



भारतीय दूरसंचार विनियामक प्राधिकरण
Telecom Regulatory Authority of India
MDS Bhawan, JL Nheru Marg,
(Old Minto Road) Next to Zakhir Hussain Collage
New Delhi 110 002



Open Tender Enquiry	
Bid Details	
Name of work	Hiring of agency for Supply of Fresh Cut Flower Bouquet, Indoor/Outdoor Decorative/ Ornamental Plant Service including their maintenance.
Bid Number	F. No.7-3/2020-GA
Bid Start Date	19-5-2020 11:00 Hrs.
Bid End Date/Time	04-06-2020 15:00 Hrs.
Bid opening date/time	04-06-2020 15:30 Hrs.
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Tender Forms Available From	A complete set of Tender Documents can be downloaded from TRAI web site i.e. http://www.trai.gov.in/content/Tender.aspx and also From CPP Portal https://eprocure.gov.in/eprocure/app
Total Estimated Cost for 2-year contract period	Approx. 15.90 lakh.
EMD detail	Rs. 31,800/-
Contract Period	24 months (2 Years)
ePBG Percentage (%)	An amount equal to 5 (five) percent of the contract value.
Duration of ePBG required (Months).	26
Bidder Average Turnover (Last 3 Years)	Rs. 50 Lakh (s)
Document required from Bidder	1. MSME certificate in case seeking exemption of EMD. 2. Experience / Turnover Criteria Certificate 3. Details of firm and Undertaking not blacklisted/nor debarred by any government organization.

1. EMD & Performance security should be in favour of TRAI, wherever it is applicable.
2. Sealed limited tenders are invited from the Delhi based firm for Hiring of agency for Supply of Fresh Cut Flower Bouquet, Indoor/Outdoor Decorative/ Ornamental Plant Service including their maintenance.
4. Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

(Manish Negi)
Sr. Research Officer-I (GA)
Phone No. 011-23664-141/142

SECTION – I

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Telecom Regulatory Authority of India (TRAI), a statutory body of Govt. of India, intends to engage a firm in its office for following services as per terms and conditions described in “**Terms & Conditions Governing the Contract**” in Section–II.:-

1. Supply of Fresh Cut Flower Bouquet,
2. Providing and displaying of Indoor/Outdoor Decorative/ Ornamental Plant

2. BONAFIDE OFFERS

The Bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of firm;
- (b) Having Permanent Account Number;
- (c) Having GST No. as applicable
- (d) Having at least 3 years’ experience for similar works in any Central / State Govt. & Public Sector Undertaking /reputed Private Company /MNC within the preceding five years as on 31.03.2020 and one ongoing contract in hand;
- (e) Having Average Turnover (Last 3 Years) to Rs. 50 lakhs.
- (f) Having their own Nursery within Delhi, and
- (g) Meeting all other requisites laid down in this Section elsewhere.

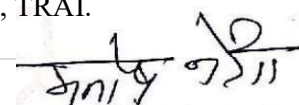
3. TENDER DOCUMENT

The tender document consists of all documents listed at the Para 2 Section - I above. These must be submitted together in the manner indicated below (Annexure III), failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

4. SUBMISSION OF TENDERS – TIME LIMIT/MODE

The tender documents duly completed should be submitted in **two separate** parts:-

- i) First Part should be sealed in a separate envelope and superscripted as “Technical Bid for Supply of Fresh Cut Flower Bouquet and Providing and displaying of Indoor/Outdoor Decorative/ Ornamental Plant”. This should contain all the information which would enable TRAI to decide on credentials of the tenderers for performing/doing the job besides EMD (Para 5 of Section-II) and other documents listed below in Para 4.1.1 and elsewhere in the Section.
- ii) Second Part will consist of the Financial Bid and shall be superscripted on another envelope as such Financial Bid for Supply of Fresh Cut Flower Bouquet and Providing and displaying of Indoor/Outdoor Decorative/ Ornamental Plant”.
- iii) Both the envelopes should be sealed in one envelope and duly superscripted as “**OTE for Supply of Fresh Cut Flower Bouquet and Providing and displaying of Indoor/Outdoor Decorative/ Ornamental Plant**” and addressed to Senior Research Officer (GA), TRAI.

