

Sudhir Patel Bhawan, Samed Marg,  
New Delhi-110001, Date

To

As per list.

Subject: Quotations for providing green plants and fresh & Cut flower arrangements in the Ministry of Statistics & Programme Implementation.

Sir,

I am directed to invite sealed quotations for providing about 165 green plants with pots & 5 (Fifty) fresh and cut flower arrangements consisting of 9/10 twigs each to the Ministry of P.I for a period of one year on the terms and conditions mentioned below. In case you are interested in undertaking the work, you are requested to submit your bid in sealed covers. The bid will consist of item-wise rates (a) rates per day per cut flower arrangement of 10 twigs each, (b) rates per potted plant within a decorative pot having plants like Money plant, Cyrcus, Aericca, Arithorium with mush. The rate/amount should be written legibly in figures and words. The bid should carry a draft of Rs. 5000/- (Rupees five thousand only) towards earnest money drawn in favour of the Pay and Accounts Officer, Ministry of Statistics & Programme Implementation New Delhi. The tender will also attach copies of (i) PAN No. and (ii) list of Clients. Tender not containing the above information and earnest money shall not be considered at all. This envelope should be superscribed with **QUOTATIONS FOR PROVIDING GREEN PLANTS AND FRESH AND CUT FLOWER ARRANGEMENTS ETC.** The quotations should reach the undersigned not later than 3.00 P.M., 25.09.2007. Tenders received after the scheduled date and time of receipt shall not be opened and considered at all and no claim on this account whatsoever shall be entertained. The quotations will be opened on the same day at 3.30 P.M. You or your authorized representative may be present at the time of opening of quotations. The Ministry reserves the right to accept the offer of any tenderer without assigning any reason and no claim on this account shall be entertained at all. If the successful tenderer fails to fulfill the terms and conditions of the offer after the receipt of the offer letter, the earnest money deposited by him shall be forfeited besides the other action as deemed fit and no claim on this account shall be entertained. The earnest money of the unsuccessful tenderer shall be refunded after accepting the offer of the successful tenderer.

The successful tenderer will be required to furnish "Security Deposit" of Rs. 15,000/- (Rupees fifteen thousand only) immediately on acceptance of the contract. The security deposit shall be in the form of Demand Draft of any Nationalized Bank drawn in favour of Pay and Accounts Officer, Ministry of Statistics & Programme Implementation New Delhi.

The security deposit will be refunded only after satisfactory completion of the contract. The contract will be cancelled/terminated without assigning any reasons thereof before the date of expiry of the contract, if the services of the contractor are found to be unsatisfactory in any respect or breach of terms and conditions of the contract.

In case of any dispute arising between the contract holder and the Ministry or any constituent being party to the contract the sole authority for settlement of such a disputes, will rest with the Arbitrator, appointed by the Secretary to the Government of India, Ministry of Statistics & Programme Implementation.

(Bharati Datta)

Under Secretary to the Govt. of India  
Telephone No. 23340139

#### Conditions

The period of contract will be for a period of one year from the date of award of contract.

No advance payment will be made in any case. Payment will be made every month after production of pre-receipted bills (in triplicate) along-with the satisfactory certificates from the concerned officers or satisfaction of the whole ministry in this regard.

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.

The firm will maintain all the plants by everyday watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass.

The firm will supply healthy indoor variety plants in plastic pots of 1/2 ft. height with plastic plate which includes seasonal/annual flower's plants also.

The plants/cut flower arrangement will be replaced as and when required.

The flower arrangement will include seasonal flowers as desired by the ministry from the varieties of flowers like Gladiola, Tulip, Red Rose, Orchid Vase Laurel leaf, Lily and Gerbera, Anthurium Cube, Rose and carnation Orchid etc. The cut flowers will be of good quality and replacement will be made before 9.00 AM on each working day.

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.

The arrangements are to be provided daily or alternatively. If these 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 Ministry 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.

Cut flowers/plants shall be supplied at S.P. Bhawan, J.P. Building and N.K. Puri Minister's Office or at any specific place to the entire satisfaction of the Ministry.

The flower arrangement/material shall be supplied as per specifications and contractor shall be responsible for freshness of material supplied.

Cut flowers/plants not in accordance with specifications shall be rejected at the suppliers cost and expenses.

Cut flowers shall be safely-delivered at the place of delivery and any damage in transit shall be borne by the supplier.

The Ministry reserves the right to award the contractor to more than one contractor or split the quantities of flowers.

If the supplier fails to supply the quantity stipulated the Ministry shall be free to make necessary purchase from the market at the suppliers risk and cost which shall be recoverable from his running bills.

#### QUOTATION PROFORMA

##### FINANCIAL

<u>Sl. No.</u>	<u>Item of Work</u>	<u>Rate (Rs.)</u>
1.	Green Plants arrangements (Money plant, Cyrcus and Arithorium with Moss)	I) Rs.....per potted plant within a decorative pot (including maintenance per month)
2.	Provision for cut/fresh flower consisting of 10 twigs each	II) Rs.....per arrangement/per day.

(Signature)