



**RURAL ELECTRIFICATION CORPORATION LIMITED**  
(A Government of India Enterprise)  
Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003  
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC  
website [www.recindia.com](http://www.recindia.com) & [www.recindia.nic.in](http://www.recindia.nic.in)

No. REC/5(8)/Admn./2010

Dt :17-09.2010

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(As per list attached, open to others through REC website)

**Sub: Empanelment of firms for supply of fresh flowers arrangements**

Sir,

The Corporation invites bids for supply of fresh flowers arrangements as per Tender Document, a copy of which is enclosed. The tender document is also available on REC website.

The bids will be received upto 03.00 PM on 27<sup>th</sup> Sept.2010 and opened on the same day at 4.00 PM in the presence of representatives, if any.

Yours faithfully,

(A.K. Arora)  
DGM(Admn)

Encl: Tender document

Copy along with a soft copy of the Tender Document forwarded to DGM(IT) with the request to arrange for placing the Tender Document on REC website.



Endless energy. Infinite possibilities.

## Rural Electrification Corporation Limited

A Government of India Enterprise

Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,

Tel. : 24365161, Fax: 24360644, E-mail: reccorp@recl.nic.in. Website: www.recindia.nic.in

### NOTICE INVITING TENDERS (NIT) FOR SUPPLY OF FRESH CUT FLOWERS AT CORPORATE OFFICE, R.E.C.

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#### TENDER DOCUMENT

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Bids**' from firms located within 7 kms from SCOPE COMPLEX, Lodhi Road, New Delhi, for supply of fresh cut flowers at Corporate Office for a period of one year extendable by another one year on mutual agreement on the same terms & conditions. The scope of work and estimated requirement of the items is given in Annexure-1. The bidders are required to quote rates in the format placed at Annexure-2. Annual requirement of the items is estimated to be around Rs.2.00 lakhs.

The bids are to be sent in the sealed envelope superscribed as '**Bids for supply of cut flowers**' in the prescribed proforma given at Annexure-2. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Shri A.K. Arora,  
DGM (Administration),  
Rural Electrification Corporation Limited,  
Core-4, SCOPE Complex,  
**NEW DELHI – 110 003**

3. The sealed bids will be received by REC up to 3.00 PM on 27<sup>th</sup> Sept.2010. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The bids will be opened on the same date i.e.27<sup>th</sup> Sept.2010 at 4.00 PM in the presence of the representatives of the bidders present

4. Earnest Money (EMD) of Rs.5000/- (Rupees five thousand only) should accompany the **bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.

5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.

6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after completion of the contract.

7. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

#### 8.RATES AND PRICES

8.1 Bidders should quote the rates in the format given at Annexure-2.

8.2 All statutory duties and taxes (including excise and customs) VAT and other charges that may be payable may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD. Any changes in taxes would, however, be paid on actual basis.

8.3 No additional freight or any other charges, etc, would be payable for supply of flowers and bunches. The delivery of the items will be made at REC office at Scope Building and at Palika Bhawan as specified by REC.

9. TERMS OF PAYMENT

Payment will be released only monthly basis within a fortnight after receipt of bill and on a certification by REC authorized officer towards satisfactory performance of services.

10. EVALUATION OF BIDS

Valid bids will be evaluated on the basis of lowest rates offered per item multiplied by the estimated quantity indicated in Annexure-1. The bidder who offers the lowest rates thus worked out, will be awarded the work. Bids which do not fulfill the qualifying criteria prescribed in clause 2,3,4 & 5 of Annexure-2 will summarily be rejected even if the rates quoted are lower. In case minimum no. of responsive valid bids remain less than two, retendering will be done and the EMD will be returned to all participating bidders.

11. DELAY IN SUPPLY /EXCEPTIONS

11.1 Time is essence of the contract. Flower Vases /Baskets of all category A,B,C (Annexure –I) will be arranged before 9.30 a.m. and that of category D with in 2 hours of the telephonic/-mail supply order. The successful bidder must adhere to the time limit and ensure deliver within stipulated time.

11.2 The following deductions will be made in respect of exceptions :-

- a. Delay in supply of flowers/Bunches by one hour : 20% of the cost of work order
- b. Delay in supply of flowers/Bunches by over two hours: 100% of the cost of work order
- c. Poor quality of flowersBunches 30% of the cost of work order.

11.3 However, in case exceptions become a general practice, the contract will be terminated and any additional expenditure incurred in arranging the supply from some other agency will be recovered from the bidder out of pending payments and/or EMD/Security deposit.

