



GOVERNMENT OF MADHYA PRADESH

TENDER DOCUMENT FOR

ANNUAL SUPPLY OF FLOWERS

AT

MADHYA PRADESH BHAWAN

29 C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021



MADHYA PRADESH BHAWAN

A- NIT, Technical Bid & Financial Bid

OFFICE OF THE RESIDENT COMMISSIONER

MADHYA PRADESH BHAWAN

PLOT NO. 29C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

Website: www.mpbhawan.gov.in or www.mptenders.gov.in
Tel.No.+011-267772001/ 2002

TENDER DOCUMENT FOR

Annual Supply of Flowers

at Madhya Pradesh Bhawan, Plot No. 29C-D, Jesus & Mary Marg,
Chanakyapuri, New Delhi -110021

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OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021
Website -www.mptenders.gov.in
Tel.No.+011-267772001/ 2002

NIT No. 5/JANUARY/FLOWER/MPB/2024

Dated: 22/01/2024

1. NOTICE INVITING TENDER

- 1.1 Online tenders for Annual Supply of Flowers at Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi in single stage two envelope systems (Technical bid & Financial bid) through online e-Tendering in the prescribed proforma from interested parties/ Registered Firms/ Registered Companies/ Reputed Organizations/ Agencies for 01 Year which may be extended to another 01 year from the date of work order on same terms & conditions, rates and mutual consent.
- 1.2 Detailed job and items descriptions are made in the relevant section of the body of tender document.
- 1.3 Offers in Physical form will not be accepted in any case.
- 1.4 Incomplete and / or illegible document will not be considered and such documents tender / bid will be considered as NON - RESPONSIVE
- 1.5 Tender documents to be downloaded from the website: www.mptenders.gov.in and submission of bids through e-tendering with non-refundable cost of the form ` 500/- (Rs. Five Hundred only) to be paid online.
- 1.6 Technical bid must be submitted along with online e-payment receipt of EMD 3,000/- (to be paid online)
- 1.7 The last date of submission of online Technical Bid is 14/02/2024, up to 03:00 PM and the same will be opened in the presence of such bidder who may wish to be present in the office Madhya Pradesh Bhawan, 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi on 15/02/2024 at 03.00 PM.
- 1.8 The financial bid to be submitted online through e-tendering process till 03:00 PM on 14/02/2024 on website: www.mptenders.gov.in, In no case financial bids would be received and accepted on by hand or in hard copy. Financial bid would be opened in respect of bidders whose technical bids are found acceptable by the committee constituted for this purpose on 22/02/2024 at 03:00 P.M
- 1.9 A pre-bid conference will be held on 06/02/2024 at 03.30 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi - 110021
- 1.10 The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

Addl. Resident Commissioner,
M.P. Bhawan, New Delhi

SECTION-2

**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021**

NIT No. 5/JANUARY/FLOWER/MPB/2024

Dated: 22/01/2024

2. BRIEF INFORMATION ON BID DOCUMENT

Name of Work : **Online tenders are invited for Annual supply of Flowers at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi**

Cost of Tender form : **Rs. 500/- to be paid online (non-refundable)**

Time for completion of work : **One year from the date of acceptance, which can be extended for another one year on mutual consent**

S. No	Description of Items	Remarks
2.1	NIT No. & Date	NIT No. 5/JANUARY/FLOWER/MPB/2024 Dated 22/01/2024
2.2	Issuance of tender	M.P. Bhawan, New Delhi website (www.mptenders.gov.in)
2.3	Date of Submission of tender	Submission on or before 14/02/2024 up to 15.00 hrs.
2.4	Date of Opening of technical bid	15/02/2024 on 15.00 hrs
2.5	Date of opening of financial bid	22/02/2024 on 15.00 hrs
2.6	Probable Amount of Contract	Rs. 1,00,000/-
2.7	Cost of Tender cost	Rs. 500/- (to be paid online)
2.8	Earnest Money Deposit (EMD)	Rs. 3,000/- (to be paid online)
2.9	Pre-bid conference	06/02/2024 at 03.30 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus Mary Marg, Chanakyapuri, New Delhi -110021
2.10	Security Deposit	Rs. 3,000/-
2.11	Email ID	aempbhawan@mp.gov.in
2.12	Contact Name & No.	Sh. P.K. Rath, House Manager Mob. No. 9313280983

