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No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107
Dated 16th December 2016Notice Inviting Tender **New Delhi-110107**

Subject: To invite Online Bid for Rate Contract for providing green plants, fresh cut flower arrangements and bouquets in the Ministry of Steel - regarding

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of **Rate Contract for providing green plants, fresh cut flower arrangements and bouquets in the Ministry of Steel** for the period of two year from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement-(CPP) Portal.
3. The tender document contains the following enclosures:

Annexure-I	-	Terms and Conditions	
Annexure-II	-	Proforma for Technical Bid Submission	
Annexure-III	-	List of Items (Proforma for Financial Bid Submission)	
Annexure-IV	-	Details of Bank Account	
Annexure-V	-	Instructions for Submission of e-Tender	
4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	-	19.12.2016 01.00 PM
✓ Bid/Document Downloading Start Date	-	19.12.2016 01.30 PM
✓ Bid Submission Start Date	-	20.12.2016 09.00AM
✓ Bid/Document Downloading End Date	-	04.01.2017 03.00 PM
✓ Bid Submission End Date	-	03.01.2017 03.00 PM
✓ Bid Opening Date	-	04.01.2017 03.30 PM
5. **The Bid should invariably be accompanied by a Demand Draft of Rs. 15,000/- (Rupees Fifteen Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscripted with 'Rate Contract for providing green plants, fresh cut flower arrangements and bouquets in the Ministry of Steel, Udyog Bhawan, New Delhi on or before 4th January 2017 by 03.00 P.M.**
6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.
7. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.



(K.Murali)

Under Secretary to the Govt. of India

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K. MURALI
Under Secretary
Govt. of India
Ministry of Steel
Udyog Bhawan, N-

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।


Terms & Conditions

1. The contract for providing green plants, fresh cut flower arrangements and bouquets in the Ministry of Steel will be valid for a period of 2 years w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry ~~for a period of 2 years~~ or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
3. The firms are required to upload copies of the following documents along with the Technical Bid (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
 - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
 - (b) Scanned copy of Earnest Money Deposit (EMD)
 - (c) Scanned copy of PAN Card
 - (d) Scanned copy of VAT/TIN//Sales Tax registration certificate
 - (e) Scanned copy of work experience certificate
 - (f) Scanned copy Annexure-IV (details of bank account of firm)
 - (g) Scanned copy of cheque from account furnished in Annexure-IV
 - (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.
4. The firm should have a minimum 3 years experience in Central Govt./State Govt/ PSU. List of present contracts having in three Government Departments may also be enclosed with the quotation
5. The 'Technical Bid' should contain company profile, authenticated documents to prove the eligibility of all conditions and any additional documents to show the competency of the firm. The firm should also enclose the copy of PAN in the Technical Bid and the bid should also be accompanied with an **Earnest Money Deposit of Rs. 15,000/- (Rs. Fifteen Thousand only) in the form of Bank Draft in favour of "Pay and Accounts Officer", Ministry of Steel, New Delhi**".
6. Average annual turnover of the bidder firm during last three years, ending 31st March of the previous financial year should be at least of 21 lakhs per anum. Documentary evidence to this effect, i.e. certificate from auditor or copy of financial statement of account of firm like balance sheet, profit and loss account etc. should be submitted along with other requisite documents.
7. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words. The conditional bid will not be accepted under any circumstances.
8. No advance payment will be made in any case. Payment will be made by electronic transfer to the account of the firm every month after production of pre-receipted typed bills (in triplicate) along with work completion report/user certificate duly signed by the user. **Bidder should furnish details of bank accounts in Annexure-IV along with the other requisite documents.**

