

Government of India
Ministry of Science & Technology
Department of Science & Technology
(Admn. II (B) Section)

Technology Bhavan,
New Mehrauli Road,
New Delhi-110016

TE No.D -13023/ 01/ 2012 Admin II (B)

Dated 18 December 2018.

To,

Sub: Annual Rate Contract for supply of Seasonally Mixed Flowers for a period of one year from the date of commencement contract in DST, Technology Bhavan, New Delhi-110016.

Dear Sirs,

For and on behalf of the President of India, sealed limited tenders are invited in **single bid system** for the subject mentioned job in DST, Technology Bhavan, New Delhi-16 for period of one year w.e.f 01 Apr., 2014 and extendable on yearly basis for a period of three years depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm as per the attached **Important Information, General Instructions and Terms & conditions to this TE.**

2. The application form for Tender Enquiry Notice also be downloaded free of cost from the Department's website <http://dst.gov.in/tenders> and Government's e-procurement portal CPPP.
3. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma (**Schedule I**) in a sealed cover along with the documents duly signed in all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the bid should be super scribed "**Sub: Tender Inquiry for Supply Seasonally Mixed Flower in DST, Technology Bhavan, New Delhi**" **not to be opened before 10th January,2019** and should be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **10th January,2019**. Sealed bids received within the closing time limit will be opened on the same day at 1530 hrs in Raman Auditorium, S & T Block II in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any bid/ quotation/ estimates without assigning any reason thereof.
4. There is no need to submit EMD with the application/ quotes but successful bidder will also not be required to submit any performance security deposit with the Department.
5. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached **Schedule I to this TE.**

Yours faithfully,



(Himanshu Gandhi)
Under Secretary to the Govt of India
Tel: 26590264

Cont'd...02/-

Department of Science & Technology
Admin II (B) Section

Contractor's details (Mandatory Information)

Supporting documents be annexed with the application form (Applications found deficient or conditional in any respect are liable to be rejected without further correspondence)

SI No.	Description	Information	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline No.	
		Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details	PAN Details	
		GST Registration Number (If any)	
06	One way distance from Department of Science & Technology (In KMs)		

Signature of the bidder

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS**And TERMS & CONDITIONS**

Sl No.	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3	Tender fee	Nil
4	EMD	Nil
5	Non-transferability	This tender is non-transferable.
6	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected without assigning any reason.
7	Firm and fixed rates	Prices should be quoted on net destination basis at DST and fixed price including GST, freight, packing etc. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances during the contractual period. Tenders with variable prices or seeking provision for enhancement of prices/ contracted rates during the currency of the contract shall be rejected straightaway without any consideration.
8	Prescribed Forms	Tender of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letter head Quotations will not be accepted and ignored straightaway.
9	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10	Time & date of receipt and opening of bids	The time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B), Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before 1500 hours on 10th January, 2019. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.
13	Inspecting Officer	Authorized representative of DST, New Delhi
14	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
15	Contract period	One year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and as mutually agreed upon. Prices during the currency of contract shall remain firm & fixed.

Signature of the bidder with seal & date

Sl No.	Description	Contents
16	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 90 days after the tender opening date.
17	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule I attached with the tender document. b) Rates should be inclusive GST, packing, freight (free delivery to the consignee's premises) etc. c) During the entire period of the contract, no request for any increase in rates will be considered.
18	Taxes & duties	Tax Deduction at Source (TDS):- TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
19	Consignee's address	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
20	Submission, acceptance and rejection of tender	a) A complete set of the tender document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi . Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and super-scribed as " Sub: Tender Inquiry for Supply of seasonally mixed flower in DST, Technology Bhavan, New Delhi ". The sealed envelop should be dropped in the tender box kept [Tender Box Admin II (B)] near the reception of Technology Bhavan on or before 3.00 PM on 10th January, 2019 this will be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present. b) Tenders which are not complete in all respects are liable to be rejected. Without assigning any reason/reasons. c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted. d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers. e) Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted, Net- bundled price offered shall not be accepted and rejected without assigning any reasons/reasons.

