

F.No.187/3/2007
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road,
New Delhi – 110001
TEL. NO.23717094 & Fax No.23319179

Dt. 31.03.2008

TENDER NOTICE

The Election Commission of India invites tenders for annual contract for providing potted plants, supply of cut flowers (Gladiola) and maintenance of lawns in the premises/corridors etc. of the Nirvachan Sadan.

2. Detailed information/terms and conditions **as per Annexure attached** for the purpose can either be obtained from the Section Officer, Other Services Section, IInd Floor, Election Commission of India, Nirvachan Sadan, New Delhi or downloaded from the Commission's Website <http://www.eci.gov.in>.

3. Interested parties may send their quotation quoting rates for all the items/work.

4. In case any firm is already providing these services to any other Ministry/Department of Central Government, details thereof may also be furnished alongwith the quotations. The rates quoted should be valid till the expiry of one year from the date of award of the contract.

5. Sealed Tenders, duly subscribed "Tender for Providing potted plants, supply of cut flowers (Gladiola) and maintenance of lawns" and addressed to the undersigned may be sent by post so as to reach by 3.00 P.M. on 15th April,2008 not later than 3.00 P.M. on 15th April,2008. Quotation received after stipulated date/time shall not be entertained. The successful bidder shall furnish a Bank Guarantee worth Rs. 1 lack (Rs. 1,00,000/-) before receiving the work order. The Bank Guarantee shall be forfeited on default on part of the contractor/vendor. The quotations will be opened same day immediately thereafter in the Room of undersigned at 3rd Floor, Nirvachan Sadan, New Delhi in the presence of the tenderers or their representatives who may like to be present.

(S.K. RUDOLA)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

S.K. RUDOLA
UNDERSECRETARY

No.187/3/2007

Dated: 31st March, 2008

To

Sub:- Providing and maintenance of potted plants and supply of cut-flowers (Glaidela) in the premises/corridors etc. of the Nirvachan Sadan – Invitation of quotation – reg.

Sir,

I am directed to state that Commission intends to award an annual contract for providing and maintenance of potted plants and supply of cut-flowers (Glaidela) in the corridors and maintenance of parks in the Nirvachan Sadan premises on the following terms and conditions:-

(I) **For potted plants:**

- (i) The potted plants of different varieties will be supplied at the location/site;
- (ii) Nursery will supply plants of good quality and in good condition in freshly painted pots;
- (iii) The transportation charges for bringing the plants from Nursery to Nirvachan Sadan will be borne by them;
- (iv) Watering and putting manures in the plants will be done by the Nursery;
- (v) For the purpose of watering and cleaning of plants, a regular labour knowing gardening will be deployed by the Nursery and expenditure on this will be borne by Nursery;
- (vi) Damaged and defective plants will have to be removed and fresh ones supplied immediately, failing which the cost of the damaged/defective plants will not be paid;
- (vii) The Nursery will carry out the plants protection job, viz., routine spraying and nurture the potted plants; and
- (viii) The payment will be made only in respect of those plants that were found satisfactory;
- (ix) The potted plants will be replaced periodically by new ones.

Contd.....2/-

(II) **For Maintenance of Parks:**

- (i) A skilled Mali on regular basis shall be provided for maintenance and development of parks in the premises and will be supplemented by Supervisor/another skilled Mali whenever required, and
- (ii) Plants, seeds and manures/soil etc. required for maintenance and development of parks will be provided by Commission.

(III) **For cut-flowers:**

- (i) The flowers should be of good quality and fresh.
- (ii) The flowers shall be supplied well in time only on all working days.
- (iii) If the flowers are not required on any working day(s), it will also be intimated well in time.

2. If you are interested, you may submit your rates in sealed cover -

- (a) For providing and maintenance of per potted plant per month and
- (b) For maintenance of the Parks (per month rate)
- (c) For cut-flowers (Glaidela rose etc.) per stick of flower

on the terms and conditions mentioned above, **by 3.00 PM on 15th April,2008** to the undersigned and will be opened immediately thereafter in the presence of representatives of the Nurseries who may be present at that time.

3. While submitting quotation, following particulars/information may also be furnished:-

- (i) Whether you are providing and maintaining plants in any other Govt. Department or PSU, if so, name of such Departments/Organisation;
- (ii) The exact location (address) of Nursery/Farm

4. The Commission reserve the right to make certain amount of penalty in the monthly payment if the Nursery fails to maintained the quality of potted plants/flowers or can cancel the contract with prior notice if desired quality of the potted plants/flowers is not maintained.

Yours faithfully,

(S.K. RUDOLA)
UNDER SECRETARY
Tel.No.23717094