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Ministry of
Udyog Bharat

9. 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.
10. The firm will maintain all the plants by regularly watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass.
11. The cut flower arrangement may be replaced as and when required, plants may be replaced every 4 months.
12. The flower arrangement will include seasonal flowers as desired by the Ministry. The cutflowers will be of good quality and replacement will be made before 9.00 AM on each working day.
13. 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 Ministry in this regard will be binding on the contract holder.
14. Cut flowers/plants shall be supplied at Ministry of Steel, Udyog Bhawan, New Delhi . 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.
15. If the supplier fails to supply the quantity stipulated, the Ministry of Steel shall be free to make necessary purchase from the market at the suppliers risk and cost shall be recoverable from his running bills.
16. The contract may be terminated at anytime without giving prior notice if the performance is found unsatisfactory. Decision of Competent Authority of this Department in regard will be final & binding to the contractor.
17. While submitting the tender each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender. Conditional bids shall not be accepted.
18. The bidder should not have been blacklisted by any Ministry/Department or any other organization.
19. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information
20. This Ministry reserves the right to terminate the contract any time without assigning any reason therefor.
21. The successful tenderer will be required to furnish "Performance Security" of Rs.40,000(Rs. Forty Thousand only) in form of Fixed Deposit from any Nationalized Bank drawn in favour of Pay and Accounts Officer, Ministry of Steel, New Delhi. The Performance Security deposit will be refunded only after satisfactory completion of the contract.
22. Ministry of Steel reserves the right to reduce or increase the quantity of flowers as per requirement.


16/12/16
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Udyog Bhawan

Arbitration Clause

23. Arbitration: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment there of including the rules framed there under.

24. Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid) are at Annexure-V.

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Under Secretary to the Govt. of India
Telephone No. 23061243

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Under Secretary
Govt. of India
Ministry of Steel
Udyog Bhawan, New Delhi

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION FO TECHNICAL BIDS

Sl.NO.	Particulars	To be filled by the Bidder	
1.	(a) Name of the Firm		
	(b)Address of the Firm		
	(c) Name of the Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f)Email Address		
2	PAN Number (copy to be enclosed)		
3	TIN Number (copy to the enclosed)		
4	Service Tax Registration Number (copy to be enclosed)		
5	List of at least three Govt. Ministries/Departments showing experience in the field (copy to enclosed)		
6	Annual Turn over (In Rs.) (A certificate from Auditor or copy of financial statement of account like balance sheet, profit and loss account etc. to be enclosed) (Average Annual Turn Over during last three financial years should be at least of Rs.21 lakhs Per annum.	Year	Annual Turn Over (in Rs.)
		2012-13	
		2013-14	
		2014-15	
7	Details of EMD (i)Amount (ii) DD No (iii)Date (iv) Issuing Bank		
8	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere. ~~As per~~

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 31016(2)/2016-AD(G) ^{of} 16 December, 2016 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details and/or without the certificate signed or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

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Ministry of
Urban Affairs

Financial Bid

I.No.	Description	Qty. (approx.)	Rate (In Rs.)
1.	GalaiDola, Jerwera/Rose/Karnisun Flower	Per Dozen	
2.	Orkit	Per Dozen	
3.	Meeting sip 200 flower karnisun, jerwera,etc.	Per meeting sip	
4.	Small bouquet (50 flower of rose &jerwera)	Per bouquet	
5.	Big Bouquet (10 Lily & 10 Orkit)	Per bouquet	
6.	Flower basket(35 flower)	Per bouquet	
7.	General plant(medium size in flower pot) with plastic flower pot & tray (General plant will be changed every four months)	Per plant	
8.	Special plant (medium size in flower pot) with plastic flower pot and tray (Special plant will be changed will be changed every four months)	Per plant	
9.	Six luck bamboo with glass pot(big)	Per jar	
10.	Bunch of lucky bamboo with glass pot (small)	Per jar	
11.	Labour charge	Per month	
12.	Brass flower pot	Per piece	
13.	Glass flower pot	Per piece	
14.	Brass planter	Per piece	
15.	Glass flower tray pot	Per piece	

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Govt. of India
Ministry of Steel
Udyog Bhawan

DETAILS OF BANK ACCOUNT

(Real time Gross Settlement(RTGS)National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

Name:

Place:

Designation

Seal

Note Please attach a photocopy of the cheque.

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Govt. of India
Ministry of
Udvog Bhawan

Instructions for Submission of e-Tender(in two bids system-Technical Bid and Financial Bid)

As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at www.eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable.

4. Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids (rate of sanitary items given in Annexure-III) alongwith the other requisite documents in .pdf. format.

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.

9. **The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bids will be accepted as e-Tender only i.e. the bidders

will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.

10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with '**Annual Rate Contract for providing green plants, fresh cut flower arrangements and bouquets in the Ministry of Steel**' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PANCard
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.