

No.D-31021/5/2013-Gen
Govt. of India
Ministry of Corporate Affairs
Shastri Bhawan, 5th Floor, 'A' Wing,
DR. R.P. Road, New Delhi-110001
Dated: 25-10-2013

Subject: Quotation for supply of indoor plants in the Ministry of Corporate Affairs - Regarding.

.....
Sir,

I am directed to say that this Ministry proposes to get plants on supply and maintenance basis for installation in the room of Hon'ble Minister, and other senior officer's rooms, Ministerial Canteen and corridor of this Ministry. In case, you are interested to supply on regular basis to this Ministry, you may submit your rates for the plants on the following terms and conditions.

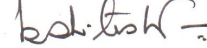
- (i) The rates to be quoted will be all inclusive basis including the cost of supply of plants with base & plates, transportation charges, maintenance of plants including water and fertilizers etc. for each plant per month.
- (ii) Name of plants to be supplied as per enclosed list.
- (iii) All the plants are to be changed every month and in case any plant has withered earlier then that plant is to be changed as and when the same is noticed.
- (iv) Seasonal good quality plants are to be supplied.
- (v) List of minimum height of the plants should be 4"ft.
- (vi) Plants are to be watered daily.
- (vii) The bidder shall furnish proof/indicate that it is already supplying/maintenance of the plants to other Ministries/Departments/Organization of repute and its services have been satisfactory in making supplies there.
- (viii) It is a prerequisite that the bidder should have at least 3 years of experience in supplying the plants to Central Government Departments/Ministries and there should be a minimum turnover of Rs.2.5 lacs per annum.
- (ix) 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.

(x) In case, it has been found that the services are not satisfactory or the quality of plants are not good, the contract will be terminated immediately without assigning any reason.

2. 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.

3. The interested bidders may quote their rates in a sealed cover addressed to Under Secretary (General), Room No.525, Shastri Bhawan, New Delhi latest by 12.30 P.M. on 15-11-2013 to be opened on the same date at 3.30 PM. In case any information furnished by the bidder is found incomplete/incorrect, the bid shall be rejected.

Yours faithfully,



(Kshitish 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.

Annexure-I

Name of the plant for which rate to be quoted

I. No.	Name of plant	Height minimum 4 ft.
1	Money plant big size leaves	
2	Skoteum big size leaves	
3	Aurocaria cookil	
4	Areca palm	
5	Rakish palm	
6	Cycads palm	
7	Dipenvatcia (Banglore)	
8	China palm	
9	Singanium	
10	Phycus	
11	Drysina	
12	Bonzoi	
13	Igalnima	

One uniform rate for all plants may be quoted. Plants will ^{be} supplied in consultation with S.O. (General).