
<td>1 nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Indoor plants</td>
<td>1 nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Designer Flower Pots</td>
<td>1 nos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place:

Date:

**Signature of the Authorized signatory of the Bidder with seal of the Bidding Firm.**

*Overwriting in amount quoted shall lead to rejection of the bid*