

No. 13/4/2016-Gen. Admn.  
**Government of India**  
**Ministry of Finance**  
**Department of Disinvestment**  
(Administration Section)

Block No.11, CGO Complex,  
Lodhi Road, New Delhi-110 003.

Dated the 15<sup>th</sup> March, 2016.

To .....

**Subject: Annual Contract for Supply of Natural Plants/Flowers at 4th & 5th Floors of Block No. 14 and 2<sup>nd</sup> floor of Block No. 11, CGO Complex, Lodi Road, New Delhi during 2016-17.**

Sir,

I am directed to state that Department of Disinvestment proposes to invite quotations from reputed florists having at least 3 years experience in supply of natural plants and flowers in Central/State Government Ministries/ Departments/ PSUs in Delhi/NCR. The natural plants are to be located in the corridors and in the Chamber of officers. The flowers are to be supplied in the rooms of the senior officers of this Department. The locations/rooms where the Natural Plants and Flowers are to be supplied are given at Annexure -II.

2. Interested reputed florists willing to undertake the contract on the terms and conditions specified in the enclosed Annexure-I, are requested to send their quotations in sealed cover marked "Quotations for Supply of Natural Plants and Arrangement of Flowers" in the format given in Annexure-II. The sealed cover containing the quotations should be addressed to Under Secretary (Administration), Department of Disinvestment, Block No.11 & 14, CGO Complex, Lodi Road, New Delhi-110 003.

3. Complete Tender Document can be downloaded from the website of the Department i.e. [www.divest.nic.in](http://www.divest.nic.in).

4. The quotations will be accepted up to 2.00 PM on 28<sup>th</sup> March, 2016 and the same will be opened at 4.00 PM on the same day in Room No. 213, Department of Disinvestment, Block No. 11, (entry from Block No. 14) CGO Complex, Lodi Road, New Delhi-110003. Authorized representatives of the firms/florists are invited to be present at the time of opening of quotations.

Yours faithfully,

(Ashish Kumar)  
Under Secretary to the Govt. of India  
Tel: 24358785

Terms and Conditions for Annual Contract for Hiring/providing of Natural Plants/Flowers in the Department of Disinvestment

- i. EMD of Rs. 2,000/- in the form of Demand Draft from any Nationalised Bank drawn in favour of the DDO, Department of Disinvestment.
- ii. Copies of Pan No. /Service Tax No. /TIN No. duly self attested.
- iii. Self attested copies of similar experience in Central/State Government, PSU, etc. for 3 years.
- iv. Annual turnover for the year 2013- 2014 & 2014-15 (with proof), for the last 2 years.
- v. Requisite certificates regarding proof of experience, financial standing, turnover, Service Tax/Sale Tax/Income Tax and any other tax applicable for the last 2 years may also be enclosed.
- vi. Potted healthy plants will be supplied in Glass/plastic/earthen pots with plates/bowls and the flowers should be fresh and of good quality with pot/vase.
- vii. Arrangement of necessary maintenance of Natural Plants is to be made by the firm on daily basis i.e. watering, cleaning, pruning, trenching, spraying of insecticides, etc. and should be replaced twice during a month.
- viii. The work relating to watering of plants twice a week will be undertaken by the contractor.
- ix. Plants which go dry/decay will be replaced as and when required.
- x. The plants shall be inspected by the undersigned or by his representative in respect of the quality and variety. The decision of the undersigned/ representative in regard to the acceptance or rejection shall be final and binding on the contractor.
- xi. The plants damaged due to negligence on the part of contractor or the men engaged by him shall be replaced immediately.
- xii. The contractor shall have no right to claim any cost/damage/loss due to theft, fire, etc.
- xiii. The contract shall be subject to periodical review of satisfactory service and shall be terminated by given a one-month's notice for unsatisfactory service or for any other reasons to be communicated to the contractor. The decision of Head of Department shall be final and binding in respect of termination of contract.
- xiv. The initial period of contract will be for a period of one year; extendable up to two years, on year to year basis, on satisfactory performance with such amendments as may be mutually agreed to and also subject to necessary approval of the competent authority.

