



Telegraphic Address. STASELCOM, NEW DELHI
F.No. D-13023/2/2009-G

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक तथा प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
ब्लाक सं १२ केंद्रीय कार्यालय परिसर , लोधी
रोड
नई दिल्ली -११०००३

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12
Kendriya Karyalay Parisar, Lodhi Road

Dated 05.05.2016

To

As per list

Subject:- Annual Contract for supply and maintenance of potted plants in the Staff Selection Commission.

Sealed Quotations are invited for supply and maintenance of potted plants (approximately 75-80 Nos. May be increase or decrease) in the rooms of Officers and in the premises/corridor etc. of Staff Selection Commission. The sealed cover containing the quotations and superscribed as under and complete in all respect should be submitted to the Commission so as to reach to Shri R.K. Naskar, Under Secretary(G) Staff Selection Commission, Room No.706, 7th Floor, CGO Complex, Block No.12, New Delhi-1100003 by 3.00 PM on **23.05.2016**.

“ Quotations for supply and maintenance of potted plants in the Staff Selection Commission”

1. The Quotations should be accompanied with a Bid Security of Rs.5000/- (Rupees Five Thousand only) in the form of Demand Draft in favour of “ S.O(Cash), SSC (HQ), New Delhi” without which the quotations will not be considered. The Bid security will be returned to all the tenderers after the award of the contract.
2. The tenders received will be opened at 3.30 P.M. on **23.05.2016**. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

The Terms and Conditions of the Contract will be as follows:-

3. SSC may also make a panel of such service providers on the basis of rates quoted by the firms.
4. **Period:** The successful firm will be required to start working immediately upon award of the contract that will be for a period of one year from the date of awarding the contract. The Contract can further be extended for another one year, if the services, rendered by the firm found satisfactory. However, it will be at the direction of the Commission to consider extension on the request of the firm or invite fresh tender.
5. The firm interested in supply & maintenance of potted plants in the SSC should have an experience of at least 3 years of undertaking similar works in Government Offices/PSUs/Autonomous Bodies. Documentary proof is also required to be attached in support of claim of experience.

Contd...P/2

6. The potted plants of different varieties will be supplied at the location/site;
7. Nursery will supply plants of good quality and in good condition in freshly painted pots;
8. The transportation charges for bringing the plants from Nursery to SSC will be borne by the firm;
9. Watering and putting measures in the plants will be done by the firm;
10. For the purpose of watering and cleaning of plants, a regular gardener will be deployed by the firm and expenditure on this will be borne by the firm;
11. Damaged and defective plants will have to be replaced with the fresh ones immediately, failing which the cost of the damaged/defective plants will not be paid;
12. The firm will carry out the plants protection job, viz, routine spraying of insecticide and nurture the potted plants;
13. The payment will be made only in respect of those plants that were found satisfactory. The firm will also be liable to pay penalty @5% of the value of monthly bill for faulty supply;
14. The potted plants will be replaced periodically i.e. fortnightly by the new ones;
15. SSC reserves the right to reduce or increase the quantity of potted plants as per requirement;
16. For payment purpose, the bills would be submitted month-wise on the prescribed format along with the work completion report/user certificate duly signed by the users;
17. Erasing and overwriting in the quotation will render the same invalid;
18. The delivery of potted plants shall have to be made in the SSC which may be decorated at the prescribed locations by 8.30 A.M. sharp on the prescribed days;
19. The firms participating in the tender must submit valid copy of TIN and PAN Card and indicate the same in the quotation. Without the above documents, the tender will not be considered.
20. The bidder who will quote lowest rate in maximum number of items may be considered qualified as L-1 and will be awarded contract subject to fulfilment of all the terms & conditions of NIT.
21. The rates may be quoted as per Annexure I.
22. The successful tendered will be required to furnish the security deposit of Rs.5,000/- (Rs. Five thousand only) within ten days from the date of awarding of the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contractor are found to be unsatisfactory.
23. This Commission can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect the decision of the Commission will be final and binding on the contractor. The Commission reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
24. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Commission.

(R.K. Naskar)
Under Secretary (G)

PROFORMA FOR FURNISHING RATES

Name of the Firm :

Registered/Postal Address :

Telephone No.

E-mail

PAN No.

VAT/TIN No.(if applicable)

Service Tax Registration (if applicable).....

Bank details

(i) Bank Name

(ii) Branch Address

S.No.	Items/variety of potted plants	Quantity	Price per potted plant	Total Price (inclusive of all taxes)
1.		75 Nos.		
2.				
3.				
4.				
5.				
6.				

Particulars of EMD:

25. DD No.

26. Date

27. Amount.....

28. Bank (drawn on).....

Signature with seal