



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)  
Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587

No.MMTC/CO/ADMN./CT/03/2018-19

17<sup>th</sup> December, 2018

### **NOTICE FOR INVITING TENDER**

**SUB : Annual Rate Contract for providing fresh Cut Flower Arrangements for MMTC Office at Core-1, Scope Complex, New Delhi.**

S.No.	Particulars	
1.	Tender No.	MMTC/CO/ADMN./CT/03/2018-19
2.	Earnest Money Deposit (EMD)	Rs.5000/- (Rs. Five thousand only)
3.	Issue of Tender	1700 hrs., 17/12/2018
4.	Last Date of submission of tender	Upto 1500 hrs 07/01/2019
5.	Date of opening of technical bid	1100 hrs on 08/01/2019
6.	Period	One year



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**SUB : Annual Rate Contract for providing fresh Cut Seasonal Flower Arrangements for MMTC Office at Core-1, Scope Complex, New Delhi.**

Sealed quotations are invited under two-bid systems from Delhi/NCR based, reputed and experienced Florist for providing seasonal flower bunches in the Room of Senior Executive in MMTC Limited, Core-1, Scope Complex, New Delhi on regular basis. The Tender documents containing detailed terms and conditions can be downloaded from MMTC's website [www.mmtclimited.com](http://www.mmtclimited.com) or [www.tender.gov.in](http://www.tender.gov.in). The detailed terms and conditions are given below :

1. The documents should be sealed in two separate envelopes comprising (I) Technical Bid with prescribed documents at S.No. 6 and EMD of Rs.5,000/- (Rs. five thousand only) in the form of DD/PO in favour of MMTC Limited and payable at New Delhi and (II) Price bid bearing the name and address of the bidders in both bid should drop the envelopes in the tender box placed at 2<sup>nd</sup> floor, Core-1, Scope complex, New Delhi on or before 1500 hrs on 07/01/2019.
2. The period of the contract will be one year which can be extended by mutual consent for further period subject to satisfactory work. The successful bidder will be required to commence work immediately upon award of the contract.
3. The tender should have atleast 03 years experience for providing cut flowers arrangement in the PSUs /Govt. Offices / other prominent Offices.
4. The bidder shall furnish the EMD of Rs.5,000/- by way of DD/PO of any nationalized bank in favour of MMTC Limited payable at New Delhi.
5. Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 25% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 25% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to MSEs as per guidelines prescribed under MSMEs Act, 2006.

6. Self attested photocopies of the following documents are required to be enclosed with the technical bid alongwith EMD :
  - a. Performance/experience/completion certificate issued by the clients.
  - b. Copy of GST number
  - c. Copy of PAN Number.
  - d. In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.
7. Submission of Tenders :
  - a. All interested service providers are requested to submit their sealed tender in two separate envelopes comprising (I) TECHNICAL BID with prescribed EMD and other documents (Annexure – I) and (II) PRICE BID (Annexure-II) bearing the name and address of the bidders in both bids, should be dropped in the tender box kept in the office of the Chief General Manager (A) on 2<sup>nd</sup> Floor, Core-1, Scope Complex, New Delhi on or before 1500 hrs of 07/01/2019.
  - b. Tender documents are available on the website of the MMTC Limited i.e. [www.mmtclimited.com](http://www.mmtclimited.com) and [www.tender.gov.in](http://www.tender.gov.in). The interested parties may download the tender documents containing terms & conditions from the above websites.
8. All the above documents from 6 (a) to 6 (d) is the part of technical bid and without EMD and documents shall be rejected.
9. Sealed tender should superscribe “TENDER FOR PROVIDING FRESH CUT SEASONAL FLOWER”.
10. Late/delay tenders due to any reason, whatsoever, will not be accepted under any circumstances.
11. Technical BID shall be opened at 11.00 hrs 08/01/2019 in the presence of participants who wish to be present on the date of opening.
12. The TECHNICAL BID shall be scrutinize / verified by MMTC in terms of the tender and subsequently PRICE BID of eligible tenderers shall be opened.
13. The Earnest money of successful tenderer shall be retained and refnded without interest after successful completion of contract period. EMD of unsuccessful tenderers shall be refunded at the earliest.
14. The tenderer should remain valid for a period of 90 days from the date of opening of PRICE BID.
15. The Earnest money can be forfeited in the event of followings :
  - a. Tenderer withdraws its tender during the period tender’s validity.
  - b. If the work of the contractor is found unsatisfactory.

