

F.No.G-14011/04/10/UIDAI

Unique Identification Authority of India
Department of Electronics & Information Technology (DeitY)
Ministry of Communications & I.T.
Government of India

2nd Floor, Tower-I, Jeevan Bharti Building
Connaught Circus, New Delhi-110001
Dated: 15.10.2015

TENDER NOTICE

Subject: Limited Tender for providing green plants and fresh cut flower arrangements in the Unique Identification Authority of India (UIDAI) Headquarter, New Delhi.

Unique Identification Authority of India invites sealed limited tender in **single bid system i.e. “Techno-commercial bid”** for provision of the following items from the firms who fulfil the following eligibility criteria:

- (i) Firms who are registered in Horticulture work/florist or flower growers.
- (ii) Possesses valid license deed/registered lease deed/or ownership title of the shop/land in case of Horticulture/florist. OR Khasra number/Girdawari number issued by competent authority in case of flower growers.
- (iii) The firm should be registered with service tax Department, possesses PAN card
- (iv) Having similar experience in Central/State Governments, PSU etc. for last three years
- (v) Firm should have annual turnover of at least 5 lakh in each of the last three financial years

2. Scope of the work:

Description	Qty. (approx.)	Frequency change
Provision of cut flower (Lily, Jarbara, Anthurium, Orchid Coronation, Calcutta Path, Bird of Paradise, Tata Rose English multipurpose, Dutch Rose, Leemonya etc.) Arrangements consisting of 10 twigs each in rooms of Sr. Officers/Conference Hall/VC Room/Receptions, etc.	20	Alternate day(excluding Saturday, Sunday & Gazetted Holiday)
Supply and maintenance of green potted plants (Money plant, Cyrus, Aeric Palm Big size, Anthurium with mush) in earthen/plastic pots in corridors, rooms etc. at each floor.	300	Per month or earlier as needed

3. The bid will consist of item-wise rates (a) rates per day per cut flower pot arrangement of 10 twigs each, (b) rates per potted plant within a decorative pot having plants like Money plant, Cyrus, Aeric Palm Big size, Anthurium with mush. The rate/amount should be written legibly in figures and words. The quantity of the flowers pots and green potted plants may be increase or decrease marginally. **The rates should be mentioned specifically as per Proforma attached.**

4. The Bidder/vendor should qualify the eligibility conditions, shall submit the authenticated documents duly signed and any additional documents, if required.
5. Submission of Bids will signify the acceptance of all terms and conditions of the contract as mentioned in this document. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any Bidder.
6. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.
7. The bids should be accompanied by an Earnest Money Deposit (EMD) of Rs. **12000/-** (Rupees Twelve Thousand only) and Tender Fee of Rs. **100/-** (One Hundred only) in the form of Demand Draft/Pay Order from a scheduled Bank drawn in favour of "PAO, UIDAI" payable at New Delhi. In the absence of Tender Fee & EMD the tender shall be rejected summarily. The earnest money shall be refunded without interest to the unsuccessful Bidders after finalization of the Contract.
8. The bid (including entire tender document along with annexure) is required to be signed on each & every page by the firm, otherwise the bid may be treated as technically disqualified.
9. The Tender should be valid for a period of **90** days from the date of opening of the bid.
10. The bid must contain the following information/documents (including Annexure-I):
 - (i) **Tender Fee of Rs. 100/-** and **EMD of Rs 12,000/-** in the form of Bank Draft from any of the Nationalised Bank in favour of **PAO ,UIDAI, New Delhi**.
 - (ii) Copy of valid license deed/registered lease deed/or ownership title of the shop in case of Horticulture/florist. OR Khasra number/Girdawari number and related documents issued by competent authority in case of flower growers.
 - (iii) Copies of PAN no., Service tax registration no.
 - (iv) Copies of similar experience in Central/State Governments, PSU etc. (Experience certificates for last three years to be attached)
 - (v) Copies indicating minimum annual turnover of at least 5 lakhs in each of the last three financial years.
11. The Techno-commercial bid should be kept in a sealed envelope super scribed with **Limited Tender for Providing Green Plants and Fresh Flower cuts arrangements at UIDAI HQ**

The Bids should be deposited in the tender box placed at 2nd Floor, Tower-1, Jeevan Bharati Building, New Delhi not later than **3.00 PM on 28.10.2015**. Tenders received after the scheduled date and time, shall not be considered at all and no claim on this account whatsoever shall be entertained. The Techno-commercial Bids will be **opened on the same day at 3.30 P.M.** The authorized representative of the firm may be present at the time of opening of quotations.

