Subject: Quotations for supply of fresh cut flower arrangement in Department of Commerce – regarding.

The Department of Commerce invites bids for daily rates for supply of following fresh cut flower arrangements in Department of Commerce, Udyog Bhavan, New Delhi.

<table>
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<tr>
<th>S.No.</th>
<th>Item</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>1.</td>
<td>Flower basket (containing 35-40 sticks/twigs)</td>
<td>*11 baskets per day (To be supplied on all working days)</td>
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<td>2.</td>
<td>Flower Pot (containing 12-15 sticks/twigs)</td>
<td>*43 pots per day (To be supplied on all working days)</td>
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* may increase or decrease during the currency of the contract period.

2. The above flower arrangements shall include various types of flowers like Gladiola, Gerbera, Rose, Cornation, Orchid, Suitbelium, Rajanigandha, Carandola and Delia etc.

3. The firms shall have a minimum experience of five years in the field in any Government/Semi-Government/PSU. A satisfactory services certificate from concerned authorities need to be submitted along with tender document.

4. The tender shall be accompanied by an earnest money deposit (EMD) of Rs. 20,000/- drawn in favour of “Under Secretary(Cash), Department of Commerce. Tenders which are not accompanied by prescribed EMD shall be rejected.

5. The applicant should submit the bids in sealed covers superscribed “Quotations for supply for fresh cut flower arrangements in Department of Commerce”.

6. The bids should be addressed to Section Officer, General Administration Section, Room No. 27-C, Department of Commerce, Udyog Bhavan, New Delhi. The last date for submission of the renders is 30.05.2018. The tenders would be opened on the same day at 4.00PM in Room No. 20-C, Ground Floor, Udyog Bhavan, New Delhi. Those bidders who wish to be present during tender opening may do so.

7. The Department reserves the right to accept or reject the offer of any tenderer without assigning any reason and no claim on this account shall be entertained.

8. Other terms & conditions for supplying the flower arrangements are also enclosed at Annexure-1.

(Mukesh Kumar)
Section Officer(GA)
Tel: 2306 2521
Terms & condition for supply of fresh cut flower arrangements.

1. The contract will be for period of one year from the date of award of contract. Any extension to the contract would be at sole discretion of the Department keeping in view the quality of service/goods provided by the vender.

2. The flowers arrangements are to be supplied on all working days in the rooms assigned by the Department in Udyog Bhawan, New Delhi. The list of rooms/officers where these flower arrangements are to be placed would be provided at the time of awarding the contract. The number of pots may increase/decrease as per requirement of the Department during the contract period.

3. The Payment shall be made at the end of each month after submission of the claim. The claim shall be accompanied by a certificates relating to satisfactory services having been rendered from the concerned officers of the Department. No Advance payment shall be made by the Department of Commerce.

4. The Department will not pay any extra charge for transportation of flowers. 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.

5. The flower arrangements/material shall be strictly as per specifications and contractor shall be responsible for freshness/quantity of flower supplied. In case of any complaint/deficiency in the service of satisfactory flower arrangement, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Department in this regard shall be final and binding.

6. The successful tenderer shall submit a performance security, as determined by the Department in the form of Account payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Commercial bank. The Security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier.

7. In case any tenderer backs out or fails to supply intended goods without any explicit consent of this Department or not supplying the intended goods during the contract period, the EMD/performance guarantee amount would be forfeited. The above act of backing out would also automatically debar the firm from any further dealing with this Department.

8. The Department also reserves the right to terminate the contract any time without assigning any reasons.

(Mukesh Kumar)
Section Officer