16. No cutting or overwriting in the tender form will be acceptable.
17. Rates quoted by Florist would be exclusive of all taxes.
18. To acquaint themselves with work, the florist are requested to visit office and contract Sh. G.K. Bhowal, Manager (Admn.) on any working day at MMTC Limited, Core – 1, Scope Complex, New Delhi.
19. All pages of the tender must be sealed and signed by the tenderers as a token of having read all terms & condition stipulated in the tender.
20. TDS and other taxes shall be as per rules.
21. Successful bidder will have to deposit a Performance Security Deposit of Rs.10,000/- (Rs. Ten thousand only) with MMTC.
22. If the work performed by the party is not found satisfactory, MMTC can terminate the contract any point of time without assigning any reason. The decision of MMTC will be final and binding.
23. Any dispute or difference arising from interpretation of the tender items or its terms & conditions, the matter in dispute shall be referred to the sole arbitrator nominated by Chairman-cum-Managing Director of MMTC, whose decision shall be final and binding for both parties. The venue of the arbitration shall be New Delhi.
24. MMTC Limited reserves the right to accept or reject the tender at its sole discretion without assigning any reason whatsoever.

( G.K. Bhowal )  
Manager (Admn.)

### **OTHER TERMS & CONDITIONS**

1. The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
2. No increase in the rates shall be given during the contract period.
3. The successful tenderer shall not sub-let the part or complete work without written permission of MMTC. The tenderer is fully responsible to MMTC for the work if awarded to him.
4. The contractor shall also ensure that no labour below the age of 18 years is employed by him for the above mentioned jobs.
5. The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.
6. The contractor shall submit his monthly bills, in Triplicate to the Division every month. Payment shall be released after necessary deductions of prevalent taxes, cess through ECS.
7. Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.
8. The workers engaged by the Contractor are subject to security check by the Security Guards deployed at MMTC premises any time.
9. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his worker that might become applicable under any Act or Orders of the Government. MMTC shall have no liability whatsoever in this regard and the contractor shall indemnify MMTC against any/all claims which may arise under the provision of various Acts/Government orders etc.
10. The number of flower arrangements are variable and will be decided by MMTC.

11. The contractor will ensure that the flower arrangements are provided at our office before 8.00 a.m. daily/alternate day except Sunday and Holidays.
12. The contractor shall ensure that the flowers should be fresh and in a healthy condition.
13. In the event of non-performance of the flower arrangement on any working day due to any reason whatsoever or the flowers not being found fresh, no payment shall be released to the contractor for the said flower arrangement. Apart from this, a penalty shall be imposed which shall be equivalent to the price of the flower arrangement purchased through other agency and the same amount shall be deducted from the monthly bill of the Agency without intimation to the Contractor.
14. In case of frequent/repeated failures to deliver the flower arrangements/quality of flowers are not found good persistently, the contract can be terminated by MMTC by giving 30 days prior notice.

( G.K. BHOWAL )  
Manager (Admn.)

**ANNEXURE-I****TECHNICAL BID**

- 1) Tenderer Name:
- 2) Tenderer Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer (Attach copy):
- 4) GST No. of the tenderer :  
(Attach copy of GST)
- 5) Registration with MSME – Attach copy  
( In case the party is registered with MSME)
- 6) EMD Details: DD No:\_\_\_\_\_, Dated:\_\_\_\_\_, Amount Rs.5,000/-.
- 7) Details of Government sector client (s):-

S.No.	Name & Address of Govt./Private Organization	Name Designation Nodal Officer	and of Telephone Fax No.	& Period of contract

Signature:.....

Name:.....

Seal:.....

**DATED:.....**

**ANNEXURE – II****PRICE BID**

**SUB : ANNUAL RATE CONTRACT FOR PROVIDING FRESH CUT SEASONAL FLOWER ARRANGEMENTS FOR MMTC OFFICE AT CORE-1, SCOPE COMPLEX, NEW DELHI.**

<b>S.No.</b>	<b>Description of Items</b>	<b>Qty (Approx.) per month</b>	<b>Rate/Unit (Rs.)</b>	<b>Amount (Rs.)</b>
1.	Providing one bunch of exotic fresh cut flowers in the flower pot kept in Sr. Executives Rooms on alternate day. i.e. Monday, Wednesday and Friday.	530		
2.	Providing bunch of Special & decorative exotic fresh flower in the flower port as per the variety of flowers in the Chamber of CMD/Directors.	200		
3.	Birthday Bouquets (Medium Size)	50		
	<b>TOTAL</b>			

( in Words) Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

Note :

1. The bunch of flowers to be provided in the rooms of Sr. Executive should contain 12-15 exotic fresh flowers.
2. The bunch of flowers to be provided in the room of CMD / Directors room contain 18-20 exotic fresh flowers.

SEAL OF THE COMPANY