

New Delhi the 10th July, 2014

Tender Notice

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

Sealed quotations are invited from reputed/registered firms for the award of Annual Maintenance Contract for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for the Office of DGFT(Hqr.) located at Udyog Bhawan on the terms and conditions enumerated in the following paragraphs.

2. Only reputed firms having adequate experience of atleast 5 years in the field with Govt. Departments/Public Sector undertakings are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of PAN, EPF & ESIC registration number, Service Tax & VAT registration and Experience and Satisfactory Certificate for last 2 years from atleast 5 Govt. Ministries/Department with their quotations. The firm should have an annual turnover of Rs. 5 Lakhs or above
3. Job will be awarded through Quality-cum-cost Based Selection approach. If the firm is interested, the firm may submit documents satisfying the technical bid requirements in a sealed cover superscribed with "Quotation for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for office of DGFT office for technical bidding". The other sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted super scribed with "Quotation for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for office of DGFT office for Financial bidding". Thereafter, both the envelops may be placed in a third sealed cover superscribed with "Quotation for Cut Flower pot, Indoor plant small, Large flower basket (containing 35-40 sticks/twigs) for alternative days for office of DGFT" addressed to Shri Daya Shankar Dy. DGFT, General Section, Room No. 212, Udyog Bhawan, New Delhi-110011 by 3.00 P.M on 24th July, 2014. The technical and financial quotations will be opened on the same date at 3.30 P.M. The technical bid and financial bid will be as per Annexure-I and Annexure-II. The quotation should be accompanied with an EMD of Rs. 10,000/- 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 have to deposit a security amount of Rs. 5% of the value of contract within 15 days of awarding of contract which shall be refunded within 60 days of completion of the job.
4. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Department.


10.7.14

(Harit Kumar Shakya)
Foreign Trade Development Officer
Tel. No: 23063451
Email address: haritk.shakya@nic.in

1. ✓ FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

Terms and conditions of the contract are as under:-

- (i) The currency of the contract will be initially for one year which will be extended for another one year, if work/services found satisfactory.
- (ii) TDS will be deducted at source as per rules.
- (iii) In case, the firm backing out in the midstream without any explicit consent of this department, it will be liable to the recovery of the higher rate which may have to be incurred by this department on maintenance of machines for the balance period of the contract by alternative means. The bill amount of the period would also be forfeited. The firm would also be debarred from participating in future tenders of the department.
- (iv) No advance payment in any case would be made.
- (v) The contractor will be responsible to provide fresh flowers for rooms of senior officers of this office on alternate days basis i.e. three days in a week before 9.30 AM and indoor plants in the corridors of this office.
- (vi) No transportation charges on this account will be paid by this office.
- (vii) The Contractor will obtain the work vouchers from all the Room occupants and the same will be attached with the respective bills.
- (viii) The Director General of Foreign Trade has the right to terminate the contract at any time without assigning any reason.
- (ix) Tender is not transerable.
- (x) Payment will be made on monthly basis.
- (xi) The Flowers should be Orchid, Bird of Paradise, Haliconia, Authurium, Zinger, Lilly Carnation, Astomria, Zeberra, Spider, Mukara, Estoma, Tiger Orchid, Irish Rose and Similar other good quality flowers.
- (xii) The contractor will also be required to supply booke/flowers, small plant etc. within 1-2 hours in case of emergency/urgent requirement.

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:- Annual Maintenance for Cut Flower pot, Indoor Plant small, Large flower basket for alternative days for the Office of DGFT (Hqrs.)

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.6/11/2014-Genl dated 10th July, 2014. The information regarding technical details as desired is as per following details:-

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

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:- Annual Maintenance for Cut Flower pot, Indoor Plant small, Large flower basket for alternative days for the Office of DGFT (Hqrs.)

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.6/11/2014-Genl dated 10th July, 2014. The information regarding technical details as desired is as per following details:-

Sl.No.	Item	Rates
1.	Cut Flower pot for alternative days(10 Stick)	
2.	Cut Flower pot for alternative days (15 Stick)	
3.	Indoor Plant small (per month)	
4.	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 Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.