

No.D-31021/4/2013-Gen  
Govt. of India  
Ministry of Corporate Affairs

Shastri Bhawan, 5<sup>th</sup> Floor, 'A'Wing,  
DR. R.P. Road, New Delhi-110001  
Dated: 14 -10-2013

Subject: Invitation of rates for supply of flowers/flower with pots in the  
Ministry of Corporate Affairs - Regarding.

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Sir,

I am directed to invite quotations for supply of flowers/flower pots for placing in the office of Hon'ble Minister and other Senior Officers of the Ministry. The flowers pots proposed to be procured should be made of the flowers of good quality/seasonal flowers as per the details given below:

- 1 Mukara
- 2 Orket
- 3 VOP
- 4 Cymbindium
- 5 Calla
- 6 Alokeniya
- 7 Tata Rose (Bangalore)
- 8 Oriental Lily (Bangalore)
- 9 Kaneksan (Bangalore)
- 10 Jarbara (Bangalore)
- 11 Aseyatik (Bangalore)
- 12 Gul Davari (Bangalore)
- 13 Anthurium
- 14 Flower Bouquet

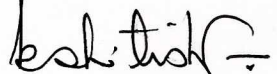
The above mentioned flowers are to be in single, bunch and in the form of flower pots. Rates are required to be quoted single, bunch and flower pots separately.

**2. The following terms and conditions on which the intended work will be entrusted to the successful bidder are as follow:**

- i) Flower pots are to be supplied on requirement basis for placing in rooms as directed by the Ministry.
- ii) The flowers proposed to be provided should be fresh and of the good quality.
- iii) Vase for the flower pots are to be provided by the suppliers and these should be of the good quality.
- iv) Rates for the above mentioned flowers as well as other flowers available in the market in respective season are to be quoted.

- v) Flowers are to be placed in the room before 8.30 AM daily or on the days and time as desired by the Ministry.
- vi) In case, the quality of flowers is found to be inferior or the flowers are not fresh, then this Ministry shall deduct the entire amount for the day on which flowers of inferior quality have been provided.
- vii) The Ministry reserves the right to terminate the contract at any time without assigning any reason.
- viii) Flower bouquets are to be supplied on short notice, as and when desired by the Ministry.
- ix) Payment of the bills will be made after verifying that flowers/flower pots are supplied as per the directions of the Ministry.
- x) The Bidder shall furnish proof/indicate that it is already supplying flowers/flowers pots to other Ministries/Departments/Organizations of repute and its services have been satisfactory in making supplies there.
- xi) It is a prerequisite that the bidder should have at least two years of experience in supplying the flowers to the Central Government Departments/Ministries and these should be a minimum turnover of Rs.4.5 lacs per annum.
- xii) Quotation must be accompanied with crossed Demand Draft for Rs.1000/- as EMD in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi.
3. An amount of Rs.10,000/- (Rupees ten thousand only) by Demand Draft in favour of DDO, Ministry of Corporate Affairs, New Delhi as security deposit will be required to be deposited with this Ministry on acceptance of the contract. It will not carry any interest and will be refunded only on the satisfactory completion of the contract.
4. The interested bidders may quote their rates in a sealed cover addressed to US(Gen.), Room No.525, 'A' Wing, Shastri Bhawan, New Delhi latest by 12.30 P.M. on 5-11-2013 to be opened on the same date at 3.30 P.M. In case any ~~of the~~ information furnished by the bidder is found incomplete/incorrect, the bid shall be rejected.

Yours faithfully,



( Kshitiish Kumar )

Under Secretary to the Govt. of India

✓ Copy to DD(SS), e-Governance Cell, MCA with a request to place this notice on the web site of the Ministry.