Contd. from pre-page:

- xv. If in future the requirement increases, the supply of more plants/flower arrangement shall be made at the approved rate only.
- xvi. Payment will be made on monthly basis on receipt of bills through RITGS.
- xvii. A random check will be conducted to inspect the freshness, quality and quantity or otherwise of the green plants and flower arrangements. The decision of the Department in this regard will be binding and final on the contractor.
- xviii. The Department of Disinvestment will not pay any extra charges for transportation of plants or replacement or rejection. The rates will be inclusive of all taxes including handling and transportation charges etc. and nothing extra shall be paid to the contractor.
- xix. If the arrangement of Natural Plants and Flowers are found unsatisfactory during a particular month, 5% of the total bill will be deducted. Decision of the HoD in this regard shall be final and binding.
- xx. Performance Security Deposit of 10% of the total annual value of the contract shall be deposited immediately on acceptance of the contract. The security deposit shall be in the form of Demand Draft of any Nationalized Bank drawn in favour of Pay and Account Officer, Department of Disinvestment, North Block, New Delhi.
- xxi. The Performance Security Deposit will be refunded only after successful completion of the contract. No interest will however be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
- xxii. In case of non compliance of terms and conditions of contract as detailed above, the contract will be terminated and Performance Security Deposit will be forfeited.
- xxiii. In case of any dispute arising between the contractor and the Department of Disinvestment or any constituent being party to the contract, the sole authority for settlement of such disputes, will rest with the Arbitrator appointed by Department of Disinvestment.

**(Ashish Kumar)**  
**Under Secretary to the Govt. of India**  
**Tel: 24368785**

**QUOTATION FOR SUPPLY OF NATURAL PLANTS & FLOWERS IN DEPARTMENT OF DISINVESTMENT.****Natural Plants for the corridors of 4<sup>th</sup> & 5<sup>th</sup> floor of Block No. 14 and 2<sup>nd</sup> floor of Block No. 11, CGO Complex, Lodi Road, New Delhi (Total Qty. 30)**

Sl. No	Variety of Natural Plants	Size of Natural Plants	Rate Per Plant Pot Per month (in Rs.)
1.	Aerocaria (Norfolk island pine)	36"	
2.	Anthodium Foliage	36"	
3.	Philodendron (Heart Leaf)	36"	
4.	Dracaena (Dragon Plant)	36"	
5.	Aerocaria Palm	36"	
6.	Money Plant	36"	
7.	Birds Nest Fern	36"	
8.	Peace Lily	36"	

**Natural Flowers & their Qty.:**

Sl. No	Variety of Flowers to be arranged in each flower pot	Qty. and days with sufficient green leaves	Rate Per Flower pot Arrangement (in Rs.)	Officers/ room Nos.
1.	Lily Sufficient Green Leaves	5 Sticks <b>daily on working day</b>		Secy.'s. Chamber, Room No. 407, Block No. 14
2.	Orchid or Anthodium Sufficient Green Leaves	10 Sticks <b>(Monday, Wednesday &amp; Friday)</b>		Secy.'s. Chamber, Room No. 407, Block No. 14
3.	Carnation	7 Sticks <b>(Tuesday &amp; Thursday)</b>		Secy.'s. Chamber, Room No. 407, Block No. 14
4.	Tata Rose, Cyrus, Glandulous, Near Gerbera, Camion	7 Sticks <b>(Monday, Wednesday &amp; Friday)</b>		Room No. 423 (Sr. PPS), 520 JS(APS), Block No. 14 and Room No. 206 (Eco. Adv.), 210 JS(RA) and 212 JS(MS), Block No. 11

I/we have read the terms and conditions contained in the tender document and undertake that I/we agree to abide by the above terms and conditions.

Signature

(Name of Proprietor)

Place: New Delhi,

Phone No. \_\_\_\_\_

Dated: \_\_\_\_\_