

संपृविमं०/3/4/2016 सामान्य

भारत सरकार

पृथ्वी विज्ञान मंत्रालय

पृथ्वी भवन, आई०एम०डी०कॉम्प्लैक्स

लोदी रोड, नई दिल्ली -110003

दिनांक - 01/02/2017

**पृथ्वी विज्ञान मंत्रालय में फूलों की आपूर्ति से संबंधित दो वर्ष हेतु अनुबंध के लिए टेंडर (निविदा) के संबंध में :-**

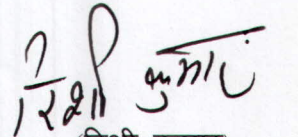
इस मंत्रालय के सचिव एवं उच्च अधिकारियों के कमरों में सप्ताह के सभी कार्य दिवसों में फूल पात्रों में प्रति फूल पात्र लगाने तथा मंत्रालय द्वारा आयोजित सरकारी बैठकों के लिए फूलों से संबंधित सामान (संलग्नक-VII में) के लिए दो बोली प्रणाली (Two Bid System) तकनीकी तथा वित्तिया निविदा ऑनलाइन (online) आमंत्रित की जा रही हैं। टेंडर(निविदा) पत्र के साथ अग्रिम जमा राशि(EMD) के रूप Rs.30,000/- (तीस हजार) का डिमांड ड्राफ्ट, DDO, Ministry of Earth Sciences, के नाम से देना होगा। अवर सचिव (सामान्य), पृथ्वी विज्ञान मंत्रालय पृथ्वी भवन, आई०एम०डी०कॉम्प्लैक्स, लोदी रोड नई दिल्ली -110003 लिखकर, कमरा न० 1 (सामान्य अनुभाग), में 15/03/2017 को दोपहर 03.00 बजे तक टेंडर बाक्स में डाल दें। 16/03/2017 को दोपहर 03.30 बजे टेंडर (निविदा) फूलों की आपूर्ति से संबंधित फर्मों के प्रतिनिधियों की उपस्थिति खोला जायेगा।

(2) असफल बिडर को अग्रिम जमा राशि(EMD) मंत्रालय द्वारा सफल बिडर के साथ अनुबंध होने के बाद बिना ब्याज के लौटा दिया जायेगा। टेंडर मिलने वाली फर्मों को मंत्रालय में फूलों की आपूर्ति के वार्षिक अनुमानित खर्च का 5% परफोर्मेंन्स सिक्यूरिटी राशि रूप में जमा करना होगा, जो कि अनुबन्ध समाप्त होने के 60 दिन तक मान्य होनी चाहिए।

(3) यह स्पष्ट रूप से दर्शाएं कि क्या आपके द्वारा बताई दरों में बिक्री कर शामिल है या नहीं है। बिक्री कर की दर, यदि अलग से ली जानी है, तो स्पष्ट रूप से दर भी बतायें। फूलों की आपूर्ति बिना ढुलाई खर्च के मंत्रालय के परिसर पृथ्वी भवन, आई०एम०डी०कॉम्प्लैक्स, लोदी रोड, नई दिल्ली में पहुँचाना होगा।

