

MMTC LIMITED

NEW DELHI

Core No. 1, SCOPE Complex,
Lodhi Road, New Delhi – 110 003

No. MMTC/ADMN/CT/03/2013

Dated : 27.11.2013

NOTICE INVITING TENDER

ANNUAL RATE CONTRACT FOR PROVIDING FRESH CUT FLOWER ARRANGEMENTS FOR MMTC OFFICE AT CORE – 1, SCOPE COMPLEX, NEW DELHI – 110 003.

Sl. No.	Particulars	
1	Tender No.	No. MMTC/ADMN/CT/03/2013
2	Tender Fee	Rs. 500/- (Five Hundred Only)
3	Earnest Money Deposit (EMD)	Rs. 5000/- (Five Thousand Only)
4	Issue of Tender	From 27.11.2013 to 17.12.2013
5	Technical Bid Opening Date	17.12.2013 at 1530 Hrs.
6	Period of Contract	One Year
7	Last Date of Submission of Tender	17.12.2013 upto 1500 Hrs.

**Core No. 1, SCOPE Complex,
7 - Institutional Area, Lodhi Road,
New Delhi – 110 003**

MMTC LIMITED

NEW DELHI

Core No. 1, SCOPE Complex,
Lodhi Road, New Delhi – 110 003

No. MMTC/ADMN/CT/03/2013

Dated : 27.11.2013

SUB : ANNUAL RATE CONTRACT FOR PROVIDING FRESH CUT FLOWER ARRANGEMENTS FOR MMTC OFFICE AT CORE – 1, SCOPE COMPLEX, NEW DELHI – 110 003.

MMTC Limited invite sealed quotations from reputed and experienced Florists for providing flower bunches in the room of Sr. Executives in MMTC Ltd., Core - 1, SCOPE Complex, New Delhi on regular basis on the terms and conditions stipulated in this tender :

- 1) Sealed tenders in two separate envelopes comprising FIRST ENVELOP (a) TECHNICAL BID with prescribed documents at S.No. 5 and EMD of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay Order in favour of MMTC LIMITED and payable at New Delhi & (b) PRICE BID bearing the name and address of the bidders in both bid should reach to the office of the Dy. General Manager (Admn.) at 2nd floor, Core – 1, SCOPE Complex, New Delhi on or before **1500 Hrs on 17.12.2013**.
- 2) The period of the contract will be one year which can be extended by mutual consent for further period subject to satisfactory work and willingness of the Florist. The Successful firm will be required to start working immediately upon award of the contract. The work is to be carried out in the premises of the MMTC.
- 3) The Tenderer should have atleast 03 years experience for providing cut flowers arrangements in the PSUs/Govt. Offices/Other prominent Offices.
- 4) Earnest Money Deposit (EMD) : The bidder shall furnish Earnest Money of Rs. 5,000/- (Rupees five thousand only) by way of Demand Draft in favour of “MMTC LIMITED” payable at New Delhi. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract.
- 5) Self attested photocopies of the following documents are required to be enclosed with the TECHNICAL BID complete alongwith EMD :
 - i) Performance/experience/completion certificates issued by the clients.
 - ii) Copy of PAN Card issued by the Income Tax Department.

iii) Copy of TIN/Service Tax registration, if applicable.

6) Submission of Tenders :

- i) All interested service providers are requested to submit their Sealed **tenders in two separate envelopes** comprising **(A) TECHNICAL BID** with prescribed EMD & documents and **(B) PRICE BID (ANNEXURE I)**, bearing the name and address of the bidders in both bids, should be dropped in the Tender Box kept in the office of the Dy. General Manager (Admn.) on 2nd Floor, Core – 1, SCOPE Complex, New Delhi on or before 1500 Hrs. of 17th December'2013,
- ii) Tender Document is available on the website of the MMTC Limited i.e. www.mmtclimited.com and <http://eprocure.gov.in> The intending bidders may download the tender document containing the terms and conditions and submit the same alongwith the Tender Document Fee of Rs. 500/- (Rupees five hundred only) non-refundable in the form of Demand Draft in favour of "MMTC LIMITED" payable at New Delhi.

NOTE : **All the above documents from 5 (i) to 5 (iii) form the part of TECHNICAL BID. The tenders submitted without EMD & the document shall be rejected.**

- 7) Sealed tender should superscribe "TENDER FOR PROVIDING FRESH CUT FLOWER".
- 8) Late/delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
- 9) TECHNICAL BID shall be opened at **1530 Hrs. on 17th December'2013** in the presence of tenderers who wish to be present on the date of opening.
- 10) The TECHNICAL BIDS shall be scrutinized/verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within 30 days.
- 11) The Earnest money of successful tenderer shall be retained and refunded without interest after successful completion of contract period. EMD of unsuccessful tenderers shall be refunded at the earliest.
- 12) The tenderer should remain valid for a period of 90 days from the date of opening of PRICE BID.
- 13) The Earnest money may be forfeited in the event of the following :-
 - i) Tenderer withdraws its tender during the period of tender's validity.
 - ii) If the work of the contractor is found unsatisfactory.

- 14) No cutting or overwriting in the tender form will be acceptable.
- 15) Rates quoted by Florist should be inclusive of all taxes.
- 16) To acquaint themselves with the work, the florist are requested to visit office and contact Shri P.V. Mahawana, Manager (Admn.), on any working day at MMTC Limited, Core – 1, SCOPE Complex, New Delhi-110003 for the purpose.
- 17) All pages of the tender must be sealed & signed by the tenderers as a token of having read the terms and conditions stipulated in the tender.
- 18) TDS & other taxes will be as per rules.
- 19) Successful bidder will have to deposit a Security Deposit of Rs. 10,000/- (Rupees ten thousand only) with MMTC. However successful tenderer will be required to deposit balance amount of Rs. 5,000/- after adjusting EMD of Rs. 5,000/-.
- 20) MMTC can terminate the contract any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the MMTC will be final and binding on the contractor.
- 21) Any dispute or difference arising from interpretation of the tender items or its terms and conditions, the matters in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director (CMD) of MMTC, whose decision shall be final and binding on the parties to the contract. The venue of the arbitration shall be New Delhi.
- 22) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

(P.V. Mahawana)
Manager (Admn.),
MMTC Ltd.,
New delhi-110 003

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 rate shall be given during the contract period.
- 3) The payments/refunds by MMTC will be done thru e-payment mode only.
- 4) The successful tender 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.
- 5) The firm shall raise bills for flower arrangements at monthly interval at the approved rate for the flower arrangements carried out in previous month. There will be no escalation in the cost for the flower arrangement during the period of contract.
- 6) The workers engaged by the Contractor are subject to security check by the Security Guard deployed at MMTC premises any time and the contractor shall ensure their presence for the said purpose.
- 7) 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 Order of the Govt. 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, Govt. Orders, etc.
- 8) The No. of flower arrangements are variable and will be decided by MMTC.
- 9) The contractor will ensure that the flower arrangements are provided at our office before 08.00 a.m. daily/alternate day except Sunday & Holidays.
- 10) The contractor shall ensure that the flowers should be fresh and in a healthy condition.
- 11) In the event of non-performance of the flower arrangement on any working days 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, 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.
- 12) In case of frequent/repeated failures to deliver the flower arrangements/quality of flowers not found good persistently, the contract can be terminated by MMTC by giving 30 days prior notice.

(P.V. Mahawana)
Manager (Admn.),
MMTC Ltd.,
New Delhi – 110 003.

ANNEXURE – I

TECHNICAL BID

1) Tenderer Name : _____

2) Tenderer Address with Telephone, Fax and E-mail :

3) PAN of the tenderer (Attach Copy) : _____

4) Registration No. of the tenderer (Sales Tax, Service Tax, if any) (Attach Copy)

5) EMD Details : DD No.: _____ Dated: _____, Amount Rs. 5,000/-.

6) Details of Government/Pvt. Sector/ Client (s) :-

S. No.	Name & Address of Govt./Pvt. Organisation	Name and Designation of	Telephone & Fax No.	Period of Contract
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		Nodal Officer		

Signature :

Name :

Seal :

Dated :

ANNEXURE – I

MMTC LIMITED

CORE 1, SCOPE COMPLEX, LODHI ROAD,
NEW DELHI

PRICE BID

SUB : ANNUAL RATE CONTRACT FOR PROVIDING FRESH CUT FLOWER ARRANGEMENTS FOR
MMTC OFFICE AT CORE – 1, SCOPE COMPLEX, NEW DELHI – 110 003.

Sl. No.	Description of Items	Qty. (Approx.) Per Month	Rate/ Unit (Rs.)	Amount (Rs.)
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 & Friday	530		
2.	Providing bunch of special & decorative exotic fresh flowers in the flower pot as per the variety of flowers in the chamber of CMD/Directors	200		
3.	Birthday bouquets (Medium size)	50		

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(In words) Rupees _____
_____ only)

- Note :
1. The bunch of flowers to be provided in the rooms of Sr. Executives 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