

**Open Tender Enquiry for Annual Rate Contract for  
Supply of Flowers at BHEL House Siri Fort;AGVC  
Flats; PMG Vasantkunj and 5, Parliament Street**



**Last date of submission of tender – 30/05/2012 by 3:00 PM**  
**Due date for opening of tender – 30/05/2012 by 3:30 PM**

**Bharat Heavy Electricals Limited**  
**BHEL House, Siri Fort, New Delhi-110049**  
**Tel:011-66337436, Fax:011-66337428**



**Bharat Heavy Electricals Ltd.**  
**Corporate Administration**  
**BHEL House, Siri Fort, New Delhi-49**

Ref: No.AA: GAX: FLOWERS:10-11:01  
Dated: 11 .05. 2012

**Last date of submission of tender – 30/05/2012 by 3:00 PM**  
**Due date for opening of tender – 30/05/2012 by 3:30 PM**

**Sub: Open Tender for Annual Rate Contract for supply of flowers at BHEL House, Siri Fort,  
AGVC Flats, PMG Vasantkunj and 5, Parliament Street**

Your most competitive bid is invited in sealed cover for the subject tender. The tender enquiry containing the terms & conditions of the tender is enclosed.

The tender(s) should reach the undersigned on or before the last date for submission of tenders mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com). Therefore, the bidders are advised to keep visiting the website regularly. Any clarification, if required, should be sought from the undersigned within one week of the date of publishing of this tender.

For & on behalf of BHEL

(Salonee Gupta)  
Engineer (HR-GAX)  
Phone no.: 011 – 66337436  
Mob No.: 9871419700  
Fax: 011 - 66337428  
E-mail: salonee@bhel.in

## **TERMS & CONDITIONS**

### **1.0 PRE-QUALIFICATION CRITERIA FOR THE BIDDERS:**

- 1.1 The bidder should have an average annual turnover of Rs. 2.85 Lakhs in the last three financial years.
- 1.2 The bidder should have experience of flower arrangement at any Govt. office/PSU/Pvt. Corporate office for minimum two years (a copy of documentary evidence such as PO copy etc. should be attached along the bid in support of experience).
- 1.3 The bidder should have a valid PAN card (copy must be attached along the bid).
- 1.4 The bidder should have a valid Service Tax certificate (copy must be attached along the bid).

### **2.0 SCOPE OF WORK:**

Bringing fresh flower sticks and arranging them in flower vases in each office of BHEL at BHEL house Siri Fort, AGVC flats, 5, Parliament street and Vasant Kunj office. The location of work may be added/deleted at any time during the contract as per BHEL requirement. The complete work must be completed by 0830 hrs @ 0830 hrs daily.

- 3.0 **CONTRACT PERIOD:** The contract shall be awarded for a period of one year initially. It may be extended further for another one year with mutual consent. BHEL, however, reserve the right to terminate the contract any time in between by giving one month notice in advance.

### **4.0 PAYMENT TERMS:**

(i) Payment will be made on monthly basis after submission of bill subject to satisfactory performance of work. TDS (as applicable) shall be deducted at the applicable rate. No advance payment shall be made by BHEL.

(ii) Penalty will be levied for poor quality of flowers supplied as per clause No. 6.0 in this tender.

### **5.0 OTHER TERMS:**

- 5.1 The tenderer should accept all terms & conditions of the tender unconditionally. Offers with deviations from terms and conditions of this tender are liable to be rejected.
- 5.2 Tenders shall be received and opened on the due date and time as mentioned above and opening will be in the presence of tenderers or their authorized representatives who may like to be present there. Tenders received after due date & time are liable to be rejected.
- 5.3 The offer should remain valid for at least two month from the date of tender opening. The quoted rates should remain firm during the validity of contract and should not subject to any price escalation.
- 5.4 The decision of BHEL in evaluation of bids and/or award of contract shall be final.
- 5.5 The supplier will arrange fresh and healthy seasonal flowers such as Gladiolus, Rose, Gerbera, Carnation, Lilly and Tube Rose .