## सामान्य निबंधन और शर्तें

1. टेंडर जमा करने की समय सीमा के बाद कम से कम तीन महीने की अवधि के लिए वैध रहेगी।
2. टेंडर एजेंसी के अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर के तहत प्रस्तुत की जानी चाहिए।
3. इस मंत्रालय के पास किसी भी या बिना कोई कारण बताए सभी कोटेशन अस्वीकार करने के अधिकार सुरक्षित रखता है।
4. मंत्रालय के पास बिना कोई कारण बताए किसी भी समय चयनित एजेंसी के साथ अनुबंध समाप्त करने का अधिकार सुरक्षित है।
5. अगर अनुबंधित एजेंसी इस निविदा दस्तावेज के नियम और शर्तों में से किसी का उल्लंघन करती है अथवा समय पर कार्य पूरा करने में असमर्थ एवं कार्य की गुणवत्ता वांछित स्तर के न होने पर, अनुबंध को रद्द कर दिया जाएगा तथा प्रतिभूति जमा जब्त कर ली जाएगी तथा इस कार्य को ठेकेदार के जोखिम और लागत पर अन्य फर्म को सौंप दिया जाएगा।
6. इस निविदा दस्तावेज से उत्पन्न परिणामों के समय निर्धारण और अनुक्रम अंततः इस मंत्रालय द्वारा निर्धारित किया जाएगा।
7. इस मंत्रालय के किसी भी अधिकारी या कर्मचारी के साथ कोई मौखिक बातचीत या समझौतों से निविदा दस्तावेज के किसी भी निबंधन या शर्त को प्रभावित या संशोधित नहीं किया जाएगा। मंत्रालय द्वारा टेंडर जमा करने वाली फर्म के साथ मौखिक संचार के इस मंत्रालय पर बाध्यकारी विचार नहीं माना जाएगा।
8. जो आवेदक पक्ष प्रचार अथवा बिना प्रतिबंध सहित रिश्वत अथवा अन्य गैर कानूनी तुष्टिकरण सहित किसी भी प्रकार से अर्हता अथवा चयन प्रक्रिया को प्रभावित अथवा प्रभावित करने का प्रयास करेगा उसे निविदा प्रक्रिया के किसी स्तर पर अयोग्य घोषित कर दिया जाएगा।
9. प्रस्ताव प्रस्तुत करते समय यह माना जायेगा कि प्रत्येक टेंडर जमा करने वाली फर्म ने इसे ध्यान से सभी रूपों, कार्यक्रम और अनुबंध सहित इस निविदा दस्तावेज के सभी वर्गों को पढ़ा हैं, और पूरी तरह से मौजूदा परिस्थितियों और सीमाओं के बारे में खुद को सूचित किया हैं।
10. फूल पात्रों में फूल प्रत्येक कार्य दिवस को बिना चूक के प्रातः काल करीब 8.30 बजे तक लगाना होगा। फूल सुन्दर अलग-अलग रंगों के एवं ताजे होने चाहिए। काम संतोषजनक न होने पर निविदा रद्द कर दी जाएगी और परफोर्मेंस सिक्यूरिटी राशि जब्त कर ली जाएगी।
11. मंत्रालय बिना कोई कारण बताए सभी दर सूचियों को अस्वीकृत कर सकता है।

  
(रिशी कुमार)

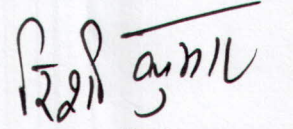
निदेशक, भारत सरकार

**पात्रता मानदंड (Eligibility criteria) :-**

1. निविदाकर के पास बिक्री कर/वैट/पैन न० यदि लागू होता है तो होना चाहिए। इस संबंध में प्रमाण के साथ निविदा में स्पष्ट रूप से उल्लेख करें।
2. उन्हें निम्नलिखित प्रमाणपत्र भी अवश्य देना होगा, “यह प्रमाणित किया जाता है कि मुझे/हमें अपनी आय संपत्ति छिपाने के जुर्म में पिछले तीन वर्षों में कभी दंडित नहीं किया गया है। आयकर अधिकारी द्वारा दिए गए आयकर बँवाकी प्रमाणपत्र की मूल अथवा साक्ष्यांकित प्रतियाँ जब भी कहा जाएगा मैं/हम प्रस्तुत कर दूँगा।
3. निविदाकर कम से कम तीन वर्ष से फूलों के विक्रेता का काम कर रहा हो तथा इस दौरान उसने कम से कम एक सरकारी मंत्रालय/ विभाग में फूलों की आपूर्ति का एक वर्ष का अनुभव हो, इस सम्बंध में जरूरी कागजात टेंडर (निविदा) के साथ में संलग्न करें।
4. फूल विक्रेता को पिछले तीन वर्षों में किसी भी सरकारी विभाग तथा अर्ध सरकारी सस्थान/निगम द्वारा काली सूची (Black List) में नहीं डाला गया हों।
5. फूल विक्रेता का वार्षिक फूल बिक्री व्यवसाय कम से कम एक लाख रूपया हों, इस सम्बंध जरूरी कागजात साथ में संलग्न करें।
6. फूल विक्रेता की दुकान मंत्रालय (पृथ्वी भवन) के 6 किलोमीटर के दायरे में होना अनिवार्य हैं।

**चयन प्रक्रिया (Selection Process)**

जो भी फर्म/ विक्रेता सलग्नक -VII (Annexure -VII) में दिये गए फूलों से संबंधित मद (Items) का कुल (Total) सबसे कम राशि (Amount) दर्शायेगा उसी फर्म/ विक्रेता को मंत्रालय द्वारा अनुबंधित किया जायेगा।

  
(रिशी कुमार)

निदेशक, भारत सरकार

Copy to:-

1. NIC Division of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry.
2. All Ministries/Departments with the request to give due publicity for the above tender among the contractors working with them.
3. Computer Division, MoES with the request to upload the tender notice in the Central Public Procurement Portal of Government of India (e procure.gov.in) and the web site of this Ministry.

**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC/ e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

Annexure-II

**TENDER ACCEPTANCE LETTER**

Date:

To,  
Director (General Administration)  
Ministry of Earth Sciences  
Prithvi Bhawan  
Lodhi Road, New Delhi-110003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.MoES/3/4/2016-Genl.