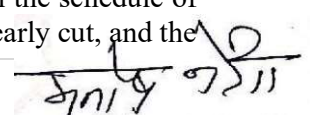

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4.1.1. The following documents must be submitted in the Technical Bid-

- Letter of Submission of tender (Annexure-1).
- Tender document with all pages duly signed and embossed with official seal of firm.
- Demand Draft of Rs. 31,800/- /- (Rupees Thirty-One Thousand Eight Hundred only) towards Earnest Money Deposit or enclose MSME certificate in case seeking exemption from submission of EMD amount.
- Copy of PAN Card.
- Proof of GST registration.
- Copy of experience certificate for prescribed number of years and Documents indicating ongoing contracts in hand.
- Paper indicating registration or constitution of the firm(s) or the requisite power of attorney, if any.
- The details of location of nursery in Delhi in the name of firm.
- A self-certificate to the effect that the tenderer's has not been blacklisted by Central/State Govt. /Public Sector Units or its contracts have not been terminated on account of poor performance (Annexure-VI).
- Proof of turnover of Last 3 years.

4.1.2 The Schedule of Rates (SOR) given at Annexure-IV, duly filled in and signed by the tenderers shall be submitted in the 'Financial Bid'.

- 4.2 The tender document duly completed as described in Para above must reach the TRAI office upto **1500 hrs on 04-06-2020** positively. Tenders received after **1500 hrs on 04-06-2020** **will not be considered under any circumstances.**
- 4.3 Sealed tenders shall be submitted in person only. Tenders by Fax/e-mail etc. will not be considered. TRAI reserves the right to extend the date of submission and opening of tender.
- 4.4 The tender will be opened at TRAI's office located in Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, (Old Minto Road), New Delhi – 110002 **at 1530 Hrs. on the same day** in the presence of representatives of the participating firms.
- 4.5 In case the date of opening is declared holiday, the tender will be received and opened on the next working day at the same place and time.
- 4.6 **All rates shall be quoted only on the proper form i.e. in the SoR (Annexure-IV)** and each page shall be signed in full by the tenderer's or his authorized signatory as described in sub paras above.
- 4.7 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-II on “**Scope of Work and Terms & Conditions Governing the Contract**”. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderers had not understood the work envisaged by this tender document for supply of cut flowers bouquet and displaying of Indoor/Outdoor Decorative/ Ornamental Plant or labour and local laws. Any overwriting in the schedule of rates (SoR) should be avoided. In case of a mistake, the mistake should be clearly cut, and the

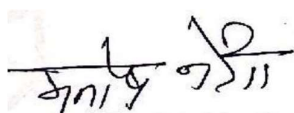


correction should be signed in full by the tenderers or by his authorized signatory and put firm's seal.

- 4.8 The tenderer will have to submit an analysis of rates if called upon to do so by TRAI.
- 4.9 TRAI reserves the right to:-
- Accept or reject any or all the Technical Bids without assigning any reasons.
 - Accept or reject any or all the Financial Bids irrespective of their being the lowest without assigning any reasons.
 - Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the interest of TRAI.
 - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units or who have been issued letter on account of poor performance.
- 4.10 Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.
- 4.11 The rate must be quoted in both words and figures. If there is variation between the rates quoted in 'figure' and in 'words' only the rates quoted in words shall be taken to be as correct and valid. If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- 4.12 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.13 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary, these must be made in ink and all such corrections must be attested by full signature of the tenderer's.

5. OPENING OF BIDS:

- 5.1 The technical bids will be opened in the presence of tenderers or their authorized representatives who wish to attend, **at 1530 hrs on due date**. The tenderer's representatives present at the time of opening of bid shall sign in an attendance register. Authorization letter to this effect shall be submitted by the tenderers before they are allowed to participate in bid opening (A Format is given in **Annexure- II**). Opening of financial bids of the technically qualified bidders will be intimated later,
- 5.2 Only one representative of any tenderer shall be authorized and permitted to attend the bid opening.
- 5.3 The tenderer's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.
- 5.4 The date fixed for opening of bids, if subsequently declared as holiday, the bids will be opened on the next working day at same time and venue remaining unaltered.



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6. PREVIOUS EXPERIENCE

The tenderers should enclose at least 3 years' experience for the similar work in any Central / State Govt. & Public Sector Undertaking/reputed Private Company/MNC within the preceding five years as on 31.3.2020 and **one ongoing contract in hand**. The experience should be in the same name/firm(s)/composition in which it is applying for this contract. Tenders, which are not supported by satisfactory credential, will not be considered.

7. STUDY OF LOCAL CONDITIONS

The tenderers are advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.

8. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of **90 (Ninety) days** from the last date of submission of tender. It shall be understood that the tender document have been downloaded by the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to TRAI. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money under Para 4.1.1 of Section-I shall be liable to be forfeited by TRAI.

9. ACCEPTANCE OF TENDER

9.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of TRAI.

9.3 All the tender documents submitted by a tenderer shall become the property of TRAI and TRAI shall have no obligation to return the same to the tenderers.

9.4 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**

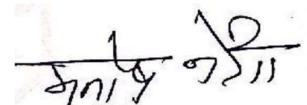
9.5 If a tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then TRAI reserves the right to reject such tender at any stage of execution without any financial liability.

10. EXECUTION OF AGREEMENT

The successful tenderer is required to enter into an Agreement with TRAI after submission of ePBG amount at his own cost through the authorized signatory. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

11. POSTAL ADDRESS FOR COMMUNICATION

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer's by post at his said address shall be deemed to have reached the tenderer in time.



(Manish Negi)
Sr. Research officer (GA)

SECTION-II

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE

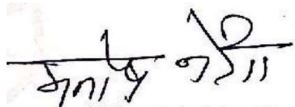
Telecom Regulatory Authority of India is a statutory body set up by an act of Parliament. It is functioning as a regulator of the telecom sector in India.

2. SCOPE & NATURE OF WORK

2.1 Illustrative nature of work required to be done by the Agency as under:-

Service	No.	Description
Fresh Cut Flower Bouquets	25 Bouquets	Flower Arrangement in the rooms of senior officers/ meeting rooms/conference rooms in TRAI office as and when instructed in the Service Order/agreement. In case of holiday on either of these days, the flower bouquets may be provided on the next working day.
Providing and displaying of Indoor/Outdoor Decorative/ Ornamental Plants	700 Plants	This Service also includes timely maintenance of the plants to ensure their freshness and health. This is a Rental Service of Plants.

- 2.2 The Contractor shall deploy necessary manpower to maintain the all plants. The manpower shall carry out the required maintenance on daily basis. The contractor shall maintain all the plants including regular maintenance of indoor/outdoor/seasonal plants. Maintenance shall include all cost of extra earth, manure, fertilizers, pesticides, insecticides etc. complete. Job includes dry/wet cleaning of leaves, watering weeding out undesirable growth of plants, cutting, pruning, painting with Geru to earthen pots and placement of plants as per requirement, shifting from one room to another room, corridor, outside etc.
- 2.3 The contractor will provide healthy and fresh indoor/outdoor/seasonal plants as mentioned in **Annexure-IV** in Vase Pot/ Tray/Ceramic/Cemented pots. Any other good plant can be considered as suggested by TRAI from time to time and contractor is bound to supply on the quoted rates. Plants will be replaced quarterly at the cost of the Contractor. However in between, if, TRAI desires that some plant which are not of good aesthetic look and become unhealthy, the contractor is bound to change the same immediately.
- 2.4 All the pots should be cleaned on **fortnightly basis** and earthen pots be painted with '**terracotta colour snowcem**' every month.
- 2.5 The contractor will provide seasonal plants according to season.
- 2.6 Supply of approx. 25 (Twenty five) Ceramic/Glass Flowers-pots & with Fresh Flowers to be placed in the room of Senior Officers and as per direction of TRAI.
- 2.7 The list of flowers may please be seen at Annexure – IV. Any other good flower can be considered as suggested by TRAI from time to time and contractor is bound to supply on the quoted rates.
- 2.8 The flowers arrangement will be fresh & good quality and replacement will be made before 8.45 A.M. on each **Monday, Wednesday & Friday every week.**

