

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
PUBLIC FINANCIAL MANAGEMENT SYSTEM

3<sup>rd</sup> Floor, Shivaji Stadium,  
New Delhi – 110 001  
Dated: 29<sup>th</sup> March 2016

04/04/2016

**NOTICE INVITING TENDER**

Tender Notice No. C-13015(Misc.)/MF.CGA/PFMS/Flower Bouquets/2015-16/

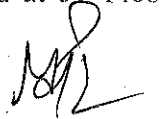
Name of work: - Open Tender for Supply of Flower Bouquets for display in The Conference Hall and Rooms of Senior Officers at PFMS, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi-110001

Date of issue of Tender Documents: - 08/04/2016  
Last Date of Submission of Tender: - 18/04/2016 (03:00PM)  
Date of Opening of Tender: - 18/04/2016 (03:30PM)

Estimated Tender Cost: - Rs.3,00, 000/-(Rupees Three Lakh Only)

Period:- 01 Year

Tender document can be downloaded from web site [www.cga.nic.in](http://www.cga.nic.in) and <http://eprocure.gov.in/eprocure/app> detailed Terms & Conditions are given in the Tender Document. PFMS Project Cell, O/o CGA New Delhi reserves the right to accept or reject the Tender. Earnest money deposit of Rs. 15,000/- (Rupees Fifteen Thousand Only) should be submitted in form of DD, in favor of Accounts Officer, PAO, Office of CGA, New Delhi payable at New Delhi along with Bid documents at PFMS Project Cell, 3<sup>rd</sup> floor, Shivaji Stadium Annexe Building, New Delhi-110001 so as to reach this office before 03:00 PM on 18-04-2016 . Tender will be opened on 18/04/2016 at 03:30 PM in presence of authorized representative. Tender would be opened at 3<sup>rd</sup> Floor, Shivaji Stadium Annexe Building, New Delhi 110001.



(J.P. Sharma)  
Sr. Accounts Officer (PFMS)  
Ph:- 23343860 Extn:-347

No.C-13015(Misc.)/MF.CGA/PFMS/Admn./2015-16/04  
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3<sup>rd</sup> Floor, Shivaji Stadium,  
New Delhi – 110 001  
Dated: 29<sup>th</sup> March 2016

04/04/2016

**SCHEDULE AND SPECIFICATIONS**

Name of work:- Supply of Flower Bouquets for display in the Conference Hall and Rooms of Senior Officers at PFMS, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi-110001

1. Estimated Cost of Tender Document:- Rs.3,00,000/-(Rupees Three Lakh Only)
2. Earnest Money:- Rs. 15,000/- (Rupees Fifteen Thousand Only)

Sl. No.	Description	Tentative time schedule
1.	Date of issue of Tender Documents	08-04-2016
2.	Last Date & Time for Submission of Tender Documents & DD	18-04-2016(3:00 PM)
3.	Date & Time for Opening of Financial Bid and Tender Documents	18-04-2016(3:30 PM)
4.	Venue of Opening of Financial Bid	3 <sup>rd</sup> & 4 <sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi.



(J.P. Sharma)

Sr. Accounts Officer (PFMS)  
Ph: 23343860 Extn:- 347

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3<sup>rd</sup> Floor, Shivaji Stadium,  
New Delhi – 110 001  
Dated: 29<sup>th</sup> March 2016

04/04/2016

**e-TENDER NOTICE**

**Sub:- e-tender Notice for Supply of Flower Bouquets for display in the Conference Hall and Rooms of Senior Officers at PFMS, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi-110001**

Tender is invited by the Ministry of Finance, PFMS under single bid system i.e. Financial Bid from reputed, experienced and financially sound service providers to provide the services of Flower Bouquets for display in the Conference Hall and Rooms of Senior Officers at PFMS, 3<sup>rd</sup> and 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of another one year, on review of performance of the successful bidder, depending upon the requirement and administrative convenience of PFMS. The bidders have to submit bids as per single bid system i.e. Financial Bids, as provided for in the tender document.

