

F.No.6/3/2013 -Genl./94
Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi

New Delhi, the 18th April, 2013

Tender Notice

Subject: Annual Maintenance for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for the Office of DGFT(Hqr.).

The Directorate General of Foreign Trade invites quotations for Annual Maintenance contract for Annual Maintenance for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for the Office of DGFT(Hqr.). Interested firms are requested to send their quotation. The last date of receipt of quotation is by **3.00 P.M 3rd May, 2013**. The quotations in sealed cover superscribed containing Technical and Financial bids in separate sealed covers should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202 (Tele: 23063451), Udyog Bhavan, New Delhi. The quotation should be accompanied with an EMD of Rs. 20,000/- drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi without which the quotation will not be considered. The successful bidder will be required to provide a Security Deposit of 5% value of contract amount upon award of the contract. The technical bid will be opened on **3rd May, 2013 at 3.30 P.M.** The financial bids of only those firms will be opened which will qualify the technical bid, after 2-3 working days. Those Tenders, who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure I & II. The quoted should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.


(Harit Kumar Shakya)

Foreign Trade Development Officer
Tele: 23063451

Terms and conditions of the contract

- (1) Firms are advised not to erase or mutilate or overwrite any rate quoted by them, otherwise their quotation may be ignored. Rates should be indicated both in words and figures. No other charges such as transportation charges etc. will be paid.
- (2) The Flowrist should have minimum 5 years experience in maintenance of plants & supply of flowers etc. to a Govt. Department/PSU. A certificate regarding satisfactory work from such organization should be furnished.
- (3) The firm shall provide its help desk telephone number and mobile number of the person who will normally visit this department for making flower arrangement.
- (4) The contractor will provide fresh flowers and ekabana on alternative days (three days in a week) before 09.30 A.M. A list of officers will be made available to the contractor for providing flowers. **If flowers provided are not fresh, an appropriate cut as deemed fit by this organization may be made from the bill. Decision of this Department shall be final.**
- (5) In case the firm backing out in the midstream without any explicit consent of the Directorate, it will be liable to recovery of the higher rate which may have to incurred by this office for arranging the work through alternative means for the balance period of contract.
- (6) The contractor will obtain the work voucher from all concerned that the fresh flowers are being supplied and the same will be attached with the respective bills.
- (7) The contractor will be responsible for the conduct/integrity of his deployed staff and safety at the site of working. It will be appreciated, if the staff of the contractor is provided with the indentifiable uniform while at work.
- (8) The contractor should submit the pre-receipted bill (in triplicate) alongwith work vouchers obtained from the users on monthly basis. No advance payment will be made in any case. T.D.S. will be deducted at source as per rules.
- (9) The rate quoted by the firm shall be valid for a period of one year from the date of award of the contract which may be extended for another one year with the consent of both the parties.
- (10) The Department will not be bound to accept the lowest quotation. The decision of the Department will be final in this regard. Officers of this Department may visit the organizations where the contractor is providing such services in the present to satisfy themselves of quality of service. The Department reserves the right to reject any quotation at its discretion without assigning any reason whatsoever.
- (11) The contract is not transferable.

- (12) The successful bidder shall have to deposit security amount of Rs. 20,000/- in the form of an Account payee Demand Draft, FDR or a Commercial Bank Guarantee from a commercial Bank in favour of DGFT. The security deposit should be valid for a period of sixty days beyond the period of the contract. The security amount shall be deposited with the undersigned within a period of 10 days from the date of award of contract.
- (13) It is mentioned here that if the firm fails or defaults in fulfilling terms and conditions of contract, the security deposited may be forfeited.
- (14) This Directorate reserve the right to cancel the contract at any time without assigning any reason.

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for the Office of DGFT(Hqr.)-regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 6/3/2013-Genl dated 18th April, 2013. The information regarding technical details as desired is as per following details:-

3. Name of tendering Company/Firm/Agency : _____
4. Name of Proprietor/Director of Company/Firm Agency : _____
5. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
6. The details of the PAN, Service tax number and other Statutory Registration.(Copy enclosed) : _____
7. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
8. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,Contact Nos.

Annexure-II

PERFORMA FOR FINANCIAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Quotation for Annual Maintenance for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for the Office of DGFT(Hqr.)- regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 6/3/2013-Genl dated 18th April, 2013. The information regarding financial details as desired is as per following details:-

Sl. No.	Item	Rates
1.	Cut flower Pot for alternative days	
2.	Indoor plant small (per month)	
3.	Large flower basket (containing 35-40 sticks/twigs) for alternative days	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.