

No. 6/13/2017-Genl./ 957  
Government of India  
Ministry of Commerce and Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhawan, New Delhi.

Dated:- 15<sup>th</sup> March, 2018.


**E-Tender Notice**

Subject:- E-Tender for supply of Cut Flowers, Big Flower Baskets (containing 35-40 sticks/twigs) for alternative days, supply/maintenance of Indoor plants (small) and flower bouquet for the Office of the Directorate General of Foreign Trade.(Hqrs.), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites E-tender from Delhi/NCR based reputed/registered firms for supply of Cut Flowers, Big Flower Basket (containing 35-40 sticks/twigs) for alternative days, supply/maintenance of Indoor plants (small) and supply of Flower Bouquet for the Office of the Directorate General of Foreign Trade.(Hqrs..) located at Udyog Bhawan, New Delhi. The Technical and Financial Bids in prescribed format and other required documents as per tender notice should be submitted online on CPP Portal website i.e. <https://eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. EMD of Rs.15,000/- drawn in favour of "Accounts Officer, Central Pay and Account Office (DGFT), New Delhi" should be submitted to General Section Room No.202, Udyog Bhawan, New Delhi before the last date of bid submission without which the quotations will not be considered. The bidders who are exempted for EMD are also requested to submit the exemption letter in Rom No.202, Udyog Bhawan, New Delhi latest by 3.00 P.M. on 23.03.2018, failing which their bids will not be considered. The last date of receipt of tender is by 3.00 P.M. on 27.03.2018. The Technical bid will be opened on 28.03.2018 at 4.00 P.M. The Financial Bids of only those firms who will qualify the technical bid shall be opened after evaluation of technical bids.

2. The prospective bidders are requested to go through the enclosed General and Specific Terms and Conditions of the contract carefully as per Annexure-I The bid documents (Technical and Financial) are to be submitted as per Annexure-II & III respectively. The quoted rate should be inclusive of all charges except taxes. No correction/alteration either in the technical bid or financial bid is permitted past submission. Incomplete or ambiguous bids without documentary proof will not be considered. The tender document can be downloaded from the website <https://eprocure.gov.in/eprocure/app> or from the DGFT website [www.dgft.gov.in](http://www.dgft.gov.in).

3. Bidders may also contact toll free No.18002337315 of Central Public Procurement Portal for obtaining guidance to apply to online tender.

  
(Rajesh Malhotra)  
Deputy Director General of Foreign Trade  
Tele: 23063669

1. FTDO (EDI) with the request to place the aforesaid Tender Notice on the website of the DGFT for wider publicity.
2. CPP Portal.

Terms and Conditions of the Contract

- (i) The contract will be for as period of one year from the dated of award of contract. Any extension to the contract would be at sole discretion of the Department in view of the quality of service/goods provided by the vender.
- ii) The firms shall have minimum experience of three years in the field in any Government/Semi-Government/PSU. A satisfactory services certificate from concerned authorities need to be submitted alongwith tender document.
- (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 flower arrangements 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 tender of the department.
- (iv) The contractor will be responsible to provide fresh flowers for rooms of senior officers of this office assigned by the office on alternate days basis at least for three days in a week before 9.30 AM and to maintain indoor plants in the corridors of this office.
- (v) The Flowers should be Orchid, Bird of Paradise, Haliconia, Anthurium, Zinger, Lilly Carnation, Astoaria, Zeberra, Spider, Sakara, Estonia, Tiger Orchid, Irish Rose and similar other good quality flowers.
- (vi) The contractor will also be required to supply bouquet/flowers, small plant etc. within 1-2 hours in case of emergency/urgent requirement.
- (vii) This office will not pay any extra charges for transportation of flowers etc. The rates quoted shall be inclusive of handling and transportation charges etc. and nothing extra shall be paid. Any damage to flowers in transit shall also be borne by the supplier.
- (viii) The flowers arrangement/material etc. shall be strictly as per specifications and contractor shall be responsible for freshness/quantity of flowers supplied. In case of any complaint/deficiency in the service of arrangement of flowers etc., a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the this Directorate in this regard shall be final and binding.
- (ix) The Contractor will obtain the work vouchers from all the room occupants and the same will be attached with the respective bills.
- (x) No advance payment in any case would be made.
- (xi) Payment will be made on monthly basis.

- (xii) TDS will be deducted at source as per rules.
  - (xiii) Tender is not transferable.
  - (xiv) The successful tendered shall submit a performance security, as determined by the this Directorate in terms of GFR, in the form of Account payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank. The security deposit shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
  - (xv) The Director General of Foreign Trade has the right to terminate the contract at any time without assigning any reason.
  - (xvi) Preference shall be given to the Micro and Small Enterprises registered with district Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
  - (xvii) There will be special provisions for Micro and Small Enterprises owned by Scheduled Castes and Scheduled Tribes. Out of 20% target of annual procurement from Micro and Small Enterprises, a sub-target of 20% (i.e.4% out of 20%) shall be earmarked by procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that in case of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements a L1 price, 4% sub-target for procurement earmarked shall be met from other Micro and Small enterprises
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PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade,  
Directorate General of Foreign Trade,  
Room No-213, Udyog Bhawan,  
New Delhi-110011

Sub:- Annual Contract for supply of Cut Flowers, Big Flower Baskets for alternative days, supply/maintenance of Indoor Plant (Small) and supply of Flower Bouquets for the Office of DGFT (Hqrs.), Udyog Bhawan, New Delhi.

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.6/13/2017-Genl./ dated 15th March, 2018. 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)(atleast three govt. Departments)
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 No. and date etc.)
7. Non blacklist certificate on Rs.10/- judicial stamp paper.

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.

- NOTE:- (i) The contractor will be responsible to provide fresh flowers for rooms of senior officers of this office assigned by the office on alternate days basis at least for three days in a week before 9.30 AM and to maintain indoor plants in the corridors of this office.
- (ii) The Flowers should be Orchid, Bird of Paradise, Haliconia, Anthurium, Zinger, Lilly Carnation, Astoaria, Zeberra, Spider, Sakara, Estonia, Tiger Orchid, Irish Rose and similar other good quality flowers.

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address:

Address (Work), If any,

Contact Nos.

**Annexure-III**

**PERFORMA FOR FINANCIAL BID**

To,

The Deputy Director General of Foreign Trade,  
Directorate General Of Foreign Trade,  
Room No-213, Udyog Bhawan,  
New Delhi-110011

Subject:-Annual Contract for supply of Cut Flowers, Big Flower Baskets for alternative days, supply/maintenance of Indoor Plant (Small) and supply of Flower Bouquet for the Office of DGFT (Hqrs.), Udyog Bhavan, New Delhi.

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.6/13/2017-Genl./ dated 15<sup>th</sup> March, 2018. The information regarding rates as desired is as per following details:-

Sl.No.	Item	Rates
1.	Cut Flowers for alternative days(10 Stick)	
2.	Cut Flower for alternative days (15 Stick)	
3.	Indoor Plant Small (per month) supply/maintenance	
4.	Big Flower Basket (containing 35-40 sticks/twigs) for alternative days	
5.	Bouquet/Flower on emergency basis	
6.	CGST/SGST	

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, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.