

F.No. 1-20/2009-NCW(G)
National Commission for Women
4, Deen Dayal Upadhyaya Marg
New Delhi-110 002

10th March, 2012

TENDER NOTICE

Sub.: Annual contract for supply and keeping of indoor potted plants in National Commission for Women, New Delhi.

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The National Commission for Women invites tender for annual contract for supply and keeping of indoor potted plants in this office building at 1st and 2nd floor, 4, Deen Dayal Upadhyaya Marg, New Delhi-110002.

2. Details information/terms and conditions are as per **Annexure-I** .
3. Interested parties may send their quotation quoting rates for the desired items.
4. In case any firm is already providing these services to any other Ministry/Department of Central Government, details thereof may also be furnished alongwith the quotations. The rate quoted will be valid for a period of one year from the date of finalization of contract.
5. Sealed Tender, duly subscribed "Tender for supply and keeping of indoor potted plants" addressed to the undersigned may be sent by post/hand delivered so as to reach by 27th March, 2012. Quotation received after stipulated date/time shall not be entertained. The quotations will be opened same day at 16.00 hrs. by the committee authorized by this office and in the presence of such tenderers who may wish to be present.

Sd/-
(Sraddha Paul)
Under Secretary
☎ : 23222845

Annexure - I

**Terms and Conditions for supply and keeping of
indoor potted plants**

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1. The contract will be for a period of twelve calendar months and extendable for a further period of two years on year to year basis, subject to satisfactory performance of the contractor. The contract can be terminated at any time without assigning any reason thereof.
2. The work will be awarded to only such firms who have successfully undertaken similar work at least in two Ministries/Departments/Govt. Organization/PSUs (copy of certificate should be enclosed).
3. While submitting the tender, the intending tenderer shall have to furnish to this office proof of pre-qualification (experience/financial standing) as specified.
4. The National Commission for Women shall reserve the right to reduce or increase the quantity of potted plants as per requirement.
5. The bill shall be raised monthly in the name of Under Secretary (Admn.), New Delhi.
6. An amount of Rs. 2500/- (Rupees Two Thousand five only) will be deposited with the P&AO, NCW, New Delhi as earnest money. The earnest money of the successful tenderer will be converted into security deposit @ 5% of the tendered amount. The security deposit shall be refundable after the successful completion of the contract. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.
7. For further details, Ms. Sraddha Paul, US(Admn.), National Commission for Women, New Delhi can be contacted (011-23222845) between 10.30 A.M. to 4.30 P.M. on any working day before quoting the rates.

8. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

Sd/-
(Sraddha Paul)
Under Secretary
☎ : 23222845

Qualifying bid document

1.	Name of Proprietor in case of Proprietary	
(a)	Company/Firm	
2.	Address (with Tele No. & E-mail.)	
3.	Contact Person with Mob. No.	
4.	The number of years of experience for indoor potted plants and maintenance work in Govt. departments (list of customers including Govt. Organization, NCT of Delhi etc.)	
5.	Annual Turn over for the year 2011-2012 (with proof). Along with balance sheet for last year, if any.	
6.	Address of work place with area of premises.	
7.	Whether owned/rented.	
8.	Name of Banker.	
9.	Bank Statement last six month.	
10.	Details of the DD/Pay Orders of Rs. 2500/- towards bid security (EMD).	

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 state, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorised signatory)

Annexure – III

S.No.	Description of items to be supplied	Estimated Qty.	Qty.	Rate per pot	Total amount
1.	Supply and Maintenance of indoor potted plants	25 pot each floorX2 floor = 50 pots (The qty. to be supplied may vary as per requirement)	50 Pots per month		

Date :

Signature.....

Place:

Company Name.....

Company Seal.....