Name of Tender/Work: **Quotation for supply of flowers to Ministry of Earth Sciences.**

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely [www.moes.gov.in](http://www.moes.gov.in) or central Public Procurement Portal of Govt. of India i.e [eprocure.gov.in](http://eprocure.gov.in) as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from page No. 1 to 6 (including all documents like annexure(s). schedule(s) etc. which form part of the contract agreement and I/We shall abide by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization on the website too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**Important**

**ANNEXUR -III**

**PROFORMA  
(Company document)**

**[Required for technical bid]**

The following documents shall be placed in the Technical Bid for providing Secretarial manpower for this Ministry of Earth Sciences

**(Without these information Technical Bid will not be evaluated and the same will be rejected straightway)**

<b>Items</b>	<b>Page No (Please mention the Page number positively)</b>
Earnest Money Deposit (Demand Draft/Pay order/Bank Guarantee/ FDR of <b>Rs.30.000/-</b> in favour of DDO, MoES.The Original(hard copy of the EMD) shall be deposited by hand in the Tender Box Placed in this Ministry in Room No.1, Prithvi Bhawan Lodhi Road, New Delhi	Scanned Copy at Page No
Terms and Conditions of the Tender duly signed by the tenderer as token for acceptance of Terms & Conditions of the Tender	Page No.
PAN Card of Firm/Company (attach copy of PAN Card).	Scanned copy at page No
VAT/Service tax registration certificate	Scanned copy at page No
Experience as per eligibility criteria (copy)	Scanned copy at page No
Experience certificate copies issued by the clients to the tender, at least for one year	Scanned copy at page No

Signature of the Tenderer

With seal of the Firm/Company



**PROFORMA  
(Company detail)**

**[Required for technical bid]**

To,  
The  
Ministry of Earth Sciences  
Prithvi Bhawan  
Lodi Road,  
New Delhi-110003

**Subject; Providing flowers to MoES.**

Sir,

The undersigned have read and examined in detail the tender document and do hereby express our interest to provide such services.

Corresponding Details ;

1	Name of the Company	
2	Address of the Company	
3	Name of the Contract person to whom all references shall be made regarding this tender	
4.	Telephone ( with STD code)	
5.	E-mail of the contract person	
6.	Fax No. ( with STD code)	
7.	Earnest Money detail	Demand Draft No & date: Bank Name: Drawn in favour of:

It is certified that the person, who shall be provided for Work\duties are competent and have the necessary qualification for taking up this assignment.

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)

Date:  
Place:  
Business Address :

Name:  
Designation:  
Seal:

**PROFORMA**  
**(Minimum Eligibility)**  
**[Required for technical bid]**

The details in respect of the company are as given under:

1	Name of the company	
2	Year of Registration/Incorporation	
3.	Annual Turnover during last 3 years	2013-14 2014-15 2015-16
4.	Experience in having successfully completed similar works during the last three years in a government / semi government department	Write the applicable one for your firm.

Yours faithfully,

Signature of the Authorized Person)

Name:

Date; Designation:

Place: Seal:

Business Address:

**Proforma for DECLARATION**

**[Required for technical bid]**

Declaration Letter on Official Letter head stating the following;

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of Services as required under this tender.
  
- (ii) We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized  
Person)

Name:

Designation:

Seal:

Date;

Place:

Business Address:

## Annexure -VII

Financial Bid

S.No.	Items (Rates are to be quoted for one number per Item)	Rates
1.	Round Flower arrangement for Senior officers Room for 5 days in a week (8 flowers per one arrangement)	
2.	Round Flower arrangement for Senior officers Room for 5 days in a week (6 flowers per one arrangement)	
3.	Round Lilly flower (big size) 25 flower per one bouquet.	
4.	Round Lilly flower (big size) 20 flower per one bouquet.	
5.	Lilly flower arrangement for table (ovel shape) 40 pieces flower per one.	
6.	Lilium flower arrangement for table (ovel shape) 25 pieces flower per one.	
7.	22" Inch round Floating arrangement desi rose petals with candle big size (5 days in a week).	
8.	16" Inch round Floating arrangement desi rose petals with candle small size (5 days in a week).	
9.	Desi rose flower garlands 6ft. (Mala).	
10.	Marigold garlands 3ft. (Mala).	
11.	Mix flower gate decoration.	
12.	Different mix roses Flower bouquet	
13.	Round flower arrangements (Red Roses & Lilly only)	
14.	Standing bouquet flower arrangements for Minister room.	
15.	Lilly flower Arrangement 10 flower for table	
	Total Amount (including taxes, if any)	

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नोट :- किसी अतिरिक्त जानकारी के लिए फर्मे पृथ्वी विज्ञान मंत्रालय के अनुभाग अधिकारी (सामान्य) से टेलीफोन नं०24669596 में संपर्क कर सकते हैं।

हस्ताक्षर/सील