

No. D-14017/6/2017-SEO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Dated 4th January, 2018

TENDER DOCUMENT

Subject: Annual Contract for supply and maintenance of green potted plants in the Department of Industrial Policy & Promotion.

Online Quotations are invited for award of contract for supply and maintenance of green potted plants of the Department of Industrial Policy and Promotion at Udyog Bhavan, New Delhi. The detailed schedule of e-tender is as under:

Sl. No.	SCHEDULE OF TENDER	DATE AND TIME
1.	Date of Invitation of Tender	04.01.2018
2.	Pre-Bid Meeting	18.01.2018 between 3.00 to 4.00 PM
3.	<u>Last date and time</u> for submission of EMD	Upto 2.30 PM on 24.01.2018
4.	Last date and time for online <u>submission</u> of Tender Document	Upto 3.00 PM on 24.01.2018
5.	Opening of Pre-qualification/Technical Bids	29.01.2018 at 11:00 A.M.
6.	Financial Bids of eligible Tenderers	Would be intimated in due course

3. The tender documents can be downloaded through CPP portal <http://eprocure.gov.in/eprocure/app> from 4th January, 2018 to 24th January, 2018 (up to 2.00 PM.). Online bids complete in all respects should be submitted through CPP portal <http://eprocure.gov.in/eprocure/app> only or before the last date and time as mentioned above.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason therefor.


(S. Ravish Ali)

Under Secretary to the Government of India
Tel. No. 23063697

No. D-14017/6/2017-SEO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan, New Delhi
Dated, the 4th January, 2018

E-Tender Notice for supply and maintenance of indoor green potted plants in the Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi

1. Online e-Tenders are invited by the Ministry of Commerce and Industry, Department of Industrial Policy and Promotion under two bid systems (i.e. **Part-I: Technical Bid and Part-II: Financial Bid**) from reputed, experienced and financially sound service providers for e-Procurement for supply and maintenance of green potted plants in this Department. The detailed terms and conditions of the contract is given at **Annexure-I**. Proforma for Technical Bid is at **Annexure-II** and Financial Bid is at **Annexure-III**. The contract will initially be valid for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (up to a maximum of two years) on satisfactory performance, depending upon the requirements and administrative convenience of the Department of IPP. **The annual value of the contract would be between Rs.2.00 Lakh to 3.00 Lakhs (approximate).**

NOTE : The successful qualified bidder is required to give presentation of indoor green potted plants to the competent authority, before contract letter is issued.

1. **The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 04.01.2018 to 24.01.2018 (up to 3.00 PM.).**

3. The interested service providers may submit the **tenders online at <http://eprocure.gov.in/eprocure/app>** in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted **only online** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. The Earnest Deposit (EMD) of Rs.25,000/- (Rupees Twenty five Thousand only) in the form of Account Payee Demand Draft, FDR, Bankers Cheque or Bank Guarantee from any of the Scheduled Commercial Indian Bank drawn in favour of DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi will be submitted to the **Under Secretary(SEO), Department of Industrial Policy and Promotion, Room No. 271-A, Udyog Bhawan, New Delhi-110011 between 3.00 p.m. on 04.01.2018 and till 2.30 P.M. on 24.01.2018.** Bids shall not be considered in case of EMD is not submitted by 2.30 P.M. on 24.01.2018. Late receipt of EMD viz. after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, the same shall not be considered and rejected summarily.

5. Tenderers who are registered with NSIC/MSME authorities for tendered service/item are exempted from payment of EMD on production of attested copy of certificate issued by NSIC/MSME. However, the successful bidder awarded the contract will be required to pay performance security in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.

6. If a firm quotes "Nil" charges / consideration, the bid shall be treated as unresponsive and will not be considered.



7. **The Technical Bids** will be opened online on 29.01.2018 at 11.00 A.M. by a Committee of 3 Officers in the Department of IPP, Udyog Bhawan, New Delhi. At the first instance the Technical bids shall be opened and evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the **Financial Bids** of only those bidders, who qualify in the technical bid, will be opened subsequently by the committee members. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

8. The competent authority in the Department of Industrial Policy and Promotion reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

9. The **pre-bid meeting** will be held on 18.01.2018 between 3.00 P.M. to 4.00 P.M. in the Room No. 271-A, 2nd Floor, Udyog Bhawan, New Delhi-110011. The prospective bidders are requested to attend the aforesaid meeting for clarification, if any, etc.



(S. Ravish Ali)

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Copy to:

1. All Ministries and Department of Govt. of India located at New Delhi/Delhi with the request that the contractors engaged by them for the purpose may be requested to submit their tenders, if interested.
2. NIC for uploading this tender on the website of DIPP for wide publicity.
3. Firms/Companies in the field as per list enclosed.

Copy for information to:

1. Reception Officer, Department of Industrial Policy and Promotion, Gate No. 12, Udyog Bhawan, New Delhi.
2. CISF, Udyog Bhawan.

1. SCOPE OF WORK

- (1) Daily maintenance of green potted plants placed at various locations / floors in DIPP premises (with moss stick and without moss stick) shall involve watering in right quantity and frequency manuring as and when required, rotation of pots every fortnight or as and when required for exposure to sunlight depending upon type and nature of the plant.
- (2) Replacement of any pot broken due to negligence will be borne by the Tenderer at his own cost.
- (3) The green potted plants of different varieties will be supplied at the location/site;
- (4) The green potted plants should be of good quality and condition and supplied in freshly painted pots;
- (5) Tenderer shall prepare green potted plants free of cost whenever required by using correct method (clog-free-drainage). Manuring of potted plants shall be done as and when required in rotation by removing soil from the pot, adding manure, pesticide, mixing and refilling the pot with plant. Tenderer shall maintain moss stick plants by watering, replacement of moss as required, maintaining thick plant growth to full height of moss stick. Pots displayed on table / floors shall have drip-tray, which should be clean and drained of excess water.
- (6) The contractor or his representative shall inspect the condition of the plants daily to ensure the healthy condition of the plants and arrange to change the green potted plants which have died /wilted.
- (7) In case a particular plant is not available then permanent plants from the list or other in consultation with DIPP should be provided.
- (8) The contractor will depute at least two persons 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 the office
- (9) The contractor will always comply with the instructions given by the DIPP in relation to placement / up keeping/maintenance of plants and observe all rules and regulations in compliance to applicable laws with regard to the performance of the work.
- (10) Non-performance of any of the contractual obligations as above will result in the termination of the contract and forfeiture of the security deposit.

2. GENERAL TERMS & CONDITIONS

- a. The firm has to provide its help desk telephone number and mobile number of the person who is authorized to visit this Department within a week's time.
- b. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- c. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of tenderer, if the tenderer fails to honor the contract.
- d. Any request for increase in quoted and/or accepted rates will not be entertained for any reason during currency of the contract.
- e. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void.
- f. Canvassing in any form is strictly prohibited and tenders of such tenderers who resort to such activities will be summarily rejected.



- g. The EMD shall be forfeited in case the firm does not fulfill/produce the documents/promises made before this Department or any committee constituted by this Department for this purpose.
- h. The tenderers may represent themselves personally or through authorized representative, any, at the time of opening of tender. Documentary evidence about legal entity of the bidder and the authorized person who would interact with Department should be produced.
- i. The successful contractor will have to furnish the names of their authorized workers engaged by him for supply/maintenance of green potted plants arrangement in the senior officer's, Conference Rooms and corridors in this Department. Character and Antecedents of the workers engaged by contractor needs to be verified by the contractor. The contractor will be held responsible for any lapse on their parts.
- j. On urgent requirement, Contractor will have to provide services even on holidays/Saturdays/Sundays at the required site/quantity/time. Negligence on this account may lead to penal action against the Contractor as deemed fit by this Department.
- k. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
- l. 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.
- m. The authorized workers of the contractor will have to report to the SEO Cell of the Department daily before and after completion of the job. Surprise visits/checks will be conducted by the officers of the Departments.
- n. The contractor will strictly adhere to minimum wages for their employees prescribed by Govt. of NCT of Delhi as revised from time to time. They will also adhere to Government rules relating to ESI/EPF, etc., whichever is applicable.
- o. The contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety and Security of the office equipment's/machinery. Any loss to the property of the Department due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
- p. The contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety and Security of the office equipment/machinery. Any loss to the property of the Department due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
- q. In case the successful bidder is found involved in breach of any conditions(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/Performance Security shall be forfeited after giving proper opportunity through show cause notice.
- r. In case the firm is backing out in the midway without any explicit consent of this office, it will be liable to recovery of higher cost which may have to be incurred by this office for arranging the work through alternative means for the balance period of contract.
- s. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

3. Special Terms and Conditions

- a. The firm will depute two persons 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 office.
- b. In case the quality, size of plants 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.
- c. **The preferable type of Green potted plants may be Areca palm, Croton, Money Plant, Aglaonema, Oxycardium, Raphis palm and Seasonal flower plants.**



4. **Duration of the contract:**

The contract will be valid for a period of 12 month and may be extended on mutual agreement between the Department and the contractor on satisfactory services. In Case the Services of the contractor are not found satisfactory or contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, the Department may terminate the contract at any time. In such an eventuality, the performance security deposit submitted to the Department by the contractor will be forfeited.

5. **Performance Security:**

Before commencement of contract, the successful tenderer will have to deposit Performance Security Deposit (PSD) 10% of the tendered amount in the form of Demand Draft/Bankers cheque in the favour of DDO (Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

6. **Mode of Payment:**

Payment shall be made on monthly basis. The firm should submit the pre-receipted bill (in triplicate) for supply of Green Potted plants, along with satisfactory Service Certificate from the user concerned or SEO Cell on monthly basis. **No advance payment shall be made in any case.** TDS will be deducted at source as per rules. If the firm fails or defaults in fulfilling terms and conditions of contract, the earnest money/security deposited may be forfeited. The payment shall be made through ECS system.

7. **Penalty Clause**

In case of the delay in replacement of the wilted/ died plants within a week period, liquidated damages @ Rs. 100/- per plant will be levied and deducted from the relevant monthly bill. However, due notice will be given to the firm regarding the levy of charges.

