

F.No. D 31014/1/2012- Genl.
Government of India
Ministry of Minority Affairs

11th Floor, Paryavaran Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi.
Dated 27th April, 2012

To

As per list attached

Subject:-Award of annual contract for flowers arrangement in the premises/corridors etc. of Ministry of Minority Affairs , 11th floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.

Sir,

The Ministry of Minority Affairs invites tenders for annual contract for flowers arrangement in its premises situated at 11th floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi and also at the residential office of Minister and MOS .

2 Sealed quotations duly superscribed "Quotation for flowers arrangement" and addressed to the undersigned should be sent to this Ministry so as to reach by 3.00 P.M. on 04.05.2012. The quotations will be opened on the same day at 4.00 P.M. in the room of the undersigned in the presence of the representatives of the Firm/Nursery who may like to be present at that time. The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.

3 Interested Firm/Nursery may send their rate for the flowers as mentioned in Annexure-1 . The terms and conditions of the contract is given at Annexure-II.

Yours faithfully,


(K.D. Singh)

Under Secretary to the Govt. of India

1. Rates for supply of loose cut flower

S.No	Name of the Flower	Rate per stick
1.	Rose	
2.	Lily	
3.	Carnation	
4.	Gladiola	
5.	Rajni Gandha. Tube rose	
6.	Anthurium	
7.	Orchird	
8.	Oriental	
9.	Jarbara	
10.	Guldwari	
11.	B.O.P	

Rate of any flower desired to be quoted.

2. Rate for making flower arrangement consisting of rose and other seasonal flowers in three categories of slandered size:

S. No	Categories	Rate per Unit
1.	Big size (containg 16 P of lili or 40-50 P of rose/gladiola/gerbera etc.)	
2.	Medium size (containg 28-40 P of roses/ carnation/gerbera etc)	
3.	Small size (containing 12-16 P of rose/galdiola/gerbera etc)	

3. Rate for supply of boquet of flower of standard sizes in three categories.

S. No.	Categories	Rate per Unit
1.	Big size	
2.	Medium	
3.	Small size	

Ministry of Minority Affairs

The terms and conditions for annual contract(as mentioned in tender notice also) will be as under:-

- (i) The flowers should be of good quality and fresh. The flowers arrangements are to be made on alternate i.e. three days in week on Monday, Wednesday and Friday. If any of these days happens to be holiday, the arrangement will be made on next working day.
- (ii) There may be requirement of flower arrangement for meetings on working/non-working days and the same may have to be carried out, for which instructions would be given well in advance.
- (iii) The tender is not transferable. The firm shall not assign or sublet the work or any part of it to any other person or party.
- (iv) No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the award of work. The contractor shall submit the bill at each stage/ in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment. It is obligatory on the part of successful tender to furnish the detail of taxes, if any. All payment shall be made by cheque only. Ministry of Minority Affairs shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in succeeding para.
- (v) The contract shall initially be for a period of one year from the date of acceptance of the order. The contract may be renewed for further period of one year with same terms & conditions, if the Department is satisfied, upto a maximum of two renewals.
- (vi) The firm shall provide all names and addresses of the persons engaged by it and certify the character antecedent of the individual employed by them for the work. The Ministry will issue them suitable identity cards, which shall be produced on demand by any of concerned officers. The firm and its employees will be subject to normal regulations relating to security of the premises from time to time. It is clarified that persons engaged by the firm to discharge its obligations under the contract shall be firm employees for all purposes and the Ministry shall not be held liable in any manner in respect of these persons. The firm shall be responsible for implementation of the provisions of all statutory requirements in license under the Control Labour (Regulation) Act, 1970 or any other law in force and shall comply with all requirements under these Acts and the Rules framed there under.

- (vii) **Penalty**:- If the firm fails to attend to the request of the Ministry within the stipulated time/hours, the penalty shall be levied @2% of total bill amount of that month. Apart from the penalty levied as stated above, this will also entail termination of the contract.
- (viii) **Breach of Terms and Conditions**:- In case of breach of any terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof.
- (ix) **Arbitration**:- In case of any dispute arising between the contract holders or any constituent being party to the contract, the sole authority for settlement of such disputes will rest with the arbitrator appointed by the Secretary, Ministry of Minority Affairs.
- (x) **Jurisdiction**:- Failing arbitration in solving the disputes, the court at Delhi alone shall have the jurisdiction for all aggrieved parties i.e. the Department, the company or any constituent being party to the contract directly or indirectly.

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For & behalf of M/s

(K.D.Singh)
Under Secretary to the Govt. of India
For & behalf of the President of India