

No.D-13020/1/2008-Admn.III
Government of India
Ministry of Information & Broadcasting

New Delhi-1, dt.21.4.2008

To

M/s

As per list

Subject: - Provision of Decorative Potted Plants and Cut Flowers in the Main Sectt.
Min. of I & B – contract thereof.

Sir,

I am directed to say that this Ministry is interested to enter into annual rate contract for Provision of Decorative Potted Plants and Cut Flowers in the Main Sectt. Min. of I & B, Shastri Bhavan, New Delhi. In case you are interested, you may quote your rates in **sealed cover** for the items (**Display of Potted Plants: Month wise and Cut Flowers: Per pot**), immediately so as to reach the undersigned on or before **30th April, 08**. The quotation will be opened on the same day at **3.30 P.M. in Room 544-B**, "A" Wing, Shastri Bhavan. The quotation may be addressed to the **Under Secretary** (Admn.), Ministry of Information & Broadcasting Room No. 544-B, 'A' Wing, Shastri Bhavan, New Delhi- 110001.

2. The terms and conditions will be as follows:-

1. The firm will depute one person daily for proper maintenance, watering and cleaning of the plants. The plants should be rotated at least once in a week or earlier, as required by this Ministry.
2. The flower arrangement work will be completed by the contractor by 9.00 a.m. positively on the working days.
3. On urgent requirement, Contractor will have to provide services even on holidays/Saturday/Sunday at the required site/quantity/time. Negligence on this account may lead to penal action against the Contractor as deemed fit by the Ministry.
4. The responsible staff should make the arrangements and contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety & Security of the office equipments/machinery. Any loss to the property of the Ministry due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
5. The contract is valid for a period of one year and can be extended for further on the basis of satisfactory performance of the firm.
6. The preferable quality flower / plants would be as under: -
Flowers: Orchid, Bird of paradise (BOP), Haliconia, Anthurium, Zinger, Lily (Asiatic, Aram, Oriental, Longy), Camation, Astomaria, Zeberra, Spider Orchid, Murara (Yellow, calipso, Mehroon), Estoma, Tiger Orchid and Irish Flowers and other similar quality of flowers.
Plants: Arica Palm, Airocariya, Money Plant, Dry seena, Ficus, Mix variety etc.
7. In case the quality, size of plants/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 Ministry.
8. In case of any dispute, the decision of the Competent Authority, Ministry of I & B will be final and binding.
9. The competent authority reserves the right to cancel the contract at any time without assigning any reason thereof.

Contd...

3. The bid has to be accompanied by an EMD of Rs.5,000/- (Rupees Five thousand) only in the form of Demand Draft in favour of Pay & Accounts Officer, Main Sectt. Min. of I & B. The firm should be registered with the Registrar of Companies and with Delhi Sales Tax Department. Copies of PAN/TIN No. must be attached.

4. The undersigned reserves the right to accept or reject all or any quotations or terminate the contract at any time without assigning any reason.



(Ram Phal)

Under Secretary to the Government of India

Tel: 23384990

Hindi version follows

Copy to:

✓ NIC, Min. of I & B for placing the tender document on M/o I & B's Website.