**Any other website related technical queries,
please call at 24 x 7 Help Desk Numbers 0120-4001002,
0120-4001005 & 0120-6277787**

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

SECTION-3

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

3. PROFORMA FOR TECHNICAL BID

**TENDER FOR ANNUAL SUPPLY OF FLOWERS AT MADHYA PRADESH
BHAWAN, NEW DELHI**

Technical Bid			Page No.
Annexure- 3.1	Particular of Firm		
3.1.A	Name of Firm		
3.1.B	Constitution of Firm		
3.1.C	Office Address		
3.1.D	Telephone/ Mobile Number		
3.1.E	E-mail Address		
3.1.F	Alternative E-Mail Address		
Annexure-3.2	Full Particulars of The Bankers Of Firm, With Full Address / Tel. No. (Attach Self Cancelled cheque)		
3.2.A	Name of the Bank		
3.2.B	Bank Account Number		
3.2.C	IFSC Code		
3.2.D	Address of the Bank		
3.2.E	Telephone No.		
3.2.F	Fax No.		
3.2.G	E-mail address		
Annexure-3.3	Registration Details of firm		
3.3.A	PAN	Attach Photocopy	
3.3.B	GST Registration No.	Attach Photocopy	
Annexure-3.4	Details of Earnest Money Deposit & cost of Tender Fee		
3.4.A	Tender document cost as mentioned in bid document	Rs. 500/-	
3.4.B	EMD amount as mentioned in bid document	Rs. 3,000/-	
3.4.C	Online payment receipt date	Attach photocopy	
3.5	Returns of Income Tax Department for last three financial years (FY 2020-21, 2021-22, 2022-23)	Attach Photocopy	
3.6	Whether Agency has been blacklisted by any of the Department /Organization (attach undertaking on the letter Head of the Firm duly signed and stamped) in last three years.	Attach	
3.7	Supply of Flower Experience certificates for completed work in Government Departments / Public Sector (Central or State) or any reputed organization	Attach Proof (Experience/ Completion Certificate)	
3.8	Any other relevant document.	Attach proof	

Note: -All uploaded documents should be clear, legible, stamped and self-attested.

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Date

Place

Authorised Signature

Name

Seal

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

4. UNDERTAKING

**TENDER FOR ANNUAL SUPPLY OF FLOWERS AT MADHYA PRADESH
BHAWAN, NEW DELHI**

- 4.1 I/We hereby tender for **Annual supply of Flowers** as per schedule attached to this tender form for one year, M.P. Bhawan New Delhi.
- 4.2 I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in office the sum of money mentioned in the said conditions.
- 4.3 The Earnest Money Deposit of **Rs. 3,000/- (Rupees Three Thousand Only)** is to be paid online forwarded as earnest money deposit as per the terms & Condition of contract.
- 4.4 I/We..... have not been blacklisted by any of the Department/ Organization during last three years.
- 4.5 (a) I/We am/are registered with GST Department and GST registration number has been provided in support.
OR
- 4.5 (b) I/We hereby certify that I/We are exempted from GST registration under the applicable GST provisions

Dated / /2024

Signature of Contractor

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

5. Brief Description of the Items

Scope of work:

Annual supply of Flowers as and when required during contract period at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi

S.N.	Particulars	Approximate Qty. required per year
1.	1 Round Bunch of Roses with 25 pcs. Roses, 1 pcs. Lily (Tissue Wrapping)	20 Bunch
2.	1 Round Bunch of Roses with 30 pcs. Roses, 2 pcs. Lily (Crape wrapping)	20 Bunch
3.	1 Round Bunch of Roses with 40 pcs. Roses, 2 pcs. Lily (Crape wrapping)	20 Bunch
4.	1 Round Bunch of Yellow Roses with 30 pcs. Roses (Tissue wrapping)	10 Bunch
5.	1 Round Bunch of Roses with 20 pcs. (Cellophane wrapping)	20 Bunch
6.	Low Long arrangement with 25 pcs. of mix flowers	20 Bunch
7.	Single Rose without wrapping	50 pc.
8.	Single orchids	20 pc.
9.	Single Lily Asiatic/Oriental Lily	20 pc.
10.	Carnation Single	20 pc.
11.	Gerbera Single	20 pc.
12.	Chrysanthemum (Seasonal)	20 pc.
13.	Gladiolus Sticks	20 pc.
14.	Wreath	(01 no.) as and when required
15.	Mix flower bunch with 30 flowers	20 Bunch
16.	Seasonal flower bunch with 30 flower	20 Bunch
17.	Marigold in kg.	01 Kg.
18.	Marigold garland (per ft.)	30 ft.

Addl. Resident Commissioner
M.P. Bhawan, New Delhi

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI – 110021

6. General Conditions of Contract (GCC)

6.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

- 6.1.1 Legal Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Proprietorship, Partnership & Limited Company or a Private Limited Company registered under the Companies Act, 1956. **Bidder in the form of JV/consortium, is not permitted.**
- 6.1.2 Registration: The Bidder should be registered with the Income Tax Department (PAN card).
- 6.1.3 Returns: The Bidder should also submit returns of Income Tax Department for last three years (FY 2020-21, 2021-22, 2022-23).
- 6.1.4 Experience: The bidder should have experience in the similar field for supply of Flowers in the Government Departments / reputed public/ private sector organizations or any reputed organization of annual contract for at least any one year during last three years.
- 6.1.5 The firm should be within 10 km radius from M P Bhawan, so as to be able to supply the order well within time.

6.2 EARNEST MONEY DEPOSIT

- 6.2.1 The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 3,000/- to be paid online. The Tender received without EMD shall be rejected summarily.
- 6.2.2 The EMD of successful Tenderer will be forfeited if he fails to deposit the Security Deposit amount within 15 (fifteen) days after the issue of Letter of Acceptance.
- 6.2.3 The EMD of unsuccessful Tenderer shall be released only after signing of the contract.
- 6.2.4 M.P. Bhawan reserve the right of forfeiture of the EMD in additions to other claims and penalties in the event of the bidder's failure to fulfill any contractual obligation or in the event of termination of contract as per terms and conditions of the contract.

6.3 SECURITY DEPOSIT

Security Deposit Amount is Rs. 3,000/- The Security Deposit must be deposited by account payee bank draft /D.D. of any scheduled commercial bank drawn in favour of "**Additional Resident Commissioner, M.P. Bhawan, New Delhi**" payable at New Delhi. Any compensation or other sums payable by the contractor to the MP Bhawan under the terms & conditions of this contract may be deducted from his security deposit or from any sums which may be due or may become due to the contractor by the MP Bhawan on any account whatsoever. The security deposit will be returned to the bidder after successful completion of the contract.

6.4 BID EVALUATION CRITERIA

- 6.4.1 Online Technical Bids shall be evaluated by a Tender Evaluating Committee based on the documents submitted online by the tenderer.

- 6.4.2 The Online Financial Bid of those bidders who are found eligible in Technical Bid shall be opened on/...../2024 in the presence of bidders who choose to be present.
- 6.4. M.P. Bhawan Authority reserves to seek confirmation / clarification on the supporting documents submitted by the tenderer.

6.5 TERMS AND CONDITIONS OF CONTRACT

- 6.5.1 Material quality must be good and fresh. Material should be supplied within one hour of supply order which may be telephonically or through E- mail
- 6.5.2 Initially the agreement shall be executed for a period of one year and may be extendable for further period of one year on basis of satisfactory performance, with mutual consent on the same terms and conditions and rates.
- 6.5.3 The earnest money of the awardee of the contract is refundable after completion of contract period and EMD of other unsuccessful bidder's/ tenderer's will be refunded after the finalization of the contract
- 6.5.4 Price should be quoted for all the items listed in Price Bid.
- 6.5.5 No separate delivery charges will be paid in any condition.
- 6.5.6 The tender will be appraised by committee formed by M.P. Bhawan. The tender will be decided based on the lowest Grand Total Amount under column No. 6 (Total Amount) of table (Section-7) in Financial Bid. However order will be placed as per actual requirement as and when required.
- 6.5.7 Orders for articles or materials, as and when required during contract period named in the Schedule attached to the tender and forming part of this contract shall be made on supply order by the authorized person of the M.P. Bhawan. The quantity shown in the section 5 may increase or decrease and no claim on this accounts will be entertained what so ever. The contractor shall deliver the articles or materials at the place within one hour of receiving the supply order or the date and time mentioned in the supply order, telephonically or through E-mail and if the contractor refuses or fails to do so, the Addl. Resident Commissioner may purchase in the open market any articles or materials ordered not so supplied and recover from him or from his security deposit the difference between the actual cost of purchase and the amount that would have been payable for the articles or materials under this contract plus 10% supervision charges. If the Addl. Resident Commissioner purchases the articles or materials in the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost, but 10% supervision charges will apply.
- 6.5.8 The contractor shall, at which he is ordered to make delivery of articles being received and approved, a receipt shall be given to him by the authorised person and no article or material shall be considered as delivered until it has been so approved and a receipt given. The delivery shall not be considered as complete until the contractor has removed all rejected articles supplied and delivered the full quantity of approved articles ordered in the supply order.
- 6.5.9 Conditional tender will not be accepted.
- 6.5.10 Place of work (supply): Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi
- 6.5.11 In situation where two or more contractors/ bidders are at par with each other in respect of their rates after all the arithmetic and other checks are carried out, then the Rebate on the quoted amount from all the agencies whose rates are at par shall be invited, in sealed envelopes, which shall be opened in the presence of the agencies or their authorised person whosoever choose to remain present.
- 6.5.12 Total amount shall be quoted in financial bid. Total lowest quoted amount (L-1) shall be considered as successful bidders. If L-1 bidder fails to execute the contract within the stipulated time limit, then the E.M.D. of L-1 bidder will be confiscated and the competent authority reserves the right to award the contract to L-2 bidder on L-1 quoted rates.

- 6.5.13 Tender received without the receipt of cost of tender form and EMD shall be considered as non-responsive and all such tenders shall be liable to be rejected.
- 6.5.14 Resident Commissioner Govt. of M.P. reserves the right to accept or reject in full/ part any quotations received, without assigning any reason thereof. The decision of the Resident Commissioner shall be final, conclusive and binding on the parties of the contract.

6.6 CONTRACTOR'S LIABILITY

- 6.6.1 The contractor shall submit his bill after supply of the flower within that month and shall support it by the receipt which has been given. The Addl. Resident Commissioner shall have the power to deduct as fine for late presentation a sum not exceeding 5 per cent of the amount of any bill not presented by due date.
- 6.6.2 If the contractor be hindered in the supply of some materials so as to necessitate an extension of the time allowed in the supply order, he shall apply in writing to the Addl. Resident Commissioner who shall grant it in writing, if reasonable grounds be shown for it, and without such written authority, the contractor shall not claim exemption from any recovery which may be made.
- 6.6.3 The contractor shall be solely responsible for compliance of all applicable laws/ provisions including GST.

6.7 QUALITY

The contractor shall supply fresh flowers as per standard specification as approved by M.P. Bhawan Authority and get the receipt of the materials supplied, if it is found that the materials are not up to the standard, no receipt shall be issued by the receiver.

6.8 RISK AND COST

In the event of the quality of any material being considered by the competent authority to be inferior to that described in the specification, the contractor shall remove the same at his own risk and cost. In the event of his neglecting to do so within such period as may be given by the competent authority, such materials will be removed by the client at the contractor's risk and cost. The expense incurred being liable to be deducted from the security deposit or from any sum due, or which may become due, to the contractor. No responsibility shall attach to the authorized person for the safe custody of the materials supplied in excess, disapproved or not so removed.