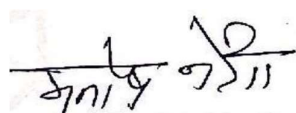


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- 2.9 Flowers supplied shall strictly confirm to be specifications indicated in the schedule to quantities. Cut flowers/plants not in accordance with specification shall be rejected at the suppliers cost and expenses.
- 2.10 The rate must be quoted in Schedule of Rates (SoR) (**Annexure-IV**).
- 2.11 The staff of the contractor should be disciplined, polite and courteous and should not misbehave with any TRAI staff and will not enter into any unlawful activities in TRAI premises.
- 2.12 TRAI's security staff has the right to search, check or interrogate any of the contractor's staff while entering/leaving the premises for purpose of duty.
- 2.13 It will be the responsibility of the contractor to bring the plants and place/shift the same inside the building on all floors and outside the building as per direction of the TRAI
- 2.14 Transportation cost shall be borne by the contractor.
- 2.15 In case contractor fail to change the unhealthy plant or clean the plants as per contract terms, a penalty of Rs. 200/- per day shall be levied till rectification of defect.
- 2.16 In case fresh flowers are not supplied in time or any deficiency in service or unsatisfactory arrangement of flowers, a penalty of Rs. 200/- for each occasion will be imposed. The decision of the TRAI in this regard shall be final and binding.
- 2.17 A random check will be conducted to inspect the freshness, quality and quantity of the flower arrangement/Green Plants.
- 2.18 If at any stage during the currency of contract, the quality & variety of plants and flowers, performance of the contractor etc. is not found satisfactory, the contract will be terminated, and performance security amount shall be forfeited. The decision of the TRAI in this regard will be binding and final on the contractor.
- 2.19 The contractor shall have no right to claim any cost/damage/loss due to theft, fire, etc.
- 2.20 The number of potted plants may be increased/decreased upon the future requirement of TRAI.
- 2.21 No rate shall be enhanced during the currency of the contract.
- 2.22 TRAI reserves the right to accept or reject any or all tender without assigning any reason whatsoever and is not bound to accept the lowest tender.
- 2.23 TRAI reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. TRAI also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

3. PAYMENT CONDITIONS

- 3.1 The Contractor will produce monthly bills for release of payment by 15th of the following month and payment will be released after verification by authorized person of TRAI.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

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4. DURATION OF CONTRACT

- 4.1 At the initial stage, the contract shall be awarded for a period of Two years from the date of submission of ePBG amount. However, on the basis of performance, TRAI will have discretion for extending it for further period of one or more years on mutually acceptable terms & conditions and rates.
- 4.2 However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least 03 (three) months or till the new contract is finalized, whichever is earlier.

5. EARNEST MONEY

- 5.1 The tenderer will be required to deposit a sum of Rs. 31,800/- /- (Rupees Thirty-One Thousand Eight Hundred only) as Earnest Money along with complete tender documents and conditions thereof in a manner acceptable to TRAI or enclose MSME certificate in case seeking exemption from submission of EMD amount. Should the tenderer fails to observe or comply with the said stipulation, the entire amount of EMD shall liable to be forfeited by TRAI.
- 5.2 The deposit as referred to under Para 5.1 above shall be made by '**Pay Order**' or '**Demand Draft**' mode in favour of '**TRAI**' payable at Delhi and valid for a minimum period of three months after the date of issue of tender.

6. PERFORMANCE SECURITY

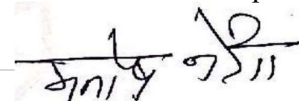
- 6.1 The successful bidder whose rates are finally accepted shall deposit an amount equal to the amount of 5(Five) percent of the contract value as Performance Security Deposit. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.
- 6.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- 6.3 In case of non-performance, the above performance security deposit will be forfeited.
- 6.4 Non-submission of performance security deposit will liable to forfeiture of EMD amount of the successful bidder.

7. CRITERIA FOR EVALUATION OF BIDS

- 7.1 Bids shall be opened on 04-06-2020 at 1530 hrs by a committee in the presence of bidder's representatives, who wish to attend bid opening, at their cost. The bidder's representative will be required to bring Authority Letter from his firm and put signature in the attendance sheet/register.
- 7.2 An evaluation committee consisting of officials from TRAI will evaluate the bids of all the bidders, both technically and commercially.
- 7.3 Conditional bids shall be summarily rejected.
- 7.4 The documents furnished by the bidder will be examined to see whether the qualifications and specific requirements including technical mentioned in this document are fulfilled.

