PRESIDENT’S SECRETARIAT  
(Garden Section)

Notice Inviting e-Tender

F. No. 12 /Gdn/2020-21                                      Dated : 25th Aug., 2020

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Name of Work : M/o different horticulture works at Rashtrapati Bhavan, New Delhi during 2020-21.

SH : Providing & supplying of Programmed Tulip Flower Bulbs.

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Certified that this NIT contains pages 1 to 6.

(P. N. Joshi)  
Superintendent  
President’s Gardens

Distributions:-

1. Director (Admin), President’s Secretariat.
2. Under Secy. (EBA)/AAO.
F. No. 12/Gdn/2020-21  
Dated : 25th Aug., 2020

The superintendent, President’s Gardens, President’s Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites online item rate tenders from the registered and valid Importer who fulfill the eligibility criteria as given below & Annexure -I (Terms & Conditions). Tenderers are advised to follow the instructions for online bid submission regarding e-submission of the bids, through Central Public Procurement Portal for e-procurement at: https://www.eprocure.gov.in/eprocure/app. only online bid would be accepted.

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<th>Sl. No.</th>
<th>Name of Work</th>
<th>Estimated cost in (Rs.)</th>
<th>Earnest Money in (Rs.)</th>
<th>Time Allowed</th>
<th>Time &amp; last date of submission of online bids</th>
<th>Opening date of bids</th>
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| 1.     | Maintenance of different horticulture works at Rashtrapati Bhavan, New Delhi during 2020-21.  
**SH**: Providing & supplying of Programmed Tulip Flower Bulbs. | 3,50,385/-               | 10,512/-               | 20 days     | 14.09.2020 11.00 AM                         | 15.09.2020 11.30 AM onwards |

**Eligibility**:

1. Importer who attached experience in supply of Tulip/Flower Bulbs in Govt. shall only be considered.

2. The average annual financial turnover during the last 3 years should be at least 1 crore.

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Superintendent  
President’s Gardens
TERMS & CONDITIONS

1. The tenderer shall quote their rates in the provided in the BOQ.
2. Unless otherwise specified in the Scheduled of Quantities, the rates of all the items of the work shall be considered as inclusive all charges like wages, Royalty and other Taxes etc.
3. Tenderer has to furnish earnest money of Rs. 10,512/- deposit @ 3% of the estimated cost i.e. Rs. 3,50,385/- from any Nationalized Bank in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee drawn in favor of the Pay & Accounts Officer, President’s Secretariat payable at New Delhi. The original EMD in the form of Demand Draft should be deposited in the office of Superintendent, President’s Gardens, Rashtrapati Bhavan, New Delhi within the period of bid submission.
4. The tender shall not be considered without earnest money in the form mentioned above.
5. The successful tenderers shall need to deposit a “Security Deposit” equivalent to 5% in the form of Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee drawn in favour of Pay & Accounts Officer, President’s Secretariat. The security deposit shall be forfeited in case of the contractor refuse or fail to execute the order after the acceptance of his tender has been conveyed to him. This amount shall be retained by President’s Secretariat till the tenure of the contract. No interest will be paid on this amount of security deposit.
6. The Earnest Money deposit within the period of bid submission shall be returned after receiving the aforesaid security deposit.
7. The earnest money of unsuccessful tenders shall be returned after award of the tender. No claim will be entertained for any delay in this regards.
8. Conditional tender in any form, will not be accepted.
9. The undersigned reserve the right to increase or decrease the quantity as per actual requirement.
10. The department shall not be responsible for any traffic permission.
11. The Tulip Bulbs should be programmed that the flowering should appear in phased manner w.e.f. 22\textsuperscript{nd} January, 2021 and remain up to 05\textsuperscript{th} March, 2021.
12. Supplies are to be made separately duly labeled for color & variety in well aerated containers.
13. Supplies should be free from disease and insects and dully supported by phyto sanitary certified to country of origin and destination without which supplies will not be accepted.
14. Certificate regarding date of dispatch from the country of origin and destination should be attached with the supplied material.
15. Shipment documents should be attached as a supporting documents to show the country of the origin.
16. The bulbs are to be supplied to Rashtrapati Bhavan, New Delhi for plantation.
17. Supplies are to be made by or before 15\textsuperscript{th} November, 2020 or directed by Officer-in-charge.
18. Only those agencies can quoted the rates who have a importer license/permit for importing the flower bulbs.
19. The scan copies of following documents/certificates should be uploaded on e-procurement portal are mandatory for considering the valid bid:
   (i) EMD (ii) Registration certificate of valid importer license (iii) PAN Card (iv) Income Tax Return last 3 years ending 31.03.2019 (v) Balance sheet last 3 years ending 31.03.2019 duly certified by Charted Accountant (vi) Never blacklisted affidavit duly attested by Notary (vii) GST Registration certificate.
20. The entry of vehicles/workers into the President’s Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor shall submit the details in advance. Workers with good conduct records only would be allowed to work.
21. The Department shall not be responsible for any injury partial or permanent or death of complain any worker at site due to accident or malfunctioning of the equipment or by negligence of the staff.
22. The Department shall be at liberty to discontinue/cancel agreement by serving one week notice without assigning any reason thereof. Decision of the Superintendent, President’s Gardens shall be final.
23. The L-1 will be determined as overall rate.
24. No compensation shall be payable to the Contractor for any damage caused by natural calamity (Rains, storms, earthquakes and other calamity) during the execution of work.
25. All applicable and prevailing taxes will be recovered from the Contractor bill as per Government orders.
26. The rejected & substandard material should be removed from the site of work immediately. The Department shall not be responsible for damage/loss of rejected material. If the same will not be removed within five days then necessary levy shall be imposed as prevailing rules.
27. The contractor shall be responsible for to keep the working site clean and free from plastic bags/glass etc.
28. If any damage caused for public convenience/services, the same shall have to be repaired instant, failing which necessary recovery shall be made from the contractor’s bill.
29. The contractor has to work in restricted area and in restricted time due to security reason. He shall be bound by the instructions of security staff and Officer-in-charge in this respect.
30. In case of any dispute or differences arise in between the contractor and the President’s Secretariat, the decision of the Secretary to the President, Rashtrapati Bhavan shall be final and binding to both the parties.