8. **Technical Bid qualification Criteria**

The tendering agency/firm must fulfill the following technical qualification/specifications in order to be eligible for clearing the technical evaluation stage of the Bid:

(a) The office of the service providers should be located either in New Delhi / Delhi. The Proof of address is to be scanned and uploaded with the bid documents.

(b) In case of partnership firms, a **self-attested copy of the partnership agreement**, or General Power of Attorney (GPA), should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The self-attested copy of the certificate of registration of firm should also be furnished along with the tender. **The said documents are to be scanned and uploaded with bid documents.**

(c) The firms/bidders should have at least 3 (Three) years' experience in the field of supply of Green potted plants for each of the years during the preceding 3 (three) years to the Government Ministries/Departments/PSUs/other reputed national level Institutions. A complete list of clients serviced during the last 3 (years-wise) shall be provided along with the value of contracts executed. The said documents are to be scanned and uploaded with bid documents.

(d) The total turnover of the firm for supply of green potted plants during each of the years during the preceding 3 (three) years should not be less than 3.00 lakhs (Three lakh) each year. **A copy of turn over statement duly certified by the Chartered Accountant is to be furnished with the tender document and copy of Income Tax Return for the last three years, i.e. 2014-15, 2015-16 and 2016-17 should also be submitted. The said documents are to be scanned and uploaded with bid documents.**

(e) The service providers should have their own Bank Account. The **Certified copy of the Bank account maintained for the last one year** issued by the Bank shall be scanned and uploaded with the bid documents.

(f) The service providers should have their own Shop/Nursery in Delhi/New Delhi and scanned copy of documentary proof thereof to be uploaded with the bid.

(g) The interested firms/bidders should be registered with Income Tax / GST Authorities. Certified copies of the registration shall be scanned and uploaded with the bid documents.

(h) Self-attested copy of the **PAN card of the bidding firms** shall be scanned and uploaded with the bid documents.

(i) The firm/bidders should not have been blacklisted by any Ministry/Department of the Government of India. **The tendering firms/ bidders should submit a self-declaration certificate to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.** Scanned copy should be uploaded with the bid documents.

(j) it is found at a later date that the information/Certificates furnished by the participating firms is incorrect/wrong or bogus. **The firm shall be blacklisted**, its bids will be ignored and EMD/Performance Security Deposit will be forfeited.

(k) A copy of the tender document should be duly signed and sealed by the bidder on all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, and submit it with the bid technical bid document.



(S. Ravish Ali)

Under Secretary to the Government of India
Tel. No. 23063697

PROFORMA FOR TECHNICAL BID

Name of work: Empanelment of Agency for Supply and Maintenance of Green Potted Plants at DIPP, Udyog Bhavan, New Delhi

Criteria		
S. No.	Item head	To be Filled by the Agency/firms
1.	Name of Agency/firm	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)	
3.	Full address of Reg. Office Telephone No. Fax No. E-Mail Address.	
4.	Full address of Operating/Branch Office in Delhi (i) Telephone No. (ii) Fax No. (iii) E-Mail Address	
5.	Banker of Agency with full address (attach Bankers Certificate of account maintenance for the last three years) Telephone Number of Banker	
6.	Registration No. of Agency/ firm (Copy enclosed)	
7.	GST Registration No. of Agency / Firm (Copy enclosed)	
8.	PAN of the Agency/Firm (Copy enclosed)	
9.	Financial Turnover of the last three years and IT returns of the Agency for the financial years of 2014-15, 2015-16 and 2016-17. (Copy enclosed)	
10.	Documents supporting the experience of the firm (for the last 3 years) .	
11.	Certificate of satisfactory performance from organization to whom the service was provided. (Copy enclosed)	
12.	Self-declaration certificate submitted by the firm that it is not blacklisted etc. (Copy enclosed)	

Date :
Place:

Signature of authorized person
Name :
Seal:

Note: All the supporting documents should be scanned and uploaded with the bid documents.



PROFORMA FOR FINANCIAL BID


Financial bid for supply/maintenance of different size of green potted plants

Rate for Supply and Maintenance of Indoor Green Potted Plants month-wise:-

Sl. No.	Description of work	Consolidated amount quoted on monthly basis (Rs.)	
		For 200 plants of 10" size	For 200 plants of 16" size
1.	Supply and maintenance of approximately 400 nos. of rich quality indoor green potted plants of different size i.e. (i) 200 nos. of 10" and (ii) 200 nos. of 16" in Udyog Bhawan as per details provided at Clause 3 of <u>Annexure-I</u> .		
	TOTAL : (Consolidated rates per month for 400 plants).		

NOTE: Certified that I/We have read and understood the implication of the full terms and conditions of AMC for supply/maintenance of different size of green potted plants and the same are acceptable to me/us.

Signature of Tenderer
Name and Address with telephone number of the firm



SELF DECLARATION

1. I,.....son/daughter/wife of Shri
mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Guarantee.

Full Name Signature of authorized person

Date:
Place:

