

No.1-25 /2017-G. II  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi -110001

Dated : 11 July. 2017

**E-tender No. 1-25 /2017-GII**

**NOTICE INVITING TENDER**

Office of issue	Department of Telecommunications G-II, Section, Sanchar Bhawan, New Delhi - 110001
Date of issue of bid document	From 12 .07. 2017
Tender forms available from	Section Officer (General-II) (Tel: 23036464) Department of Telecommunication, Sanchar Bhawan, Ashoka Road, New Delhi <a href="http://www.dot.gov.in">http://www.dot.gov.in</a> & <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
Date of receipt	02 -08-2017 upto 1400 hrs
Date of opening of technical bid	02-08-2017 at 1430 hrs
Date of opening of financial bid	To be notified later
Earnest money	Rs. 20,000/-
Bid validity period	120 days from the date of opening of technical bid
Estimated cost	Approximately Rs. 5 lakh
Tender document fee	Rs. 200/-

On behalf of the President of India, e-tender under two bid systems i.e. "Technical Bid" & Financial Bid" is invited from reputed & financially sound agency/firm for supply of Mixed Cut Flowers in this Department's Headquarter office at Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001 The Technical bid and the Financial bid should be submitted separately **online** through Government of India e-procurement portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in). Prices quoted should inclusive of all levies and taxes and packing & delivery charges.

Bidders shall have to deposit Tender Fee of Rs. 200/- (Rs. Two Hundred only) and EMD of Rs.20,000/- (Rs. Twenty Thousand only) in the form of Demand Draft/ Banker's Cheque on any scheduled Bank at Delhi in favour of "Pay & Accounts Officer (HQ)" DoT, New Delhi **offline** by 1400 hrs on **02 .08.2017**.

Intending eligible bidders may obtain/download copy of bid document from the websites i.e. <http://www.dot.gov.in> or [www.eprocure.gov.in](http://www.eprocure.gov.in).

(A. K. Singh)

Under Secretary to the Govt. of India  
For & on behalf of the President of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, New Delhi – 110001  
Tel : 23036300

**No: 01-25/2017-G-II**  
**Government of India**  
**MINISTRY OF COMMUNICATIONS**  
**(Department of Telecommunications)**  
Sanchar Bhawan, 20, Ashoka Road, New delhi-110001

Dated : 11<sup>th</sup> July, 2017

**E-TENDER NOTICE**

**Subject:** -Supply of Mixed Cut Flowers at Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001 - regarding.

E-tender is invited on behalf of the President of India from reputed & financially sound agency/firm having adequate experience in the relevant field, for supply of Mixed cut flowers in this Department's Headquarter office at Sanchar Bhawan, 20-Ashoka Road, New Delhi-1. Details regarding requirement of Mixed cut flowers is mentioned at **Annexure - I**.

**1. Instruction to the tenderers**

E-tender should be submitted **online** through Govt. of India e-tender portal [www.eprocure.gov.in/](http://www.eprocure.gov.in/) in two bid system (i) Technical Bid & (ii) Financial Bid. The Technical bid should contain full information as required in **Annexure-II**. The 'Financial Bid' must include full information as required in **Annexure- III**. Both bids described as 'QUOTATION FOR SUPPLY OF Mixed Cut Flowers' **should be submitted online by 14.00 p.m. on 02.08.2017**. Bids received after stipulated date/ time shall not be entertained. The tender will be opened on the same day i.e. **02.08.2017 at 14.30 p.m.** The tenderer or his representative may, if they so desire, be present at the time of opening of tenders.

**2. Tender Fee, Earnest Money Deposit & Performance Bank Guarantee**

- (i) Tender Fee of Rs. 200/- (Rs. Two Hundred only) and Earnest Money Deposit (EMD) of Rs. 10,000/ (Rupees Ten Thousand only) in the form of Account Payee Demand Draft drawn in favour of Pay & Account Officer, DOT(HQ), Sanchar Bhawan, New delhi-110001 should be submitted in original **off-line by 14.00 p.m. on 02 .08.2017** in Room No. 511, 5<sup>th</sup> Floor, Sanchar Bhawan. However, the scanned copies of Tender Fee and EMD should be submitted **on-line** alongwith tender documents. Tenders received without Tender Fee/EMD is liable to be rejected summarily.
- (ii) Tender Fee is non-refundable. EMD of unsuccessful bidders will be returned after finalization of the tender. However, the EMD of the successful bidder will be returned only after receipt of the Performance Security Deposit (PSD) of Rs. 30,000/- from the successful bidder. No interest is payable on EMD. The EMD will stand forfeited if the successful bidder withdraws or on offer of award of the contract, refuses to accept the tender or violate any other terms & conditions of the tender.

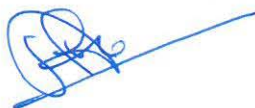


- (iii) A Performance Security Deposit (PSD) of Rs. 30,000/- (Rupees Thirty thousand only) in the form of bank guarantee from a scheduled bank should be furnished by the successful bidder in the prescribed format (**Annexure-V**). PSD may also be submitted in the form FDR drawn in favour of Pay & Account Officer, DOT(HQ), Sanchar Bhawan, New Delhi-110001. PSD should be valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. PSD will be renewed for a further period as stated above upon renewal of the contract for this work by this Department as per the terms & conditions of the tender.
- (iv) Department reserves the right to retain and encash the PSD in case of violation of the terms & conditions of the tender by the bidder. Decision of the Department in this regard will be final and binding upon the bidder/supplier
- (v) Estimated annual value of the Tender is Rs. 5 lacs

### 3. Qualifying Criteria:

Only bonafied agency/firms/suppliers rendering service to the Government Ministries/ Departments/ Government Organizations/PSUs etc. and having a minimum annual turnover of Rs. 5,00,000/- (Rupees Five lakh only) during any two financial years out of the last three financial years i.e. 2014-15, 2015-16 & 2016-17 and experience of at least two years in the relevant field of supply of Mixed Cut Flowers may submit bids. The bidder shall submit self-certified copies of the following documents as part of his Technical Bid:

- (i) Work Order / Certificate(s) of Satisfactory Performance of similar jobs of supply of Mixed Cut Flowers in Government Departments/PSUs etc. during last 02 years (The certificate should have the name/designation and telephone number of the issuing officer)
- (ii) Annual Turnover Certificate from a Chartered Accountant for any two financial years out of the last three financial years i.e. 2014-15, 2015-16 & 2016-17.
- (iii) Service Tax registration certificate with number
- (iv) An undertaking to the effect that no legal suit/criminal case is pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force.
- (v) An undertaking on firm's letterhead as per **Annexure-IV** towards unconditional acceptance of the terms & conditions of the tender.



**4. Bid evaluation process**

- (i) On the basis of documents and details sought under **Annexure-II** (Technical Bid), the Department will list out the bidders who technically qualify for further evaluation of their financial bids. The financial bids of technically qualified bidders will be evaluated to ascertain L1 firm on the basis of total annual value of the contract as per the item-wise rates quoted by the bidders.
- (ii) The rate quoted in Financial Bid should be both in figures and words. If there is a discrepancy between words and figures in the Financial Bid, the amount in words shall prevail.
- (iii) If there is a discrepancy between unit price and total price in the Financial Bid, the unit price shall prevail and total price will be corrected accordingly.

**5. Quality of Flowers**

Only very fresh and healthy flower will be accepted for the flower arrangements. Flowers which show even slightest indication of wilting or staleness or without the natural freshness will not be accepted.

**6. Settlement of Disputes:**

In the matter of any disputes between the parties regarding the terms and conditions of the supply of material(printed) and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary, DoT for arbitration under the Arbitration & Conciliation Act, 1996. The firm/supplier shall not question the decision of the arbitrator(s) on ground that the Arbitrator(s) is/are government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

**7. Other terms and conditions:-**

- (i) TDS and other taxes as applicable will be deducted from each bill.
- (ii) Any deviation from the terms and conditions of the tender will be considered as breach of contract and will be dealt accordingly.
- (iii) The contract will be initially for a period of one year from the date of award of the contract, which may be renewed further for one year at the same terms & conditions and upon the satisfactory performance with mutual consent.
- (iv) The Department of Telecommunications has all right to reject/accept any/all the tender(s) without assigning any reason.



- (v) The defective cut flower arrangements if found, will be replaced/ redone by the supplier on free of cost basis. The firm will also be liable to pay penalty @ 5% of the value of monthly bill for faulty supply. In this regard, the decision of the Department will be final and binding upon the firm.
- (vi) Failure by the contractor/firm to comply with any statutory requirements and terms of the tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any further tender in the Ministry. The Performance Security Deposit will also be forfeited.
- (vii) Only very fresh and healthy flowers will be accepted for the flower arrangement. The daily supply of flowers should be handed over to the designated Mali by 8:00 am. Flowers should be supplied in loose form.
- (viii) The Department of Telecommunications shall reserve the right to reduce or increase the quantity of flowers as per requirement.
- (ix) The bill shall be raised on monthly basis in the name of Under Secretary(T), DoT, Sanchar Bhavan, New Delhi. Datewise detail of supplied flowers would be submitted along with the bill for process of payment.
- (x) Financial Bid should be submitted in the prescribed format (**Annexure-III**) only. Financial bids submitted in any other format shall be summarily rejected.
- (xi) Late submission of bids shall not be accepted.
- (xii) The bid shall be valid for a period of 120 days from the date of opening of the Technical Bids.
- (xiii) The firm/Agency should not have been banned or black listed by any ministry/Department.
- (xiv) The bidder shall ensure that the information furnished by him is true in all respects. In case any deviation is found in the information furnished at any stage, the firm will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

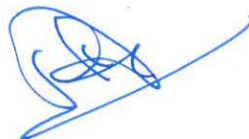


(A.K.Singh)

Under Secretary (T)  
for & on behalf of the President of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road,  
New Delhi – 110001  
Telephone No. 011-23036300

S.No.	Name of the item	Quantity (Per Day)
1.	Big Flowers (Rose, Rajnigandha & Gladiola)	(i) Rose - 10 doz (120 pcs.) (ii) Rajnigandha - 15 doz. (180 pcs) (iii) Gladiola - 31 doz. (372 pcs.)  Total: 56 Dozens ( 672 pcs)

Note- The Department has the right to increase or decrease the quantities of the flowers as per the requirements.



(Annexure-II)

TECHNICAL BID

(Details/ documents to be submitted online for technical evaluation)

- (i) Name, Address and telephone No. :  
of bidder /supplier firm & its proprietor
- (ii) E-mail address of bidder :
- (iii) Permanent Account No. of the firm / proprietor :  
(Copy of PAN Card to be submitted)
- (iv) Proof of experience /Satisfactory Performance :  
Certificate of two years in the relevant field  
from Govt. Deptts./PSUs. *(Copy of work order and  
Performance Certificate to be submitted)*
- (v) Annual Turnover Certificate from CA for **any two** :  
**financial years** out of the last three financial years  
i.e. 2014-15, 2015-16 & 2016-17  
(minimum Rs.5/- Lakh each year)
- (vi) Service Tax/Sales Tax/GST registration certificate & number :  
*(Whichever is applicable in this case)*
- (vii) **Undertaking** towards unconditional acceptance of the terms and conditions of  
the tender, as per **Annexure IV**
- (viii) **Undertaking** to the effect that no legal suit/criminal case is pending against its  
proprietor or any of its Directors (in the case of Private Ltd. Company) or having  
been earlier convicted on grounds of moral turpitude or for violation of laws in  
force.
- (ix) Scanned copy of DDs/Banker's cheque for Tender Fee and EMD

(Authorized Signatory of the firm)

Name of the signatory:

Date:

Seal :



**Financial Bid**

**(To be submitted online but separately from Technical Bid documents)**

Name of the company along with Address :

& of the firm

Telephone/Mb. No. :

<b>Sl. No</b>	<b>Item</b>	<b>Estimated Daily Requirement</b>	<b>Rate per piece (Including taxes, transportation etc.)</b>
1.	Rose	10 dozen (120 pcs.)	In figure:  In words:
2	Rajnigandha	15 dozen (180 pcs.)	In figure:  In words:
3.	Gladiola	31 dozen . (372 pcs.)	In figure:  In words

**(Signature of the tenderer with date & seal of the firm)**

Note:-

- (i) Rates shall be inclusive of Service Tax / GST etc.
- (ii) The estimated daily requirement mentioned above is indicative only. Department reserves the right to increase or decrease the quantity as per actual requirement.
- (iii) The lowest bidder shall be decided on the basis of total cost of tender.
- (iv) Financial Bid should be submitted online but separately from Technical Bid documents. Financial Bid of only technically qualified firms will be evaluated.

  
11/07/17



Annexure-IV

F. No. 01-25/2017-G-II

**UNDERTAKING**

**(To be submitted online in Bidder's letter head as part of Technical Bid)**

I/We undertake that I/We have carefully studied and understood all the terms and conditions as mentioned in the tender document issued by Department of Telecommunications, 20-Ashoka Road, Sanchar Bhawan vide NIT No. 01-25/2017-G-II dated..11.07.17 and accept all these terms and conditions unequivocally and abide by the same.

I/We further undertake that the information given in the bid documents submitted by my/our firm are true and correct in all respect and I/we hold the responsibility for the same.

**(Signature of the tenderer with stamp of the firm)**

Name of the signatory :

Designation:

Date:



**PERFORMANCE SECURITY BOND FORM**

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt ----- (hereinafter called 'the said Contractor(s)') from the demand, under the terms and conditions of an agreement / (Work Order) No. ----- Dated ----- made between ----- and ----- for the supply of ----- (hereinafter called 'the said Agreement'), of performance security for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----- we, (Name of the bank) - ----- (hereinafter referred to as 'the Bank') at the request of ----- contractor(s) do hereby undertake to pay to the DoT an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the DoT by reason of any breach by the said Contractor(S) of any of the terms or conditions contained in the said Agreement.

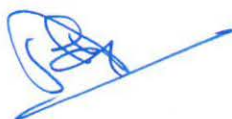
2. We (Name of the bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the DoT stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DoT by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DoT in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted to an amount not exceeding -----.

3. We undertake to pay to the DoT any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/ supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) ----- further agree that the guarantee herein contained shall remain in full force and effect during for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligations. And that it shall continue to be enforceable till all the dues of the DoT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (DoT) certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(S) and accordingly discharge this guarantee.

5. We (Name of the bank) ----- further agree with the DoT that the DoT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contract(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoT Against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contract(s) or for any forbearance, act or omission on the part of the DoT or any indulgence by the DoT to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).



7. We (name of the bank) ----- lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DoT in writing.

Dated the ----- day of -----, Two thousand seventeen only.

For -----

(Indicate the name of the bank)

Witnesses:-

1.

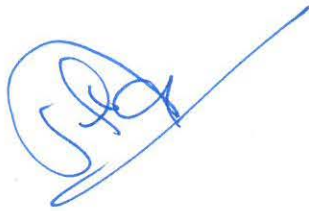
Telephone No. (s):-.....

STD Code-

FAX No.

E-Mail Address:-

2.

A handwritten signature in blue ink, consisting of a circular scribble followed by a long horizontal stroke extending to the right.