6.9 DELAY

The contractor shall supply flowers at Madhya Pradesh Bhawan within one hour of receiving the supply order or the date and time mentioned in the supply order, telephonically or through E-mail. and if the contractor refuses or fails to do so, the client may purchase flowers from the open market any material ordered, not so supplied and recover from contractor or from his security deposit the difference between the actual cost of purchase and the amount that would have been payable for the materials under this contract plus 10% supervision charges. If the client purchases the materials from the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost, but will have to pay 10% supervision charges.

6.10 PENALTY CLAUSE

On the breach of any term or condition of this contract by the contractor, the Addl. Resident Commissioner shall be entitled to terminate the contract and to forfeit the security deposit or the balance thereof that may at that time be remaining, and to retain the same as damages and compensation for the said breach, but without prejudice to the right of the MP Bhawan to recover any further sums as damage from any sums due or which may become due to the contractor by

MP Bhawan. Further, in the event of termination of the contract the contractor shall have no claim for any compensation for loss in respect of any materials.

6.11 TENURE OF TENDER

The initial period of Contract is one year from the date of acceptance of contract which can be extended for another one year subject to satisfactory services and mutual consent of both parties on same Terms & Conditions and rates.

6.12 VALIDITY OF TENDERS

Tenders shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Tenders.

6.13 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

6.13.1 The contractor shall be responsible for all rules/regulations of central and state Government.

6.13.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.

6.13.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

**OFFICE OF THE RESIDENT COMMISSIONER
GOVT. OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG,
CHANAKYAPURI, NEW DELHI - 110021
Phone No. 011-26772001/ 2002**

7. FINANCIAL BID

I/we hereby tender for annual supply of flowers for the Governor of Madhya Pradesh of the work specified by in the underwritten memorandum within the time specified in such memorandum at the amount specified therein and in accordance in all respects with Terms & conditions.

Name of work : **Annual supply of Flowers at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi**

Amount of Contract : **Rs. 1,00,000/-**

Amount of Earnest Money : **Rs. 3,000/- (To be paid online)**

Period : **One year from the date of acceptance, which can be extended for another one year on mutual consent.**

ITEMS RATE CONTRACT**(Rate in Rs.)**

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Excluding GST)	Amount (Excluding GST)
1	2	3	4	5	6 (4x5)
7.1	1Round Bunch of Roses with 25 pcs. Roses, 1 pcs. Lily (Tissue Wrapping)	Bunch	20		
7.2	1 Round Bunch of Roses with 30 pcs. Roses, 2 pcs. Lily (Crape wrapping)	Bunch	20		
7.3	1 Round Bunch of Roses with 40 pcs. Roses, 2 pcs. Lily (Crape wrapping)	Bunch	20		
7.4	1Round Bunch of Yellow Roses with 30 pcs. Roses (Tissue wrapping)	Bunch	10		
7.5	1 Round Bunch of Roses with 20 pcs. (Cellophane wrapping)	Bunch	20		
7.6	Low Long arrangement with 25 pcs. of mix flowers	Bunch	20		
7.7	Single Rose without wrapping	Each	50		
7.8	Single orchids	Each	20		
7.9	Single Lily Asiatic/Oriental Lily	Each	20		
7.10	Carnation Single	Each	20		
7.11	Gerbera Single	Each	20		
7.12	Chrysanthemum (Seasonal)	Each	20		
7.13	Gladiolus Sticks	Each	20		
7.14	Wreath	Each	01 as and when required		
7.15	Mix flower bunch with 30 flowers	Bunch	20		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Excluding GST)	Amount (Excluding GST)
1	2	3	4	5	6 (4x5)
7.16	Seasonal flower bunch with 30 flower	Bunch	20		
7.17	Merigold in kg.	Kg.	01		
7.18	Merigold garland (per ft.)	Ft.	30		
			Total Amount (Rs.)		

GST extra as applicable

Note: It is mandatory to fill all the columns.

Signature of Tenderer _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/Agency _____