

No.-14014/1/2014-GA (DPE)
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No. 14, CGO Complex,
Lodhi Road, New Delhi-3
Dated the 19 September, 2014

ORDER

Subject: Sealed quotations for award of Annual Contract of supply/arrangements of exotic/cut flowers along with flower vases/trays and flower bouquets etc. in the Deptt. Of Public Enterprises

Sealed tenders are invited from the reputed/experienced and professional firms/individuals having trained manpower for above stated work in the office chamber of Senior Officers besides conference room/meetings. The interested parties may inspect the existing arrangements during working days and seek any clarification by meeting Section Officer (Admin.) in Room No.414, Fourth Floor, Block no. -14, CGO Complex New Delhi, or the undersigned. Any confusion in quoting rates will be the sole responsibility of tenderer.

2. The rates are to be quoted for following arrangement:-

1. Normal Round Arrangement (rate per Stick)
2. Small round arrangement.(rate per Stick)
3. Flower Bouquet (30 stick)
4. Flower Bouquet (20 stick)

3. Only those firms which have minimum experience of three years with turnover of at least 1.00 lakh, per annum in the field in any Government /Semi-Government/PSU/Pvt. Organization of repute and having their own Shop/Nursery in Delhi or NCR will be considered for the job. Satisfactory service certificate from concerned authorities need to be submitted along with tender document. Name and complete address of shop/nursery as well as address of present sites being handled by the firm need to be submitted along with quotation. The Department reserve the right to inspect either or both at any given time.

4. Interested firms/parties may obtain tender documents/form on all working days between 10.00AM and 5.00 PM from Section Officer (Admin.) in Room No.414, Fourth Floor, Block no. -14 CGO Complex New Delhi. The tender document can also be down loaded from this Department's website.

5. The sealed covers containing bids, duly super-scribed "Bids of quotation for supply/arrangements of exotic/cut flower along with flower vase/tray and flower bouquets etc.", should be addressed to the Under Secretary, (Admin.) in Room No.414, Fourth Floor, Block no. -14 CGO Complex New Delhi, may be deposited in the tender box kept in ground Floor, (Public Enterprises Bhawan) Block 14 CGO Complex New Delhi or alternatively sent by post so as to reach the undersigned not later than 03.00PM on 26.09.2014, The bids will be opened on same day at 03.30 PM. The quotation/bid must be accompanied by Earnest Money Deposit of Rs. 500/ (Rupees five hundred only) Drawn in favour of the **Drawing and Disbursing Officer**, Department of Public Enterprises, Block 14 CGO Complex New Delhi. The representatives of the firms who wish to be present at the time of opening of quotations are welcome.

6 Terms of Annual Contract for supply/arrangements of seasonal flowers along with flower vases/trays and flower bouquets etc. are given in annexure.


(Kalpana Narain)
Director

ANNEXURE

TERM AND CONDITIONS

1. The flower arrangement work will be completed by the contractor up to 9.00 AM daily and twice a week basis as per the requirement of the Department. The list of officers who will be provided flowers daily & twice a week is enclosed. In case of emergency the Contractor will have to provide services for flower arrangements even on holidays/Sundays and at the required site of meeting/conference etc.
2. Suitable persons to be deployed by the contractor for arranging flowers in the office Chamber of Chairman/Secretary/Additional Secretaries/Joint Secretaries/Joint Secretaries & Arbitrator etc on all working days even on holidays/Sundays if required. A list of officer will be made available to the contractor for providing flower arrangements.
3. The contractor's personnel shall not enter or try to enter the rooms. They will also not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.
4. The contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
5. The authorized workers of the contractor will have to report to the department daily before and after completion of the job. Surprise visits/checks will be conducted by the officers of the department.
6. The department reserves the right to impose any other conditions for regulating the contract in public interest.
7. The contractor will be responsible to abide by all the Government Notification with regard to payment of all taxes, whatsoever applicable. The income tax will be deducted at source and accordingly TDS certificate will be issued by the Department.
8. The preferable quality of flowers are Roses, Orchid, Bird of Paradise, Haliconia, Anthurium, Zinger, Lilly (Asiatic, Aram, Oriental, Longy), Carnation, Rose, Astomaria, Zeberra, Spider, Mukara (Yellow, Calipso. Mehroom), Estoma, Tiger Orchid, Irish and similar good quality flowers etc.
9. In case the quality of flowers and services rendered by the firm is not found satisfactory or below the desired standard, a suitable deduction will be made from the bill as penalty, to be decided by this office.

Copy to:-

- 1 Senior Technical Director NIC, Department of public Enterprises, with the request to upload tender in the website of Department of public Enterprises.
- 2 OL section for Hindi Transaction.

Kalpana Narain
(Kalpana Narain)
Director

Officers requiring flower pots daily:-

Sl. No.	Name of officers	Flower No. of Vases /pots	Required flower pots daily
1	Chairman (BRPSE)	Two	Daily
2	Secretary	Two	Daily
3	Secretary (BRPSE)	Two	Daily
4	Joint Secretary (A)	One	Daily
5	Joint Secretary (AKP)	One	Daily
6	Adviser	One	Daily
7	JS & Arbitrator	One	Daily

Kalpana Narain