Criteria for Evaluation of Bid

- 7.5 Bidders will be required to quote their rates as per the schedule of rates as given in **Bid format Annexure-I**. L-1 bidder will be decided on the basis of on overall cost. The rate must be quoted inclusive of all taxes.



8 FORCE MAJEURE

- 8.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the firm to TRAI within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 8.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

9. LAWS GOVERNING AGREEMENT

The Agreement entered into between TRAI and the firm shall be governed by the laws of India for the time being in force.

10. JURISDICTION OF COURTS

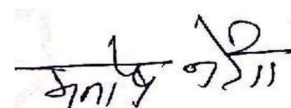
The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

11. ARBITRATION

In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

12. GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Advisor (A), TRAI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.



(Manish Negi)
Sr. Research officer (GA)

LETTER OF SUBMISSION OF TENDER

To

The Senior Research Officer (GA)
O/o Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawahar Lal Nehru Marg, New Delhi – 110 002

Subject: Tender for Contract for Supply of Flowers, flowerpots, Indoor/Outdoor Plants for a period for two years from the date of Award of Contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above-mentioned contract, I/We hereby tender for the contract for working as Contractor for TRAI for its office at the rates specified in the SOR (Annexure – II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
 - 2.1 A sum of ` _____ /- (Rupees _____ only) towards earnest money in the form of Pay Order/Demand Draft No. _____ dated _____ drawn on the bank / branch _____ in favour of TRAI, payable at Delhi.
 - 2.2 Copy of Income Tax PAN Card.
 - 2.3 Copy of GST Registration.
 - 2.4 Copy of the Registration Certificate of firm.
 - 2.5 Proof of 3 years' experience for the similar work in any Central / State Govt. & Public Sector Undertaking /reputed Private Company/MNC within the preceding five years as on 31.3.2020 **and copy of ongoing contract in hand.**
 - 2.6 Certificate to the effect that our firm has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
 - 2.7 The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by TRAI.
 - 2.8 Proof of own Nursery within Delhi
 - 2.9 Proof of turnover of Last 3 years.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer's/(s)

Name : _____

Mobile/Tel No.: _____

Designation : _____

Address : _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject:- Authorization for attending bid opening of tender for supply of flowers, flowerpots, indoor/outdoor potted plants.

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Tenderers) in order of preference given below.

Name

Specimen Signature

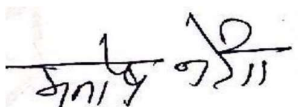
Signatures of tenderer's

Or

Officer authorised to sign the bid Documents on behalf of the tenderer's.

Note:

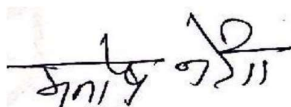
1. Only one representatives will be permitted to attend bid opening. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.



CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for supply & display of Flowers, flower-pots, Indoor/Outdoor Potted plants and their maintenance. The documents are to be submitted in descending order.

SN	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft towards Earnest Money Deposit/MSME certificate in case seeking exemption from submission of EMD	
4.	Copy of PAN Card	
5.	Proof of GST Registration.	
6.	Photocopy of registration certificate of firm.	
7.	Three (03) years experience for the similar work in any Central / State Govt. & Public Sector Undertaking /reputed Private Company/MNC within the preceding five years as on 31.3.2020 and one ongoing contract in hand.	
8.	A self-certificate to the effect that the tenderer's has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance. (Annexure-VI)	
9.	Proof of their own Nursery within Delhi.	
10.	Authorization letter for the bid opening [as per Annexure – II]	
11.	Any other document (s) [Please specify]	
12.	Schedule of Rates (as per Annexure-IV in a separate sealed envelope)	
13.	Proof of turnover of Last 3 years.	