Signature of the bidder with seal & date

Cont'd...05/-

Sl No.	Description	Contents
21	Award of contract	<p>a) The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest net bundled tender price of the schedule.</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p>d) Contract shall be awarded to the firm (s) offering the lowest/ net bundled price and not with the reference to the lowest prices quoted for the sub-items.</p> <p>e). In case two firms offering the lowest net bundled prices, then the Department has the right to award the contract to any party. No representation in this regard will be considered by the Department.</p> <p>f) DST reserves the right to conclude parallel rate contracts with a number of firms and place, which may be the most economical to it or suitable to its requirements.</p>
22	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
23	Termination of contract	<p>i) On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to unsatisfactory performance established on the part of the contractor or any such material complaints.</p> <p>ii) The contract can be terminated at any time by giving a Notice of one month in advance from either party. The supply of mixed flowers on the day of giving notice & also the expiry of the Notice served shall have to be done in accordance with the terms & conditions of the contract.</p>
24	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.
25	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996 and subsequent orders.
26	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the officials of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.</p> <p>e) In case in the opinion of the Department, any item is defective needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the item to proper order within stipulated period, damages/ penal charges shall be applicable.</p>

Sl No.	Description	Contents
27	Supply terms & conditions	<p>a) The successful contractor will supply the flower at 8 AM on every Monday, Wednesday & Friday. In case of Monday, Wednesday & Friday declares holiday, the firm need not to supply flower on the holiday and no charges will be paid by DST. The average requirement of flower is 20 dozens per day. Actual requirement may vary from day to day and time to time.</p> <p>b) The firm should ensure that the delivery of the flower should be done latest by 08:30 AM sharply.</p> <p>c) The firm should also ensure to get the day to day supply voucher signed by the Caretaker, DST or SO, Admin II (B), DST on the day of supply.</p> <p>d) The payment terms shall be monthly basis after the receipt of the bills and checking of day to day supply receipts. Advance payments shall not be made under any circumstances.</p> <p>e) Prices quoted should be inclusive of all taxes, duties and freight charges. The prices will remain fixed through out the contract period except of any changes made in statutory levies by the Government.</p> <p>f) The flowers supplied by the firm should be fresh and comprising of roses, dahlia, rajanigandha, Gladolai, stoke, Golden Rod, Gypsy, Tulip, Water Lilly, Ouster, Sweet Sultan, Sweet William, Lakasper, Gypsum, Pirangi Lilly, Etc. flourished with ferns, herbs etc.</p>
28	Eligibility Criterion	<p>A copy of each relevant documents for the following should be attached</p> <p>a. Should be Indian National (Aadhaar/ EPIC).</p> <p>b. Should be in possession of PAN.</p> <p>c. Should be Registered with GST Authority.</p> <p>d. Should be in possession of Income Tax Return for the Financial Year 2017-18.</p> <p>e. <u>The Firm should have the shop within 5 Kilometres of Radius of Technology Bhavan Premises.</u></p> <p>f. <u>Electricity Bill (Not older than 03 Months).</u></p>
29	Others	<p>a. The tenderer should sign at each page of the tender and all its pages. No page should be removed/ detached from the tender document.</p> <p>b. All the columns & rows of contractor's details (Annexure I) should be filled and any deviation will not be accepted.</p>

Certificates: -

i) I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.

ii) I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

Signature of the bidder with seal & date

Schedule I

Name of the Firm:-

Schedule I to T.E No.D-13023/ 01/ 2012 Admin II (B) dated 18th December 2018.

Sl No.	Description of items	Unit	Qty	Rate in Rs. (inclusive all taxes)
I	Supply of seasonally mixed flower	1 Dozen	01	
	Net bundled price			

Rupees (in words):

Signature of the bidder with seal & date