

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

Ref: No.AA: GAX: FLOWERS:15-16:01
Dated: 08/03/2016

Last date of submission of tender – 22/03/2016 by 2:30 PM
Due date for opening of tender – 22/03/2016 at 3:00 PM

Sub: Limited tender enquiry for two year rate contract for arrangement of fresh flowers at BHEL House, AGVC Flats at Siri Fort; and BHEL office at 5, Parliament Street, New Delhi

Bharat Heavy Electricals Ltd.(BHEL) is inviting sealed tender in two parts from all the franchisees of M/s Ferns & Petals in Delhi only (Not complete NCR) for entering into rate contract for 02 years for fresh flower arrangement on per stick basis (**including cost of leaves decoration**) in BHEL office at Siri Fort, Khelgaon, AGVC flats and CC office at 5, Parliament Street, New Delhi as per details mentioned in this NIT. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and **CPP portal** for downloading. The last date for submission of sealed tender is 22nd Mar 2016 by 02.30 PM. Tender will be opened on the same day at 03 PM at BHEL House, Siri Fort, New Delhi-110049. **Only Delhi based franchisees of M/s Ferns & Petals can participate in this tender.**

"All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on BHEL website (<http://www.bhel.com>) and CPP portal only hence bidders are advised to visit the website(s) regularly to keep themselves updated". For any clarification, please contact Mr. R B Rai, Asst. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337426, Mob.9560947575 & FAX : 011-66337428, E-mail: rbrai@bhel.in).

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



Corporate Office, Khelgaon, New Delhi - 110049
Tel:011-66337426, Fax:011-66337428

Ref: No.AA: GAX: FLOWERS:15-16:01
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Sub: Limited tender enquiry for two year rate contract for arrangement of fresh flowers at BHEL House, AGVC Flats at Siri Fort; and BHEL office at 5, Parliament Street, New Delhi

BHEL invite your most competitive bid in two parts in sealed envelope for entering into rate contract for fresh flower arrangement in BHEL office at Siri Fort, Khelgaon, AGVC flats and CC office at 5, Parliament Street, New Delhi. You are requested to go through the terms and conditions of the tender and submit your bid before last date. **Only Delhi based franchisees of M/s Ferns & Petals can participate in this tender.**

PRE-QUALIFYING REQUIREMENTS FOR THE BIDDERS:

- 1.1 The bidders must submit franchisee certificate duly stamped and signed, showing their shop name and address which must be within Delhi only.
- 1.2 The bidder must have minimum turnover of Rs.2,69,568/- per annum for the last three years i.e. FY 2012-13, 2013-14 & 2014-15. Balance sheet or CA certified Profit & Loss account for above mentioned Fin. Years must be submitted along the bid.
- 1.3 The bidder should have experience of flower arrangement in any Govt. office/PSUs/Corporate office/Hotels/Banks in preceding last seven years since Feb 2016. Documentary evidence for the same is to be submitted along the bid as follows:
 - (i) Single PO of value more than Rs.718848/-
Or
 - (ii) Two PO of value more than Rs.449280/- each,
Or
 - (iii) Three PO of value more than Rs.359424/- each.
- 1.4 The bidder must submit self-certified PAN card copy.
- 1.5 The bidder must submit self-certified TIN certificate copy.

OTHER TERMS & CONDITIONS:

2. TERMS & CONDITIONS OF TENDER:

- 2.1 The Tender Enquiry No. & due date must be legibly super scribed on the envelope.
- 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 **The complete tender document is available on BHEL web site (www.bhel.com) as well as on CPP portal for download. The bidders are requested to quote in the tender documents only, not on their letter head or any other paper. Tenders received after due date & time are liable to be rejected.**
- 2.7 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.**
- 2.8 **Price quoted by the tenderers will be firm for two years and no escalation on account of labour or fuel or any other reason whatsoever will be paid to the successful tenderer for execution of the above work.**
- 2.9 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.
- 2.10 **Evaluation of the tenders will be done on the basis of total cost to company. If at any point of time, it is found that there is mismatch/discrepancies in price bid between unit price and total price (which is obtained by multiplying the unit price by quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless in the opinion of the purchaser, there is an obvious misplacement of decimal point in the unit price, in which case the total price as quoted shall govern and unit price corrected accordingly.**
- 2.11 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.
- 2.12 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 2.13 **Only following flowers will be accepted for arrangement:**
- (i) Rose
 - (ii) Gerbera
 - (iii) Glad
 - (iv) Carnation
- 2.14 **Flowers will be changed only twice in a week. Total current requirement of flower sticks per change is 780 number.**
- 2.15 Flowers must be absolutely fresh.
- 2.16 **Point of flower arrangement and number of sticks may vary as per our requirement on the same rate and terms & conditions.**
- 2.17 **Successful bidder has to provide only flowers and decorative leaves. Oasis and vases will be provided by BHEL on its own cost as & when required.**

F. J. J.

3.0 SCOPE OF WORK:

The successful bidder has to bring fresh flowers, leaves and arrange them in flower vases at each locations in BHEL House, Siri Fort, AGVC flats, and 5, Parliament street office twice a week. 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 0845 hrs @ 0845 hrs in the morning.

