

**National Highways & Infrastructure Development Corporation Ltd**  
(A Public Sector under the Ministry of Road Transport and Highways Govt. of India)

3<sup>rd</sup> Floor PTI Building  
4, Parliament Street  
New Delhi-110001

F.No. NHIDCL/HQ/Admn./Plants/2018

Dated: 04.05.2018

**Tender Notice**

Sub: Tender for rate contract for supply of Green Plants, flower bunches and cut flower pots and buckets in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of PTI Building & its office at Jeevan Tara Building.

Sir,

The National Highways & Infrastructure Development Corporation Ltd invites sealed tender for supply of Indoor Plants and flower pots in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of PTI Building & its office at Jeevan Tara Building initially for one year period from the date of award of contract.

2. The initial period of contract would be for a period of one year extendable upto a further period of one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

3. The interested parties may submit sealed tender to undersigned along-with an Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of **“National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi”**, failing which the tender shall be rejected summarily. The last date of submission of tender is 29.05.2018 Up to 3:00 pm. The tender shall be opened on the same day at 4:00 pm. in the presence of Tender Opening Committee. The representative of participating firms may be present during opening of quotations, if they so desire.

4. The terms and conditions of the tender are detailed at Annexure-I. The NHIDCL reserve the right to reject any or all quotations without assigning any reasons thereof.

5. The rates may be quoted in the format given in Annexure-II

Yours faithfully

GM (Human Resources)  
NHIDCL

Copy to: Manager (IT) - for uploading in NHIDCL website.

Sub: Tender for supply of Green Plants / flower bunches National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of PTI Building & its office at Jeevan Tara Building.

**A) Details of the requirements**

1. One hundred and ten (110) Green Plants and eight (08) flower pots are required to be placed in the corridors/ conference rooms in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of PTI Building & its office at Jeevan Tara Building. Plants are to be changed every week in a month. Exact quantity of cut flowers to be supplied will be made known at the time of award of contract.
2. The number of Green Plants and cut flowers may increase / decrease during the contract period and the payment will be made proportionately.
3. Quality of Flowers and Green Plants will be accordingly to the satisfaction of NHIDCL.

**B) Terms and Conditions**

1. The contract will be valid for a period of one year from the date of award.
2. The firm / contractor should have prior experience in similar field and should have undertaken identical work in any Government Department / PSUs/ Autonomous bodies / Research Institutions etc for at least two years (A copy of the certificate to be enclosed).
3. The payment against supply of above items will be made on monthly basis for which bills may be submitted as per approved rates by the 1<sup>st</sup> week of each month, in respect of jobs executed during the previous month with certificate, from officers nominated by this Ministry for this purpose, about quality of cut flowers and green plants provided and also about change of Green Plants every week in preceding month.
4. In the event of any loss incurred by NHIDCL on account of the negligence of Agency / firm / contractor, the later shall compensate the loss either by replacement or by payment of adequate compensation.
5. The Agency shall be responsible for the conduct and behavior of its employee(s).
6. The Agency shall not appoint any sub-contractor to carry out any obligation under the contract.
7. The Agency / firm / contractor shall also not appoint any close relative of any employee of NHIDCL for carrying out the work in any manner whatsoever.
8. The order placed by NHIDCL shall be carried out strictly as per terms and conditions of contract and any delay / non delivery or deviation / deficiency in the quality from written agreement may attract monetary penalty of Rs. 500/- for each day of non-compliance.
9. If there is repeated deviation from scheduled delivery the contract may be terminated. For this purpose the agency should follow the following procedure. For supply of flowers every day, they should obtain the satisfactory report from the user officer or his authorized person. For maintenance of plants the agency should ensure watering of plants every day and replace the plants every 5 days and obtain satisfactory maintenance certificate from the authorized Officer of NHIDCL every day / every week as the case may be and submit them along with bills for payment. In case of any deficiency as registered by any such authorized

persons penalty clause will be invoked and amount will be deducted from the bill payable to the agency.

10. The work relating to replacement of plants / flowers in flower pots shall be completed by 9:00 AM each day. Failure to do so will attract the provision of penalty clause.
11. The quality and freshness of Flowers supplied shall be ensured and maintained by the Agency / firm / contractor.
12. The plants supplied in NHIDCL as well as the pots shall be regularly maintained / watered and shall be replacing four times in a month.
13. In case any plant or flower pot is found in unsatisfactory condition, the same will have to be replaced immediately on direction of NHIDCL.
14. The monthly payment shall be released by NHIDCL on the basis of satisfactory services by the firm.
15. The matter regarding renewal of contract beyond the initial period of contract of one year shall be at the sole discretion of NHIDCL.
16. The persons deputed by the firm for placing the Flowers in NHIDCL should not be changed without prior knowledge and consent of NHIDCL.
17. The earnest money shall be forfeited if the contractor does not accept the work for any reason, whatsoever.
18. The successful bidder shall furnish a performance security of an amount of Rs. 20,000/- in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** or Bank Guarantee issued in favour of **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.
19. NHIDCL reserves the right to terminate the contract without any prior notice and without assigning any reasons therefore.

GM (Human Resources)  
NHIDCL

BID FOR AWARD OF ANNUAL CONTRACT FOR SUPPLY OF CUT FLOWERS AND GREEN PLANTS / OXYGEN GIVING PLANTS (INDOOR) IN NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD (NHIDCL) AT ITS OFFICE AT 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> FLOOR PTI & ITS OFFICE AT JEEVAN TARA BUILDING.

S. No.	Name of Items	Total Amount (in Rs.) including GST
1.	Indoor Plants 110 Plants (Mix plants) like (Money plants, Oxidium, Anglonima, Croton, and Jungle parrot etc.)	
2.	Oxygen giving plants (indoor) (Mix plant)- 100 approx.	
	Areca Palm (per plant)	
	Snake plant (per plant)	
	Rama Tulsi (Green) (per plant)	
	Christmas Cactus (per plant)	
	Gerbera (Orange) (per plant)	
	Aloe Vera (per plant)	
	Orchid (per plant)	
2.	Flower pot	
	Mixed flower pot (10 stick) per pot	
	Rose (all color) (10 stick) per pot	
	Lily (10 stick) per pot	
	Rajnigandha (10 stick) per pot	
	Carnation (10 stick) per pot	
3.	Mixed flower basket for Conference / Committee Rooms (per basket) (low bunch)	
4.	Bouquets 20 sticks (Rose) (per bouquet)	
5.	Bouquets 10 sticks (Rose) (per bouquet)	
6.	Bouquets of mix flower 20 stick (per bouquet)	
7.	Bouquets of mix flower 10 stick (per bouquet)	
	Total Amount in Rs. (In figures as well as in words)	

The details about firms are as under:-

1. PAN / TAN No. (Copy to be enclosed)
2. Service Tax Registration No. (Copy enclosed)
3. Complete office address with telephone No. / Mobile No. / FAX / E-mail

The tender for Annual Contract for supply of Plants/ Pots shall be given to the agency who quote the overall lowest amount for supply of above items and submit the required certificates. In case of tie, the agency shall be selected by draw of lots in presence of the Tender Committee.

I/We accept all the terms and conditions given in Annexure -I of the quotation letter.

Signature of Proprietor / Authorized signatory with date

(Seal of Firm)