2. **The tender document can be downloaded from the website [www.cga.nic.in](http://www.cga.nic.in) <https://eprocure.gov.in> from 08-04-2016 to 18-04-2016 (upto 3:00 PM). If any issue of corrigendum related to this tender, will be available only on the websites [www.cga.nic.in](http://www.cga.nic.in) & <https://eprocure.gov.in>. The last date and time for submission of bids is 18.04.2016 (up to 03.00 PM), Bids, as submitted, shall be opened at 03.30 PM on 18.04.2016 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the Tender opening process would be allowed to do so. No tender document will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.**
3. The bidders are advised, in their own interest, to submit the desired papers/documents with their bids as per the specifications indicated in the Performa attached with this tender notice, failing which their bids may be declared nonresponsive.
4. The Date & Time for Opening of Financial Bid and Tender Documents is 18-04-2016 (3:30PM). The Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Account Payee Demand Draft/Banker's Cheque drawn in favor of **Pay & Accounts Officers, Office of CGA, New Delhi** has to be submitted along with Bid. If the bid is received without EMD it would not be considered and would be rejected summarily.

5. The successful tenderer will have to deposit Performance Security Deposit (PSD) of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **PAO, Office of CGA, Ministry of Finance, Lok Nayak Bhawan, New Delhi** covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of ninety days beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
6. The competent authority in the PFMS reserves the right to cancel the tender at any time or amend/withdraw any of the terms and condition contained in the Tender Documents, without assigning any reason, thereof.



(J.P. Sharma)

Sr. Accounts Officer (PFMS)

Tel.:-23343860 Extn:-347

All Ministries/ Departments of Government of India located at New Delhi/Delhi. It is requested that this letter may be brought to the notice of contractor/service providers engaged by them for responding to this Department, in case they are interested.

1. **The General Terms and Conditions for the contract are as under:-**

- a) The tenders must be accompanied with an **Earnest Money Deposit (Refundable) amounting to Rs. 15,000/-** (Rupees Fifteen thousand only) in the form of Demand Draft in favor of Pay and Accounts Officer, O/o CGA, New Delhi. **Tenders without EMD and required information with supporting document shall be summarily rejected.** No cheque shall be accepted towards Earnest Money Deposit (EMD). No interest will be payable on earnest money deposit.
- b) The Earnest Money Deposit of the un-successful tenderer would be released only after finalization of the Contract.
- c) The tender document can be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and [www.cga.nic.in](http://www.cga.nic.in).
- d) The approximate value of the tender is Rs.3,00,000/- per annum.
- e) The successful tenderer will be required to supply Flower Bouquets in Conference Hall and various rooms of senior officers at 3<sup>rd</sup> and 4<sup>th</sup> Floor Shivaji Stadium Annexe Building, Rajiv Chowk, New Delhi.
- f) Must have minimum One year experience in providing flower bouquets in various offices of Central Govt./State Govt./ Autonomous Bodies / Hotels etc. (please attach documentary proof along with the bid).
- g) Public Financial Management System reserves the right to select or reject any or all of the bids received without assigning any reason.
- h) Payment will be made after successful execution of work on monthly basis and signing of slips confirming the supply of flower bouquets by the concerned offices. The payment will be made within 15-20 days after submission of accurate bill.
- i) The successful tenderer should start providing flower bouquets within one week from the date of issue of letter of awarding the work.
- j) The Contract will be initially valid for a period of one year only and shall expire after one year from the date of agreement. However, if the Office deem it necessary and subject to the satisfactory services of the Contractor during the initial Contract; the Contract may be extended for a further period of one year with mutual consent of the Office & the Contractor.
- k) The contractor shall be liable to pay penalty of 5 percent of monthly bill in addition to deducting the amount for the particular day in case he/she fails to provide flower bouquets on the designated days in the rooms of senior officers of the Office. In order to avoid the penalty, Admn. Section should be intimated at least one week in advance that he/she will not be able to provide the Flower bouquets.
- l) Office has the discretion to terminate the Contract, any time during its currency, without assigning any reason. If the Office does not find services of the contractor satisfactory. Decision of this office in this regard will be final and shall be binding on the Contractor.

## 2. Performance Security Deposit:-

- a) At the time of Agreement, the tenderer shall deposit an amount of 5% of successful tendered amount (to be specified in Request for Proposal-RFP) as Security Deposit, with the ministry through any of the following instruments:-
- b) Bank Guarantee in favor of "Pay and Accounts Officer, O/o CGA, New Delhi".
- c) Bank Guarantee confirmed by any Indian Nationalised Bank or State Bank of India, promising payment of the guaranteed sum to the Office on demand within three working days of terminating the Contract without any objection whatsoever and seeking any reasons whatsoever. The demand for payment by the Office shall be treated as conclusive proof of payment.
- d) The Security Deposit is valid for 15 months and no interest shall be payable by the Office to the Tenderer on Security Deposit for the period of its currency.
- e) In case of breach of any terms and conditions attached to this Contract, the Security Deposit of the Supplier shall stand forfeited besides annulment of the contract.

## 3. Scope of Work:-

- a) Supply of general flower bouquets in the Conference Hall and rooms of senior officers of the Office 2 days in a week i.e. Monday and Wednesday, or as and when instructed by the Office. In case of holiday on either of these days, the flower bouquets need to be provided on the next working day.
- b) Supply of special flower bouquets for meetings chaired by CGA on prior intimation by Sr. Accounts Officer (Admin).
- c) The approximate number of pots for supply of flower bouquets in Conference Hall is 03 and in rooms of Sr. Officers is 07, which may decrease or increase depending on the number of senior officers posted in the Office.
- d) The tender pricing should be complete, itemised with supply of flower bouquets at the site with all other material including Flower Pot (supplied initially & replacement, as and when required), Flower Holder (Sponge) and Sales/Service Tax etc. Annexure-B is a list of flowers normally used for flower bouquets.
- e) The flower bouquets should be of two types (i) general flower bouquet (refer S. No. 4 (a)) and (ii) special flower bouquet (refer S. No.4 (b)). Further, the flower bouquets should be a judicious mix of at least 4 types of flowers from the list at "Annexure-B". The general and special flower bouquets must contain at least 20 & 30 flowers respectively besides leaves etc. Bidders must give unit price of each of the two types flower bouquets.

4 **The two types of flower bouquets should be of under mentioned specification:-**

- (a) **General Flower Bouquets:-** Minimum number of Flowers for the general flower bouquets are 20.  
Types of flowers are as under:-

Table No. 1		
S. No.	Name of Flower (Available February to November every year)	Quantity
01	Oriental Lily (Double) all colours	01
02	Lilium (Double) all colours	01
03	Anthurium all colours	02
04	Gerbera all colours	04
05	Carnation all colours	03
06	Orchid all colours	02
07	Tata Rose all colours	07
	<b>Total</b>	<b>20</b>
S. No.	Name of Flower (Available November to February every year)	Quantity
01	Gerbera all colours	03
02	Tata Rose all colours	03
03	Multiglade all colours	03
04	Tuberose (Rajnigandha)	02
05	Star Guldavari	03
06	Single Guldavari all colours	03
07	Dahlia all colours	03
	<b>Total</b>	<b>20</b>

- (b) **Special Flower Bouquets:-** Minimum numbers of Flowers for the special flowerbouquets are 30. Types of flowers are as under:-

Table No. 2		
S. No.	Name of Flower (Available February to November every year)	Quantity
01	Oriental Lily (Double) all colours	02
02	Lilium (Double) all colours	02
03	Anthurium all colours	03
04	Paradise	01
05	Carnation all colours	10
06	Orchid all colours	03
07	Tata Rose all colours	09
	<b>Total</b>	<b>30</b>

S. No.	Name of Flower (Available November to February every year)	Quantity
01	Oriental Lily (Double) all colours	02
02	Orchid all colours	03
03	Gerbera all colours	04
04	Tata Rose all colours	02
05	Multiglade all colours	03
06	Tuberose (Rajnigandha)	03
07	Star Guldavari	03
08	Single Guldavari all colours	04
09	Dahlia all colours	05
	<b>Total</b>	<b>30</b>

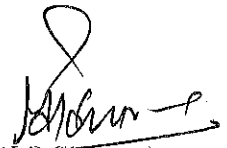
The quantity shown in the above tables excludes different type of leaves and grasses required to augment/decorate flower bouquets. The bidder may use other flowers in lieu of mentioned in the above tables as listed at Annexure - B.

5. The bidders should visit the site before bidding to apprise themselves of the exact requirements relating to the scope of the work. The visit to site will be between 03:00PM to 05:00PM coordinated by Caretaker (PFMS), Ministry of Finance, Department of Expenditure, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building, New Delhi - 110001, Phone No.011- 23343860.
- b) If any information furnished by the applicant is found to be incorrect at a later stage, the bidder shall be liable to be debarred from tendering. Public Financial Management System (PFMS) reserves the right to verify the particulars furnished by the bidder independently.
- c) Sealed tenders may be submitted to Senior Accounts Officer (Admn.), PFMS, 3<sup>rd</sup> & 4<sup>th</sup> Floor Shivaji Stadium Annexe Building, Rajiv Chowk, New Delhi - 110001 **on or before 18-04-2016(3:00PM)**. The tenders received after specified date will not be accepted by this office.
- d) The bid will be valid for 90 days from the date of opening of tender.
- e) The Sealed tenders will be opened on 18-04-2016 at 15:30hrs. in the Meeting Hall, 3<sup>rd</sup> Floor Shivaji Stadium Annexe Building, New Delhi - 110001. The Tenderers are invited to be present in the tender opening meeting.
- f) The tender must include all taxes, including VAT and Service Tax as applicable and nothing extra will be paid by PFMS. Bidder must clearly mention itemised unit charges and all taxes separately for the scope of work mentioned at Para 3. They are also requested to submit Annexure 'A' duly filled in with the tender. A copy of the tender document should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance of all the terms and condition mentioned therein.



6 List of Documents to be uploaded on website at the time of submission of tender/List of Documents to be verified at the time of opening of Tender:-

- a) The EMD in original at the time of submission of tender.
- b) Experience Certificate in original at the time of submission of tender.
- c) An undertaking from bidder to provide the services for the entire duration regularly, failing which the Performance Security Deposits and such other amount that may be due from PFMS to the contractor shall stand forfeited.
- d) The office of the service provider should be located either in Delhi/New Delhi. The Attested copy of proof of Address at the time of submission of tender.
- e) Self attested copy of PAN Card of the bidding firm.
- f) The certified copy of Bank Account.
- g) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public.
- h) Tender documents should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein.



(J.P. Sharma)

Sr. Accounts Officer (Administration)  
PFMS, 3<sup>rd</sup> Floor Shivaji Stadium Annexe Building,  
Rajiv Chowk,  
New Delhi – 110001

ANNEXURE "A"

1.	Name of the Firm	
	Address (with Telephone No.)	
	Contact Person with Mobile No.	
	E-mail address	
2.	Name of Bankers	
	Address	
3.	Status Proprietary/Partnership/Pvt./Public/Ltd. Co.	
4.	PAN Number (Enclose copy of Pan No.)	
5.	TIN/Service Tax Number (Enclose copy of TIN/Service Tax No.)	
6.	Details of past experience in the same trade  (please enclose copies of orders received from hotel / institutions and Govt. / Semi Govt. Orgauizations.)	
7.	Earnest Money of Rs. 15,000/- paid vide	

**Declaration:-**

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature with Stamp of Tenderer)

**ANNEXURE "B"**

The flower bouquets proposed to be procured should be made of the flowers of good quality/seasonal flowers/market availability as per list of flowers given below:-

<b>Sl.No.</b>	<b>Name of Flower</b>
01.	Oriental Lily (Double) all colours
02.	Lilium (Double) all colours
03.	Anthurium all colours
04.	Paradise
05.	Carnations all colours
06.	Sedum orchid all colours
07.	Orchid all colours
08.	Gerbera all colours
09.	Multiglade all colours
10.	Tata Rose all colours
11.	Tuberose (Rajnigandha)
12.	Sun Flower
13.	Guldavari all colours
14.	Guldavari Single
15.	Lotus (Kamal)

(Signature with Stamp of Tenderer)

**ANNEXURE "C"**

**Financial Bid**

To

Sr. Accounts Officer, (Admn.),  
3<sup>rd</sup> & 4<sup>th</sup> Floor, Shivaji Stadium Annexe Building,  
New Delhi - 110001

S.No.	Description	Rate(INR)
1	One General Flower Bouquet consisting of 20 flowers as in <b>Table No.1</b>	
2	One Special Flower Bouquet consisting of 30 flowers as in <b>Table No.2</b>	
3	Flowers Petals for one huge Brass Urli (Bowl)	
4	One Flower Pot (supplied initially & replacement, as and when required)	
5	One Flower Holder(Sponge)	
6	Taxes (If applicable)	
7	<b>Total of 1 to 6 above</b>	

**Declaration:-**

I hereby declare that the Rates quoted above shall remain frozen for a period of one year from the date of signing the Rate Contract.

(Signature with Stamp of Tenderer)