- 5.6 No flowers other than mentioned at Sl. No.5.5 will be acceptable to BHEL.
- 5.7 There will be no supply of flowers in the BHEL offices at Siri Fort, Vasantkunj and 5, Parliament street on 2<sup>nd</sup> and last Saturday of every month, all Sundays of the month and BHEL holidays. However at Asian Games Village Flats, flowers will be supplied daily including on holidays.
- 5.8 Flowers must be absolutely fresh.
- 5.9 Tenderer must have his office in Delhi.
- 5.10 Payment will be released on monthly basis after submission of bill by supplier through NEFT after deducting TDS etc.
- 5.11 Number of flower sticks required daily may vary as per our requirement.
- 5.12 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
- 5.13 Even there is no deviation, **Nil deviation certificate** is to be submitted along the tender.
- 5.14 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com)
- 5.15 All the bidders are requested to visit the sites of work before submitting their bid to have the onsite experience.
- 6.0 Penalty Clause:** Penalty will be levied as per note mentioned below under this head if any of the following requirement is not fulfilled:
- (i) Flower arrangement must be completed before 0830 hrs daily in each BHEL office.
  - (ii) Flowers must be fresh.
  - (iii) On the matter of quality of flowers, decision of BHEL will be final.

**Note:** In case, any of the requirements mentioned at Sl. No. (i), (ii) and (iii) above are not fulfilled, **no payment** will be made for that particular day. However if complaint is received from some of the recipients, **payment will be deducted @ 20%** of one day bill from the bill for that particular month.

## **7.0 Evaluation Criteria**

The bidder, quoting the lowest price in the Price Bid Format (Annexure I) shall be considered as L1 bidder and awarded the work. **The L1** will be decided on the basis of **Sl. No. 4** (grand total) in price bid format.

## **8.0 Procedure for submission of sealed tenders:**

The offer is to be submitted in a sealed envelope and should be super-scribed as “Bid for Flower Arrangements, due on \_\_\_\_ ”. The envelope should contain following documents:

- a) Price bid as format given in Annexure-I.
- b) No deviation certificate as per Annexure – II
- c) Declaration as per Annexure-III
- d) Copy of PAN Card
- e) The complete tender enquiry downloaded from BHEL site signed and stamped on each page by tenderer.
- f) Copy of Service tax certificate
- g) Copy of work order in support of experience
- h) Check list Annexure-IV
- i) Documents (such as balance sheets of previous three years) in support of annual turnover

## **9.0 Tenders incomplete in any respect or not fulfilling pre qualifying requirements are liable to be rejected.**

Clarifications, if any, of Technical / Commercial nature, can be obtained from the undersigned. Please submit your lowest quotation / offers for the subject matter in time so as to reach the under signed on or before the due date mentioned above.

**To,  
Salonee Gupta  
Engineer (HR-GAX), II floor, C wing  
Corporate Office, BHEL House,  
Siri Fort, New Delhi – 110049.  
Phone No: 011-66337436, Mob: 9871419700  
E-mail: salonee@bhel.in**

Thanking you,

For & on behalf of BHEL

(Salonee Gupta)  
Engineer (HR-GAX)

**Annexure-I**

**PRICE FORMAT**

<b>Sl.No.</b>	<b>Requirement of flower sticks per month(Approx.)</b>	<b>Rate (Rs.) per Stick (Incl. of all charges)</b>
1	26148	
2	<b>Total Cost</b>	
3	<b>Service Tax (%)</b>	
4	<b>Grand Total</b>	

Rate in words Rs.-----per stick

The rates are inclusive of all taxes and charges applicable. The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.

Signature

Name and address of bidder

Contact Number

**Annexure-II**

**No Deviation Certificate**

This is to certify that our bid no. \_\_\_\_\_ dated \_\_\_\_\_ against your NIT no. \_\_\_\_\_ dated \_\_\_\_\_ for flower arrangement in BHEL offices has no deviation.

Date:

Authorized signatory  
(With sign. & stamp)

**Annexure-III**

**DECLARATION**

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry.

Date:

Authorized signatory  
(With seal)

**CHECK LIST**

<b>Sl.No.</b>	<b>Documents attached</b>	<b>Yes/No</b>
1	Price format	
2	No Deviation certificate	
3	Declaration	
4	Pan card copy	
5	Service certificate copy	
6	Previous Work order copy	
7	Signed tender enquiry	
8	Last three years balance sheet	