4.0 Penalty Clause: Penalty will be levied as per clause mentioned below under this head:

- (i) Flower arrangement must be completed before 0845 AM in each BHEL office.
- (ii) Flowers must be fresh and healthy.
- (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 violated, 25% of payment for that particular day will be deducted as penalty.

5.0. Payment terms:

- 5.1 Payment will be made through NEFT after deduction of TDS etc if any, as per income tax act on monthly basis, only after successfully execution of work throughout the month within 20 days approximately after submission of bill. As per company policy, no advance will be given to bidders.
- 5.2 Tenderers are requested to go through the scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the scope of work to get all their doubts, if any, clarified by contact person (Mr. R B Rai-9560947575) before submitting the offer.
- 5.3 Work Order will be placed on the lowest bidder for complete scope of work.
- 5.4 Penalty will be levied by BHEL as per clause No. 4.0 of this tender enquiry on account of delay, poor quality.

6.0 VALIDITY OF CONTRACT:

The contract shall be awarded for a period of 02 years w.e.f. 01st May 2016 however BHEL reserves the right to terminate the contract any time in between by giving one month notice in advance.

- 7.0 The tender is to be submitted in two parts. The documents mentioned below from Sl.No. (b) to (k) must be kept in one envelope and only Price bid at Sl. No.(a) must be kept in separate envelope and now both these envelopes must be kept in 3rd sealed envelope and should be super-scribed as "Bid for flower arrangement", due on 22/03/2016". Price should be quoted exactly as per Price Bid Format (Annexure A), no other format will be accepted.

- a) Price bid format given in Annexure-A
- b) No deviation certificate as per Annexure - B
- c) Declaration as per Annexure-C
- d) Personal Details as per Annexure-D
- e) The complete tender enquiry signed and stamped on each page by tenderer.
- f) Self-attested PAN copy
- g) Self-attested TIN copy
- h) Balance sheet/CA certified profit & loss account as per clause No.1.2

[Handwritten signature]


- i) Franchisee letter – self attested copy as per clause No.1.1
- j) POs as per clause No.1.3
- k) Check list Annexure-E

7.0 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). 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
Assistant 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 above

Annexure - A

Price Bid for arrangement of fresh flowers in BHEL office at Siri Fort, Khelgaon, New Delhi, AGVC Flats in Khelgaon and BHEL office at 5, Parliament Street, New Delhi

Sl. No.	Description	No. of flower sticks per change (A)	No. of flower sticks per week, B=Ax2	No. of flower sticks per month, C=Bx4	Total No. of flower sticks in two years, D=Cx24	Rate per stick (Rs.)	Total Amount (Rs.)	Remarks
1	Only Rose, Carnation, Gerbera and Glads flowers will be arranged along with green decorative leaves	780	1560	6240	149760			Per stick cost must be inclusive of all i.e. cost of decoration with green leaves etc. However vases & oasis will be provided by BHEL
2	Taxes, if any							
3	Grand Total (Rs.)							

Note: (i) Only Rose, Carnation, Gerbera & Glad will be accepted for arrangement, no other flower will be accepted.
(ii) There should not be any over-writing in rates.
(iii) The evaluation of tender will be done on the basis of total cost to company i.e. correct amount derived at Sl. No.3 of price bid format above.

(iv) Bidder must read all the terms & conditions of tender before quoting the price.
(v) The successful bidder will have to arrange the flower sticks in various vases, kept at various locations in the office and at Asian Games Village complex flats.
(vi) These arrangements will be changed only twice a week and billing will be done on actual number of sticks on monthly basis.

[Handwritten Signature]

No Deviation Certificate

This is to certify that our bid for flower arrangement in BHEL offices has no deviation.

Date:

Authorized signatory
(With sign. & stamp)

A handwritten signature in black ink, appearing to be 'F. J. J.', written over a horizontal line.

Annexure-C

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)

A handwritten signature in black ink, consisting of several stylized, overlapping strokes, positioned above a horizontal line.

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



CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price bid format given in Annexure-A	
2	No deviation certificate as per Annexure - B	
3	Declaration as per Annexure-C	
4	Personal Details as per Annexure-D	
5	The complete tender enquiry signed and stamped on each page by tenderer.	
6	Check list Annexure-E	
7	TIN certificate	
8	PO as per clause No.1.3	
9	CA certified Balance sheet/Profit & loss account as per clause No.1.2	
10	Franchisee letter as per clause No.1.1	
11	PAN copy	

Signature & Seal of the Bidder