12. CONCILIATION/ ARBITRATION

12.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.

12.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.

12.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

12.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

12.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

12.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

### 13. FORCE MAJEURE

13.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

13.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

13.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

13.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

14. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

15. No alternative offer shall be considered.

16. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.

17. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

18. Any clarification on the documents may be obtained from:-

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24366921	Mr. G.S. Bindra Asstt. Officer (Admn) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24365161
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**SCOPE OF WORK AND ESTIMATED REQUIREMENT OF ITEMS**

1. The contractor shall arrange and supply suitable flower arrangement in the offices of senior officers i.e. CMD, Directors, EDs and GMs, Reception, Board Room at REC office at Scope Complex, Lodhi Road and Palika Bhawan, RK Puram. The flower pots will be replaced thrice a week i.e. on Mondays, Wednesdays and Fridays.
2. There will be four types of flower arrangements – Category ‘A’ for CMD, Directors, EDs and Reception; Category ‘B’ for GMs, etc.; and Category ‘C’ for VIP toilets; and Category ‘D’ VIP flower bunches. Category-wise details are given hereunder:

**CATEGORY ‘A’**

Supply of fresh flower arrangements in flower vase/in pin holders/in basket (including oval shape) with minimum 15 nos. Exotic flowers like ZERBER ORCHID, ASIATIC LILLY, LOTUS M.C. GLADIULOUS, CHIRAYSATHIMUM, CARNATION LOTUS ETC. arranged singly or mixed with decorative leaves like zyphsophylla, Asparagus, Golden rod palm etc.; cleaning of vase and placing in position also as per direction of Officer-in-charge of Administration Division.

**CATEGORY ‘B’**

Supply/providing of fresh flower arrangements in flower vase with minimum 10 nos. assorted flowers like hybrid roses, tube roses, gladiulous and other seasonal flowers alongwith decorative leaves like asparagus, Thuja, Murraya and such other plants, cleaning of vase and placing in position also as per direction of Officer-in-charge of Administration Division.

**CATEGORY ‘C’**

Supply of fresh flower small pots with two suitable flower sticks alongwith decorative leaves like asparagus, Thuja, Murraya for VIP toilets.

**CATEGORY ‘D’**

Supply of flower Bunches, VIP flower Bunches, bouquets of 40, 30, 20 pcs of Roses, Carnation, Lily etc. alongwith suitable decorative leaves (as and when required basis including Saturdays, Sundays and all Gazetted Holidays.)

3. **REQUIREMENT**

Monthly tentative requirement of Category ‘A’ ‘B’ and ‘C’ Flower arrangements is 150, 125 and 65 respectively. Quantity of Category ‘D’ flower bunches is not predefined and will be on the basis of as and when required, but for estimation purposes, it may be around 10 per month. The requirement is, however, indicative and may change as per requirements from time to time.

**SUPPLY OF FRESH CUT FLOWERS. – TECHNO-FINANCIAL BID**

**1. THE FIRM**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at Delhi/NCR \_\_\_\_\_

d) Distance from SCOPE COMPLEX : \_\_\_\_\_ (Kms)

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**e) Contact Person's**

i) Name & Design. \_\_\_\_\_

ii) Address \_\_\_\_\_

iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iv) \_\_\_\_\_ Email \_\_\_\_\_ ID \_\_\_\_\_

2. PAN No. : \_\_\_\_\_  
(Please enclose photocopy)

3.. VAT/TIN No. : \_\_\_\_\_  
(please enclose photocopy)

**4. Experience of similar work in the field during the last three years**

(Should have supplied similar items for atleast three reputed companies including at least one PSE/Govt. Deptt. during the last three years)

(Please submit copies of documentary evidence)

**5 Earnest money details Demand Draft**

No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Drawn on \_\_\_\_\_

**6. RATES QUOTED FOR SUPPLY OF CUT FLOWERS AS PER SPECIFICATIONS GIVEN IN ANNEXURE-I**

Sl. No.	Item (as per specifications given in Annexure-I)	Rates per flower pot/bunch (exclnsive of taxes) (Rs.)
1.	Flower Pot CAT – A	
2.	Flower Pot CAT – B	
3	Flower pot CAT –C	
4	Flower Bunches CAT –D	
	40 Flowers	
	30 Flowers	
	20 Flowers	
5	Taxes (please specify)	

**I/We hereby accept the terms and conditions contained in the Tender Document.**

**Signatures of  
authorized person**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal: