

File No: G-14011/04/10-UIDAI
Government of India
Planning Commission
Unique Identification Authority of India
2nd Floor, Tower I, Jeevan Bharti Building,
Connaught Circus, New Delhi

Dated :

Tender Notice

Subject : - Annual contract for supply and keeping of indoor potted plants and mixed cut flowers in Unique Identification of India, Jeevan Bharti Bldg, New Delhi-01.

The Unique Identification Authority of India invites tender for annual contract for supply and keeping of indoor potted plants and mixed cut flowers in this office building at 2nd Floor & 9th Floor, Tower-I and 3rd Floor Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi-110001.

2. Details information/terms and condition as per Annexure-III attached for purpose can either be obtained from the UIDAI Office/Admin Section or downloaded from the Department's website <http://www.uidai.gov.in>.
3. Those who download the tender document from website should enclose an additional DD for Rs 500.00 in favour of "**PAO, UIDAI**", payable at New Delhi, along with their tender bid. The bid security (EMD) of Rs 10,000.00 (Rupees Ten thousand only) should be paid by Demand Draft in favour of "**PAO,UIDAI**" payable at New Delhi.
4. Interested parties may send their quotation quoting rates for the desired items.
5. 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.
6. Sealed Tender, duly subscribed "Tender for supply and keeping of indoor potted plants and mixed cut flowers" addressed to the undersigned may be sent by post so as to reach by **15:00 hrs on 02 Aug 2011**. Quotation received after stipulated date/time shall not be entertained. The quotations will be opened same day at 15:30 hrs in by the committee authorized by this office and in the presence of such tenderers who may wish to be present.

(BK Verma)
Assistant Director General (Admin)
Ph. 011-47312840

Annexure – III

Terms and Conditions for supply and keeping of indoor potted plants and mixed cut flowers

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. Only fresh and healthy flower will be accepted for the flower arrangement. The supply should be handed over to the designated Mali well in time. Flowers should be supplied partly in form of bunch (6-7 flowers) for ready placement and in loose form.
5. Flowers showing even slightest indication of wilting or staleness or without the natural shine will not be accepted. The firm will also be liable to pay penalty @ 5% of the value of monthly bill for faulty supply.
6. The Unique Identification Authority of India shall reserve the right to reduce or increase the quantity of flowers as per requirement.
7. The bill shall be raised on bimonthly in the name of ADG(Admin), UIDAI, New Delhi.
8. An amount of Rs 10,000/- (Rupees Ten thousand only) will be deposited with the PAO, UIDAI, New Delhi as earnest money. The earnest money of the successful tenderer will be converted into security deposit. 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.
9. For further details of each item, Shri BK Verma, ADG/Admin, UIDAI, New Delhi can be contact (Ph. 011-4731280) between 3:00 PM to 4:30 PM on any working day before quoting the rates.
10. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

(BK Verma)
Assistant Director General (Admin)
Ph. 011-47312840

Annexure – I

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 Cut flower and maintenance work in govt departments (List of customers including Govt organisation, NCT of Delhi etc.)	
5. Annual Turnover for the year 2010-2011 (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 Order of Rs 10,000/-towards bid security (EMD) and a DD for Rs 500/- in case tender document is downloaded from UIDAI website.	

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

(Signature of authorised signatory)

Annexure – I I

Financial bid

Sl No	Description of Items to be supplied	Estimated Qty	Qty	Rate per pot/cut flower	Total Amount
1	Supply and Maintenance of indoor potted plants	100 pot each floor x 3 floor = 300 pots (The qty to be supplied may vary as per requirement)	300 Pot per month		
2	Mixed/Single Cut flowers	15 pot (each pots of normal size would be of 2 doz fresh flower) {(It should be change on alternate days in a week (i.e. Mon, Wed & Friday)} (The qty to be supplied may vary as per requirement)	45 cut flower in a week		
3	Mixed/Single Cut flowers	10 pot (each pots of Large size would be of 4 doz fresh flower) (The qty to be supplied may vary as per requirement)	30 cut flower in a week		
3	Flower	Lily	1 Dozen		
		Jarbara	1 Dozen		
		Anthodium	1 Dozen		
		Orchid	1 Dozen		
		Coronation	1 Dozen		
		Calcutta path	1 Dozen		
		Birds of paradise	1 Dozen		
		Tata Rose English Multi colour	1 Dozen		
		Dutch Rose	1 Dozen		
		Leemonya	1 Dozen		

Date :

Signature

Place :

Company Name

Company Seal

