



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

Limited Tender for two years rate contract for supply and maintenance of live indoor and outdoor potted plants on rental basis in BHEL House at Siri Fort, New Delhi and Corporate Communication office at 5, Parliament street



Last date of submission of tender – 20 Sep 2014 by 02.30 PM
Due date for opening of tender – 20 Sep 2014 at 03.00 PM

**Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi-110049
Tel: 011-66337426, Fax: 011-66337428**

BHEL House, Siri Fort, New Delhi – 110 049

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Corporate Office, BHEL House, Siri Fort, New Delhi
Tele No. 011- 66337426 (Phone), 011-66337428 (Fax)

No.AA: GAX: Plants: 14-15:01
Dated: 01.09.2014

Last date of submission of tender enquiry: 20 Sep 2014 by 02.30 PM
Due date for opening of bid : 20 Sep 2014 at 03.00 PM

SUB: Limited Tender for Two Years Rate Contract for Supply and
Maintenance of Live Indoor and Outdoor Potted Plants on Rental
Basis in BHEL House and Corporate Communication office

BHEL intends to enter into two years rate contract for supply and maintenance of live indoor and outdoor potted plants on monthly rental basis for display in the offices at Asiad, Khel Goan and 5, Parliament street, New Delhi. In this regard, we are pleased to invite your **two part bid in sealed envelope** for the subject matter as per details given in annexure 'A'.

PRE-QUALIFICATION CRITERIA FOR THE BIDDERS:

- 1.1 The bidder should have an average annual turnover of Rs.89100/- in the last three financial years. Documentary evidence in this regard such as balance sheet or Chartered Accountant certificate is to be submitted along the bid.
- 1.2 The bidder should have experience of supply and maintenance of live potted plant in the past. A copy of documentary evidence in this regard is to be submitted as follows:
 - (a) Three separate work order/agreement/contract/bill duly signed & stamped by client worth Rs.213840/- or more
 - OR**
 - (b) Two separate work order/agreement/contract/bill duly signed & stamped by client worth Rs.267300/- or more
 - OR**
 - (c) Single work order/agreement/contract/bill duly signed & stamped by client worth Rs.427680/- or more.

2. TERMS & CONDITIONS OF TENDER:

- 2.1 The Tender Enquiry No. & due date must be legibly super scribed on the envelope.

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- 2.2 Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above in the presence of finance representative and bidders or their authorized representatives who may like to be present.
- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 2.4 The Offers shall remain valid for 60 days period from the due date of submission of tenders.
- 2.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 2.6 Tenders received after due date & time are liable to be rejected.
- 2.7 The total number of plants indicated in Annexure 'A1' are approximate and it may vary as per requirement of BHEL from time to time. BHEL reserves the right to increase or decrease the quantity of plants by $\pm 10\%$ of original quantity at the same rates and terms & conditions of this contract.
- 2.8 Tender should be submitted along with covering letter of the tenderer and each page of the tender document must be stamped and duly signed by tenderer.
- 2.9 Price quoted by the tenderers will be firm and no escalation on account of labour or material or any other reason whatsoever will be paid to the successful tenderer for execution of the above work.
- 2.10 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.
- 2.11 Evaluation of the tenders will be done on the basis of overall cost to company i.e. sl. No. 03 of price bid format. If at any point of time, it is found that the rate quoted against any item is mismatching with amount of the same item or vice versa then the lower value of the two (either rate or amount) will be accepted for award of work, and total amount of work order will be calculated on the basis of lower value.
- 2.12 It will be the sole responsibility of the supplier to ensure that the plants supplied by him are always healthy and as per work order. BHEL need not to remind the party for regular replenishment of plants, it must be done automatically and regularly, failing which a minimum penalty @ 10% of monthly bill will be levied, enhanceable up to 25%. The party will have to replenish minimum 15% of total plants every month or even earlier if required, without fail. Any damage to plants will be on supplier's account.