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SCHEDULE OF RATES (SoR)**Supply of Flowers and Hiring of Indoor/Outdoor Potted Plants & their maintenance****Part: I**

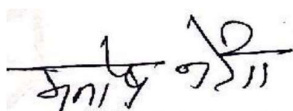
For Cut flowers Bouquet (25 Nos.) with flower pot, *Flowers shall be replaced on alternate day i.e. on every Monday, Wednesday and Friday i.e. maximum 12 bouquet in a month.*

Sl. No.	Description of item	Set (No.)	Rate per set per day (Rs.)			Amount Per month (Rs.) [CxF]x 12 sets/bouquet	Amount for the year (Rs.) [Gx12 months]
			Rate (Rs.)	GST as applicable	Total (Rs.) Rate per day [D+E]		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	Supply & display of cut flowers (1 set bunch of minimum 10 flowers)	17					
2	Supply & display of cut flowers (1 set with minimum 15 flowers)	08					
Total Part I							

Part: II

Providing 700 Nos. Indoor/Outdoor/Seasonal Plants with moss stick, where required. All plants shall be supplied in decorative earthen/cement pot with base tray as described in Annexure V.

Sl. No.	Description			Rate per Month (Rs.)			Total Rate per year (Rs.)
	Height of Plant (Inclusive of Pot/ Tray) in inches	Width of Plant (Inclusive of Pot/ Tray) in inches	No. of plants	Rate (Rs.) Per plant	GST (Rs.) as applicable	Total (Rs.) [E+F]	Amount (Rs.) [DxG]x12 Months
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	10-20	5-15	200				
2	21-30	16-25	200				
3	31-40	26-35	100				
4	41-50	36-45	100				
5	51-60	36-45	100				
Total Part II							



Part: III

Total bid amount (Rs.)

Sr.No.	Particular	Amount (Rs.)
1.	<u>Part: I</u> : For fresh cut flowers Bouquet	
2.	<u>Part: II</u> : For Indoor/Outdoor/Seasonal Plants	
3.	Grand Total (1+2)	

Grand Total
Rs. _____

_____ (in words)

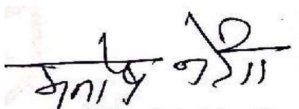
Signature & seal of the Authorised Signatory

Name: _____

Mobile / Tel No.: _____

Designation: _____

Address: _____



Handwritten signature and date: 27/11/11

I) Fresh Cut Floral Bouquet Service (25)

Specification	Values
Pots	Glass/Ceramic
Variety of Flowers	Anthurium, Asiatic Lily, Aster , Calla, Carnation, Daffodil, Dahlia, Gerbera , Gladiolus Guldawari , Iris , Lilium , Orchid All Colours ,Oriental Lily , Rose All Colours, Tata Rose All Colours, Tulip
Size of Decoration	15 Flowers - 08 Pots
	10 Flowers – 17 pots
Frequency of Service Days	Alternate Days in a Week

II) Decorative/ Ornamental Plant Service (700)

Specification	Values
Plant Requirement	With Vase Pot/ Tray/Ceramic/Cemented
(in the season)	Areca Palm Plant, Ari-Calm-Palm Plant, Arocario Plant, Azalea Plant , Bamboo Sticks,Plant , Crotton Plant, Daphne Plant , Dracaena Song of India Plant, Dracaena Victoria Plant,English Ivy Plant, Ficus Plant, Indian Basil Plant,Money Plant, Oxycodium Plant, Parrot Plant, Snake Plant , Spider Plant, Tapik Snow Plant, Weeping Fig Plant, Syngonium Variegated ,Monstera, Philodendron, Oxycardium, Dleffenbachia Aglaonema , Dracaena , Ficus Benjamina, Ficus Nuda, Juniperus Erecta, Topiary

Height of Plant (Inclusive of Pot/ Tray) in inches	Width of Plant (Inclusive of Pot/ Tray) in inches	No. of plants
10-20	5-15	200
21-30	16-25	200
31-40	26-35	100
41-50	36-45	100
51-60	36-45	100

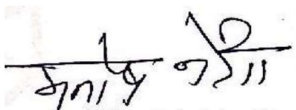
Handwritten signature and date: 5/11/11

Undertaking /Declaration

I/We undertake that documents are genuine/authentic and nothing material has been concealed and that I/We are not blacklisted/nor debarred by any government organisation. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.

Signature of the Authorised Signatory
Name of the official of the agency/firm
Agency/firm Seal

Date :
Place:



Handwritten signature and date in Hindi script. The signature appears to be 'S. K. Singh' and the date is '11/11/15'.