

Yojana Bhavan, Sansad Marg,
New Delhi, 19th March, 2012

E-Tender/e-procurement Notice

Subject: Invitation for Online tenders for supply of fresh flowers alongwith sticks/twigs and leaves in Planning Commission and EAC- regarding

1. **Online** tenders are invited for supply of fresh flowers alongwith sticks/twigs and leaves in Planning Commission, Yojana Bhawan and Economic Advisory Council, Vigyan Bhavan, New Delhi. No manual tender will be accepted under any circumstances.

2. The above flower arrangements alongwith sticks/twigs and leaves shall include different varieties of flowers namely **Anthurium, Aster, Bird of Paradise, Carnation, Dahlia, Dutch Rose, Gladiola, Gerbera, Limonium, Lily, Orchid, Rajnigandha**. The details of rates are to be quoted and to be submitted in **Annex-II(referring Price bid)** in Indian Rupees. Any overwriting in Annex-II is not allowed and the bid will summarily be rejected.

3. The scanned copy of Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh Only) must be uploaded with the Tender and original has to be delivered by hand at the following address latest by 1300 hours on 10.04.2012:

Shri V.K. Kukreja
Section Officer (General III)
Room No.G8
Yojana Bhawan, Sansad Marg,
New Delhi – 110001

OR

Shri J. Sriram Murty
Under Secretary (General III)
Room No. 501
Yojana Bhawan, Sansad Marg,
New Delhi – 110001

4. All the required documents in support of eligibility criteria are also to be uploaded alongwith the tender documents.

5. The Tender shall be opened on-line at 1530 hours on 10.04.2012 by the duly constituted Tender Evaluation Committee. The representatives of firms/agencies/companies who wish to be present to view the Tender Opening process may be allowed to do so.

6. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

7. In case of withdrawal, the EMD stands forfeited.

8. Terms & conditions are at Annexure-I

9. The first requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids on line are also enclosed herewith as Annex-III.

10. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) from the date of publication. The tender

J. Sriram Murty

notice may also be downloaded from official website of Planning Commission
(<http://planningcommission.nic.in/news/tender/index.php?news=tendbody.htm>).

11. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in para 10 above.

J. Sriram Murthy
(J. Sriram Murthy) 19/3/12
Under Secretary to the Govt. India
Tele No: 23042500
23327446

Terms and Conditions for award of the contract for supply of fresh flowers alongwith sticks/twigs and leaves

I. Instructions to Bidders

1. Tender received after specified date and time will not be accepted. If the EMD is not delivered by hand latest by 1300 hours on 10.04.2012, the bid will be rejected. The earnest money of the unsuccessful tenderer will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidders withdraw his bid, the EMD stands forfeited.
3. The bidders are advised in their own interest to quote their rates for all items as per the specifications indicated in Annex-II failing which their bids shall be outrightly rejected. Any overwriting in Annex-II is not allowed and the bid will summarily be rejected.

II. Eligibility Criteria

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address alongwith telephone number during the online bid submission.
5. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Self attested copies of letter from bank stating that account is being maintained by the Company/Firm/Agency alongwith details like account number/s, TIN number and PAN card should be uploaded with the tender during the online bid submission.
6. The Company/Firm/Agency shall have a minimum experience of three years to Central Government Ministries/ Departments/Public Sector Undertakings/Public Sectors Banks in this field. Proof of experience certificates (at least two certificates during the period 2008-2011) are to be uploaded alongwith tender documents.
7. The tendering Company/Firm/Agency should upload a duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during the online bid submission.
8. The Company/Firm/Agency has to upload an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central government/State Government and any Public Sector Undertaking.

III. Period of Contract

9. The contract for supply of fresh flowers alongwith sticks/twigs and leaves in respect of the flowers as specified in Annex-II will be for a period of one year from the date of award of contract. The contract may be extended on the same terms & conditions and rates, for a further specific period and up to a maximum period of one year on quarterly/ half yearly/annually basis subject to satisfactory services.

IV. Earnest Money Deposit(EMD)

10. The tender must be submitted online and accompanied by scanned copy of a Account Payee Demand Draft/ Pay Order of Rs. 1,00,000/- (Rupees One lakh Only) as Earnest Money drawn in favour of Pay and Accounts Officer, Planning Commission and payable at New Delhi. Pay order/Bank Cheque drawn in favor of any officer other than Pay and Accounts Officer, Planning Commission New Delhi will not be accepted and the tender will be rejected. EMD in

J. Srinivasulu

original is required to be delivered at the following address by hand latest by 1300 hours on 10.04.2012:

Shri V.K. Kukreja
Section Officer (General III)
Room No.G8
Yojana Bhawan, Sansad Marg,
New Delhi – 110001

OR

Shri J. Sriram Murty
Under Secretary (General III)
Room No. 501
Yojana Bhawan, Sansad Marg,
New Delhi – 110001

V. Bid Evaluation Criteria

11. The bid shall be opened on the scheduled date and time (at 1530 hrs. on 10.04.2012), in Room No. 412 of Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the representatives of the Company/Firm/Agency if any, who wish to be present at the time of opening the tender.