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- 2.13 The party will deploy one man daily for half/full day, as per requirement in our office for watering the plants and painting the pots on regular basis.
- 2.14 The supplier will arrange fresh and healthy plants of different varieties such as :-
- (a) Indoor Plants :- Aruacaria, Erica Palm, Rebis Palm, Sangomonium, Drawsenia, Jarvera Money Plants, Defenbachia, Lily, Coroton, Saplera, Victoria, Son of India etc.
- (b) Outdoor Plants : - Euphoria, Servalis Palm, Fichus Benjamin, Chandni, Cycus Palm, Jamia Palm, Alpenia, Alstonia, China Orange, Pine etc. The plants shall be of best quality and to the entire satisfaction of BHEL.
- 2.15 Indoor plants shall be arranged in earthen pots of size 10" & 12" dia and Outdoor plants in 10", 12", 14" & 16" dia earthen / cemented pots as per requirement. The pots shall be clean, painted and decorative which shall be rested on proper base to avoid spilling of water on the surface.
- 2.16 Maintenance service include watering, cleaning of foliage, inspection for pests & disease, removal of spent leaves, regular cleaning and painting of pots in order to maintain high standard of display. The agency shall depute required manpower on daily basis in proper uniform for the maintenance activities. The terms and conditions of services of such manpower and payment of salary and other statutory obligation shall be the responsibility of the supplier and BHEL will not have any liability whatsoever on this account.
- 2.17 **This contract will be valid initially for two years from the date of award of work however BHEL reserves the right to terminate the contract at any time in-between without assigning any reason, for which the supplier will not have any claim whatsoever. The rate contract may be further extended for another one year base on mutual agreement basis.**
- 2.18 **The accepted rate shall remain firm for the entire duration of contract that is two years.**
- 2.19 The monthly bill will be prepared and payment will be made as per actual number of plants on prorata basis and it will be released on submission of bill through NEFT.
- 2.20 The bidders are advised to physically visit our office and fully acquaint themselves with our horticulture set up plan and requirement before submission of bid.



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- 2.21 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 tenderer shall have any claim arising out of such action by BHEL.
- 2.22 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 2.23 Out of 750 plants, 670 plants will be displayed in BHEL House, Siri Fort, New Delhi and 80 plants will be displayed at Corporate Communication office, 5, Parliament Street, New Delhi by the successful bidder.

3 Payment terms:

- 3.1 **Monthly payment will be released by BHEL only after submission of bill within 20 days approximately through NEFT, for which party will have to submit its bank details as per requirement after award of work.**
- 3.2 Tenderers are requested to go through the complete scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts, if any, clarified by contact person mentioned below in tender enquiry before submitting the bid.
- 3.3 Work order will be placed on the lowest bidder for the complete scope of work.
- 3.4 **Penalty will be levied by BHEL as per clause No. 2.12 of the tender enquiry.**
- 3.5 As per company policy, no advance will be given to bidders.
- 3.6 **In case of arithmetical error, lower rates will be considered for placement of order to party and higher rates will be considered for evaluation of bids.**

4.0 SCOPE OF WORK:

- 4.1 As mentioned under head "terms and conditions" of this tender document and price bid format (Annexure-A1)

5.0 Procedure for submission of sealed tenders:

The bidders have to submit the tender documents as mentioned below in **two separate sealed envelope** and should be super-scribed as "Bid for Live Plant due on ____". **The price must be quoted in Price Bid Format only as mentioned in Annexure A1 and it must be kept separately in one envelope**, rest all documents as mentioned below are to be kept in other sealed envelope.



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- a) balance sheet or Chartered Accountant certificate as per PQR
- b) Documentary evidence for experience of supply and maintenance of live potted plant in the past as per PQR
- c) No deviation certificate as per Annexure – A2
- d) Declaration as per Annexure- A3
- e) Personal Details as per Annexure- A4
- f) The complete tender enquiry signed and stamped on each page by tenderer
- g) Check list Annexure- A5

6.0 Tenders incomplete in any respect are liable to be rejected. The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. The tenders shall be opened on scheduled date and time at BHEL House, Siri Fort, New Delhi. Tenderers may provide their e-mail ID for faster communication in respect of the above.

Contact person

R B Rai
Asst. Engineer (HR-GAX)
Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi – 110049.
Phone No.: 011 – 66337426, Mob: 9560947575
Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of
Bharat Heavy Electricals Ltd.

(Amit Wadekar)
Sr. Engineer (HR-GAX)

Enclosures: As per sl. No. 4 (a) to 4 (g)



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Annexure-A1

Price Bid Format

Sl. No.	Description	Unit	Rate per plant per month (Rs.)	Quantity	Amount per month (Rs.)
1	Supply & maintenance of live potted plants	Each		750	
2	Taxes etc, if any				
3	Total cost per month (Rs.)				

Note:

- (i) There should not be any over-writing in rates. Rates should be inclusive of all charges.
- (ii) The evaluation of tender will be done on the basis of overall cost to company i.e. sl. No. 03.
- (iii) The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.
- (iv) This price bid completely filled must be kept alone in separate envelope.

Signature
Name and address of bidder
Contact Number

BHEL House, Siri Fort, New Delhi – 110 049

[Handwritten Signature]



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Annexure-A2

No Deviation Certificate

This is to certify that our bid no. _____ dated _____
for supply & maintenance of live potted plants, has no deviation.

Date:

Authorized signatory
(With sign. & stamp)

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Annexure-A3

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 and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory
(With seal)

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Annexure-A4

Personal Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

Signature & Seal of the Bidder

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Annexure-A5

CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price bid format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	
6	Balance sheet or CA certificate for turn over	
7	Experience certificate	

(Signature & Seal of the Bidder)

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