I accept all the terms and conditions as laid down above.

[Signature]

(Signature of the bidder)

Superintendent
President’s Gardens
SCHEDULE OF QUANTITY

Name of Work: M/o different horticulture works at Rashtrapati Bhavan, New Delhi during 2020-21.
SH : Providing & supplying of Programmed Tulip Flower Bulbs.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Items</th>
<th>Unit</th>
<th>Qty (in Nos.)</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing &amp; supplying of Tulip programmed Bulbs in different varieties and color, so to bloom in Delhi climate during the Month of January, 2021 to February, 2021 in following pattern or as per direction of Officer-in-charge.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Early varieties to bloom in 45 days</td>
<td>Each</td>
<td>3500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Mid flowering varieties in 60 days</td>
<td>Each</td>
<td>3500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Late flowering varieties in 75 days</td>
<td>Each</td>
<td>3000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

(P. N. Joshi)
Superintendent
President's Gardens
Instruction to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement.
http://eprocure.gov.in/eproucre/app

1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the procurement/e-tender portal is a prerequisite for e-tendering.

2) Bidder should do the enrollment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.

3) Bidder need to login to the site thro’ their user ID/password chosen during enrollment/registration.

4) Then the Digital Signature Certificated (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered

5) The DSC that is registered only, should be used by the bidder and should ensure safety of the same.

6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested

7) After downloading/getting the tender document/schedules, the Bidder should go thro’ them carefully and then submit the documents as asked.

8) If there are any clarifications, this may be obtained online thro’ the tender site, or thro’ the contract details. Bidder should take into account of the corrigendum published before submitting the bids online.

9) Bidder then logs in to the site though the secured log in by giving the users id/password chosen during enrollment/registration and then by giving the password of the e-Token/Smart Card to access DSC.

10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my favorites’ folder.

11) From the ‘my favorites’ folder, he selects the tender to view all the details indicated.

12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked, otherwise, the bid will be rejected.

13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.

14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

15) The Bidder can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

16) Bidder should submit the TFee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer, if asked for. If the last day for receiving tenders is declared a holiday, the next working day at the same time will be the last date & time for the receipt of TFee/EMD in physical form in the prescribed envelop.
17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

18) The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.

19) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.

20) The details has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements.

21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.

22) If the price bid format is provided in a spread sheet file like BOQ.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender. Vide OM No. 29(1)/2014-PDD, dated 28th Jan, 2014 issued by Ministry of Finance, Department of Expenditure, P.P. Division, “If a firm quotes NIL charges/consideration the bid shall be treated as unresponsive and will not be considered.”

23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

24) After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

25) The bidder should ensure / see that the bid documents submitted should be free from virus and if the documents could be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.

26) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

27) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

28) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

29) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

30) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

31) For any queries regarding e-tending process, the bidders are requested to contact through the modes given below:
   E-mail : pnjoshi268@gmail.com
   Contact Telephone Numbers : 011-23010543 (Direct) & 011-23015321 -Ex. 4227.  

Superintendent