12. The L-1 bidder will be selected on the basis of lowest total value in respect of all the variety of flowers whose specification are indicated in Annex-II.

13. The successful bidder/supplier of flowers (L1) has to deposit a Performance Security Deposit amounting to 10% of the total annual contract value in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi or a bank guarantee from a commercial bank covering the period of contract within 10 days from the date of receipt of Offer of the Contract for award of the contract. The performance security should remain valid for a period of sixty days beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the awarding Company/Firm/Agency including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the bidder.

14. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

VI. Specific Terms and Conditions

15. The flowers must be supplied in Yojana Bhawan and EAC Vigyan Bhawan Annexe well in time i.e. by 0830 AM. A list of rooms and name of the officers where the flowers are to be provided will be given at the time of award of the contract.

16. The selected bidder will be required to supply fresh and good quality flowers thrice a week (Monday, Wednesday & Friday).

17. The Planning Commission also reserves the right to terminate the contract any time without assigning any reason(s).

18. The Planning Commission will not pay any extra charges 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.

19. The flower arrangements/material shall be strictly as per the request and contractor shall be responsible for freshness/quantity of flowers supplied. In case any complaint/deficiency in the service is noticed in respect of unsatisfactory flower arrangement of flower, a penalty of 5% of the bill for each occasion will be imposed on the selected bidder. The decision of the Planning Commission in this regard shall be final and binding.

J. Sriram Murty

VII. General Terms and Conditions

20. In case, selected bidder is backing out in midterm towards supply of intended goods without any explicit consent of Planning Commission OR not supplying the intended goods during the contract period, performance security deposit would be forfeited and the contract may be terminated. The above act of backing out would also automatically debar the selected bidder from any further dealing with this Planning Commission. In this regard, the decision of Competent Authority in the Planning Commission shall be final and binding on the contractor.

21. The selected bidder has to issue I Card to their employees and the same has to be displayed by them. The selected bidder has to submit a police verification report in respect of their employees regarding their character and antecedents.

22. The claim for release of payment shall be accompanied by a certificate relating to satisfactory services having been rendered from the concerned officers/officials of the Planning Commission by the 10th of succeeding month. No advance payment shall be made by the Planning Commission. Any deficiency in service shall be made good by proportionate deduction from the claim by the Planning Commission.

23. Payment will be made by Electronic Clearing System(ECS) transfer on monthly basis after satisfactory supply of flowers. The bill should be submitted in triplicate bearing valid Tax registration number and PAN. Bill has to be submitted on the 10th of every month succeeding the month in which flowers were provided.

24. The contract can be terminated in the event of the irregular and poor quality or untimely supply of flowers/leaves.

25. Planning Commission reserves the right to reject any or all the tenders without assigning any reasons thereof.

26. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Joint Secretary, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as it nominated by the Joint Secretary even though the said officer is an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Joint Secretary shall act as arbitrator. The decision of the Joint Secretary or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

27. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

28. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

29. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by

J. Srivastava

the Registered Post at his last known address. Any notice so posted shall be prima facie
of service at the expiration of the time in which it reaches in the ordinary course of post.

J. Sriram Murthy

(J. Sriram Murthy) 19/03/201

Under Secretary to the Govt. India

Tele No: 23042500

23327446

Copy to:-

Director (C&I), Planning Commission with the request to upload the tender letter in the
Planning Commission' website.

Tender Inviting Authority: J.S.Murty General-(Planning Commission)

Name of Work: Price Bid Flowers Tender

Contract No.: D-31011/21/2011-G-III

Bidder Name:

PRICE SCHEDULE

SI No.	Item Description	Item Code / Make	Quantity	Units	Basic Price (in Rs. Rate per dozen excluding tax)	Tax (Enter Tax in Rs.)	Total Amount in Rs. (Rate per dozen including tax)
1	Anthurium	item1	1	Dozen	0.00	0.00	0.00
2	Aster	item2	1	Dozen	0.00	0.00	0.00
3	Bird of Paradise	item3	1	Dozen	0.00	0.00	0.00
4	Carnation	item4	1	Dozen	0.00	0.00	0.00
5	Dahlia	item5	1	Dozen	0.00	0.00	0.00
6	Dutch Rose	item6	1	Dozen	0.00	0.00	0.00
7	Gladiola	item7	1	Dozen	0.00	0.00	0.00
8	Gerbera	item8	1	Dozen	0.00	0.00	0.00
9	Limonium	item9	1	Dozen	0.00	0.00	0.00
10	Lilly	item10	1	Dozen	0.00	0.00	0.00
11	Orchid	item11	1	Dozen	0.00	0.00	0.00
12	Rajnigandha	item12	1	Dozen	0.00	0.00	0.00
***Total in Figures							0.00
***Total in Words							

Rupees only

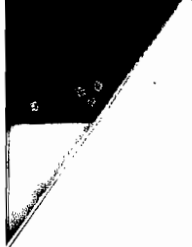
J.S.Murty

Instructions for Online Bid Submission

**Instructions to the Bidders to submit the bids online
thro' the eProcurement site
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document , latest by the last date of bid submission.

- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than .1 MB the transaction uploading time will be very fast.

- 
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
 - 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 - 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 27) Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
 - 27) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.