12. The contract shall be governed as per the following terms & conditions:

- (i) The contract will be valid for a period of one year with effect from date of award of the contract. However, the contract may be extended further for two years on year to year basis on mutual consent at the same rates, terms and conditions as in the present contract subject to satisfactory performance. The grant of extension of contract will be at the sole discretion of the competent authority of UIDAI, Headquarter.
- (ii) The vendor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Bidder/Vendor. If it is found that the vendor/bidder has given sub-contract, the contract shall stand cancelled and may be blacklisted with the forfeiture of Bank Guarantee.
- (iii) No modification in offer after the opening date shall be considered. No request for escalation in rate shall be entertained on account of any reasons during the period of the contract.
- (iv) Any matter during the period of contract, which has not been specifically covered in the agreement, shall be decided by the UIDAI Headquarter whose decision shall be final and conclusive.
- (v) In case of any dispute between the Vendor and UIDAI Headquarter arising out of or in relation to this Contract/Agreement, the dispute shall be referred to a sole Arbitrator to be appointed by UIDAI, Headquarter and the decision of such Arbitrator shall be conclusive and binding on both the parties.
- (vi) No advance payment will be made in any case. Payment will be made every month after production of pre-receipted bills (in triplicate).
- (vii) The Florist will look after the maintenance of the flower arrangements on every alternate day on regular basis.
- (viii) The firm will maintain all the plants on every alternate day for watering, cleaning, pruning, trenching, spraying of insecticides etc. by putting manure and filling moss grass.
- (ix) The plants/cut flower arrangement will be replaced as and when required.
- (x) The flower arrangement will include seasonal flowers as desired by the UIDAI Headquarter. The cut flowers will be of good quality and replacement will be made before 9.00 AM on every alternate working day.
- (xi) A random check will be conducted to inspect the freshness, quality and quantity or otherwise of the flower arrangement/Green Plants. The decision of the UIDAI Headquarter in this regard shall be binding on the contractor.
- (xii) If the flower arrangements are found inadequate in number or flowers are not supplied for any reasons or if the quality is not maintained during a particular month, **5 % (five percent) of the total bill** shall be deducted. The decision of the UIDAI Headquarter in this regard shall be final and binding.

- (xiii) Cut flowers/plants shall be supplied at 2nd & 9th Floors, Tower-1 and 3rd Floor, Tower-2, Jeevan Bharati Building, New Delhi-110001. The UIDAI Headquarter shall not pay any extra charges for transportation of plants or replacement or rejection. The rates quoted shall be inclusive of handling and transportation charges, duty, taxes, etc. and nothing extra shall be paid.
 - (xiv) If the supplier fails to supply the quantity stipulated the UIDAI Headquarter shall be free to make necessary purchase from the market at the suppliers risk & responsibility and cost shall be recoverable from his running bills. In addition to this, a penalty of **Rs. 300/-** per occasion shall also be applicable over and above the penalty specified in para (xii).
 - (xv) The contract may be terminated by giving one month's notice in writing by either party.
 - (xvi) The UIDAI Headquarter may also terminate the contract at anytime without giving prior notice if the performance is found unsatisfactory. Decision of the UIDAI Headquarter in this regard shall be final & binding to the contractor.
13. The successful Bidder shall be required to furnish “Performance Security” of **10% of the annual value of the contract** in form of an Account Payee Demand Draft, Fixed Deposit, Banker’s Cheque or a Bank Guarantee in the defined form from any of the scheduled commercial Banks, drawn in favour of PAO, UIDAI, New Delhi. The Performance Security deposit will be refunded without interest only after satisfactory completion of the contract.
14. UIDAI, Headquarter reserves the right to reject/any/all bid (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

Yours faithfully,

Sd/-
(Ratnesh Bharati)
Deputy Director(Admin)
Tel: 011-23466842

Techno-Commercial Bid

ANNEXURE- I

Subject: Limited Tender for providing green plants and fresh cut flower arrangements in the Unique Identification Authority of India (UIDAI) Headquarter, New Delhi

Sir,

I/we intend to submit the bid on the subject captioned above and hereby consent to agree/accept all terms and conditions stipulated in UIDAI NIT No: G-14011/04/10/UIDAI, dated **15.10.2015**. The information desired are as per following details:-

Sl.No.	Name of Items	Details/Description
1.	Name of the Firm (whether Proprietor / Partnership)	
2.	Firm's E-mail I D: Telephone Number:	
3.	Authorized Representative's Name : Telephone No:	
4.	Detail of Tender Fee : Detail of EMD : (Amount, Name of Bank Branch, DD dated and No.)	
5.	Whether the Firm is registered with florist or flower Growers?(see 10.ii)	
6.	Experience Details of last three Financial years <ul style="list-style-type: none">• 2012-13• 2013-14• 2014-15	
7.	The details of the PAN	
8.	Whether the firm is registered with Service Tax?	
9.	Bank A/C details of the firm.	
10.	Copies indicating minimum annual turnover of at least 5 lakh in each of the last three financial years (2012-13, 2013-14 and 2014-15).	

2. Quoted rates item wise (inclusive all):

Description	Qty. (approx.)	Frequency change	Rate per pot / plant in (Rs.)
Provision of cut flower (Lily, Jarbara, Anthurium, Orchid Coronation, Calcutta Path, Bird of Paradise, Tata Rose English multipurpose, Dutch Rose, Leemonya etc.) Arrangements consisting of 10 twigs each in rooms of Sr. Officers/Conference Hall/VC Room/Receptions, etc.	20	Alternate day (excluding Saturday, Sunday & Gazetted Holidays).	
Supply and maintenance of green potted plants (Money plant, Cyrus, Aerica Palm Big size, Anthurium with mush) in earthen/plastic pots in corridors, rooms etc. at each floor.	300	Per month or earlier as needed	

DECLATATIONS:

- (i) I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I /we are not blacklisted/debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.
- (ii) I/We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (iii) I/We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address (Works), if
any:

Contact Nos.