

**File No. 7/10/2010/NMCC**  
**Ministry of Commerce & Industry**  
**National Manufacturing Competitiveness Council**  
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**Vigyan Bhavan Annexe, New Delhi,**  
**Dated the 14<sup>th</sup> Sep, 2010**

To,

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**Sub:- Flower arrangements & supply of Indoor plants-regarding**

Sir,

Sealed quotations are invited for Cut Flowers arrangements and supply & maintenance of rich quality Indoor Green Plants for National Manufacturing Competitiveness Council as per the following:-

- (a) Bud Vasles / Single Arrangement with 4-5 flowers with leaf **(With Pots)**
- (b) Small / Sofa Arrangement with 10-12 flowers at least two colors **(With Pots)**
- (c) Round Big Meeting arrangement with at least 20 flowers & leafs **(With Pots)**
- (d) Indoor Plants of different variety – rate per plant/ per month **(With Box)**

2. The supply of flower arrangements should be of good quality of Imported flowers on the following terms & conditions:-

- (a) The preferable quality flowers would be "<Orchid, Bird of paradise (BOP) Haliconia, Anthurium, Zinger, Lily (Asiatic, Aram, Oriental, and Longy), Camation, Astomaria, Zerbarra, Spider Orchid, Mukara (Yellow, calipsco, Mehroon), Estoma. Tiger Orchid and Irish Flowers> and other similar quality flowers.
- (b) The flower arrangement work will be completed by the contractor by 0915 hrs. positively on the working days.
- (c) In case of emergency, the contractor will have to provide services of flowers arrangements even on holidays/Saturday/Sunday at the required site of meetings / conference etc. and negligence on this account may lead to penal action against the Contractor up to Rs. 500/- per instance.
- (d) The flower arrangements should be made by the responsible staff and the contractor will be responsible for the conduct/integrity of the staff deployed by him and the safety & security of the Office machinery. Any loss to the property of the Council occurred due to negligence of the Contractor's staff will be recovered from the Contractor's account.

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- (e) Rate may be quoted for each plant per month. Nos. of plants supplied / maintained presently is 40. The total number of plants to be provided in NMCC can be increased or decreased will also be at the discretion of the Council.
- (f) Initially, the contractor will be awarded Payment will be made on monthly basis. A pre-receipted bill, in duplicate, dully stamped, will be submitted by the Contractor in the first week of succeeding month to this Office for arranging the payment..
- (g) In case quality, size of plants and services rendered by the firm are not found satisfactory or below the desired standard, pro rata deduction along with Rs. 50/- per plant per month will be made from the bill s penalty. The decision of Council in this regard will be final & binding of the Contractor.
3. The sealed quotation should be reach to this Office by 1500 hrs on 9<sup>th</sup> Oct, 2010 along with a Demand Draft / Bankers Cheque for Rs. 500/- on account of earnest money drawn in favor of **DDO, NMCC, Vigyan Bhawan Annexe, New Delhi** failing which, the quotation will be not entertained. The cover containing quotations should be super scribed as **“Quotations for Flower arrangement & Indoor Plants due on 9<sup>th</sup> Oct, 2010”** failing which the quotation will have the risk of not being considered. The quotation will be opened at 1600 hrs on the same day. The bids shall satisfy the following conditions:-
- (a) The rates quoted shall be valid for a minimum period of one year from the last day fixed for the receipt of quotations.
- (b) The rates quoted shall be inclusive of all taxes and the delivery is to be made free of the cost in the Council at Vigyan Bhawan Annexe or any of the articles.
- (c) Payment will be made by Cheque only after satisfactory installation of the article. Pre receipted bill, in triplicate, may be forwarded with the supply of the article for payment.
- (d) PAN & VAT No. may be given on the quotation. TDS, as applicable, will be deducted from the total bill.
4. The NMCC reserves the right to accept or reject any or all the quotations without assigning any reason thereof. In case any dispute, the decision of the Competent Authority in the NMCC will be final & binding. The Council also reserved the right to terminate the contract at any time without assigning any reasons.

**Yours faithfully,**

**(D.P.Srivastava)**  
**Joint Chief**