



No.21-13/2012-GA
Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Near Zakir Hussain College
Jawahar Lal Nehru Marg
(Old Minto Road)
New Delhi-2

BID DOCUMENT

**TENDER FOR SUPPLY & MAINTENANCE OF
INDOOR/OUTDOOR POTTED PLANTS**

(Visit us at www.trai.gov.in)
Not transferable

PRICE OF BID DOCUMENT- Rs.100/-

Signature of the tenderer with seal

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Signature of the tenderer with seal



SECTION-I

No.21-13/2012-GA

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Near Zakir Hussain College, (Old Minto Road)
New Delhi - 110002.

Dated: 16/10/2012

NOTICE INVITING TENDER

Office of Issue : Telecom Regulatory Authority of India,
GA Section, Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg,
(Old Minto Road), New Delhi-110002.

Tender No. : No.21-13/2012-GA

Date of issue of bid document : With effect from

Tender Forms Available From : Sr. Research Officer (GA)
Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg (Old Minto Road),
New Delhi - 110 002.
Website: <http://www.trai.gov.in>

Due date of Receipt : **Upto 31.10.2012, Time 15:00 Hrs.**

Date of opening of Technical bid : 31/10/2012, Time 16:00 Hrs.
[If the tender opening date is declared a holiday by
Govt of India then the tender shall be opened on
next working day at 16:00 Hrs.]

Date of opening of Financial bid : will be intimated in due course

Earnest Money : Rs.5,000/-

Sealed limited tenders under two bid system i.e. "Technical Bid" & "Financial Bid" are invited from reputed firms for Supply and Maintenance of Indoor/Outdoor potted plants.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed "**Technical Bid - Supply & Maintenance of Indoor/outdoor potted plants**" and "**Financial Bid - Supply & Maintenance of Indoor/outdoor potted plants**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed "Tender for Supply and Maintenance of Indoor/Outdoor potted plants".

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.


Signature of the tenderer with seal



Bidders shall have to deposit bid security of Rs.5,000/- (Rupees Five Thousand only) in the form Demand Draft drawn on any scheduled bank in favour of "TRAI" payable at Delhi along with the bid.

Intending eligible bidders may obtain a copy of bid document from Sr. Research Officer(GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, (Old Minto Road), New Delhi - 110002 by making a payment of Rs.100/- or the same can be downloaded from the website of TRAI i.e. www.traigov.in and the cost of bid document (Rs.100/-) may be deposited in cash in TRAI office or by way of demand draft or pay order in favour of "TRAI" payable at Delhi.

(S.N. Tiwary)
Sr. Research Officer (GA)


(S.N. Tiwary)
Sr. Research Officer (GA)

Signature of the tenderer with seal

Section - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Telecom Regulatory Authority of India (TRAI), a statutory body of Govt. of India, intends to hire a reputed Agency for supply & maintenance of indoor/outdoor potted plants for its office. The details of work required to be done are described in "Terms & Conditions governing the Contract" in Section-III.

2. BONAFIDE OFFERS

The Tenderer should be bonafide, which shall mean an entity:

- (a) Having a registration number.
- (b) Having Permanent Account Number.
- (c) Having required previous experience in supply & maintenance of indoor/outdoor potted plants for a minimum period of two years in any Central/State Govt. & Public Sector Undertaking/reputed Private Company/MNC within the preceding three years;
- (d) **Having their own nursery within NCR:** and
- (e) Meeting all other requisites laid down in this Section elsewhere.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page No.2 of this document. These must be submitted together in the manner indicated below (Annexure IV), failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

4. SUBMISSION OF TENDERS - TIME LIMIT/MODE ..

The tender documents duly completed should be submitted in **two separate** parts. The **first part** should be sealed in a separate envelope and superscripted as "Pre-qualification Bid for Supply & Maintenance of indoor/outdoor potted plants". This should contain all the information which would enable TRAI to decide on credentials of the tenderers for performing/doing the job besides EMD (para 5 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The **second part** will consist of the "Financial Bid for Supply & Maintenance of indoor/outdoor plants" and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as "Tender for Hiring of Vehicles" and addressed to Senior Research Officer (GA), TRAI.

4.1.1. The following documents must be submitted in the Technical Bid-

- Letter of Submission of tender.
- Demand Draft of Rs.5,000 towards Earnest Money Deposit.
- Copy of Experience Certificate for prescribed number of years(Clause-6).
- Documents indicating ongoing contracts in hand, if any:
- Paper indicating registration and constitution of the firm/s and the requisite power of attorney, if any:

Signature of the tenderer with seal



- The detail of location of nursery in NCR
- Proof of registration for service tax.
- Copy of PAN Card.
- This tender document with all pages duly signed and clearly indicating the **NAME & DESIGNATION OF THE PERSON SIGNING THE DOCUMENT:** and embossed with official seal. The tender document must be properly numbered and binded.
- A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
- Proof of deposit of price of bid document (Rs.100/-).

4.1.2 The schedule of rates given at Annexure-II, duly filled in and signed by the tenderer, shall be submitted in the financial bid.

- 4.2 The tender document duly completed as described in para above must reach the designated address upto **1500 hrs on 31/10/2012** positively. Tenders received after **1500 hrs on 31/10/2012** will not be considered under any circumstances.
- 4.3 Any tender delivered or sent otherwise will be at the risk of tenderer. In case the date of opening is declared holiday, the tender will be received and opened on the next working day at the same place and time.
- 4.4 The tender will opened at TRAI's office located in Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, New Delhi - 110002 at **1530 Hrs. on 31/10/2012**. Only the envelope containing the pre-qualification bids opened on the due date.
- 4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders by Telegram/Fax will not be considered. TRAI reserves the rights to extend the date of submission and opening of tender.
- 4.6 **All rates shall be quoted only on the proper form (Annexure-II) of the Schedule of Rates and each page of this schedule shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.**
- 4.7 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-III on "Scope of Work and Terms & Conditions". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this Contract for supply of flowers, flower-pots, indoor/outdoor plants or labour and local laws. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
- 4.8 The tenderer will have to submit an analysis of rates if called upon to do so by TRAI.
- 4.9 **TRAI** reserves the right to:-
- Accept or reject any or all the Technical Bids without assigning any reasons.

Signature of the tenderer with seal



- Accept or reject any or all the Financial Bids irrespective of their being the lowest without assigning any reasons.
- Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of TRAI.
- Disqualify the tenderers blacklisted by Central/State Govts/Public Sector Units or whose contracts have been terminated on account of poor performance.
- TRAI reserves the right to re-tender or modify the Terms & Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer. i.e. L-I.

4.10 **The tenderer shall not increase his/their quoted rates in case TRAI negotiates for reduction of rates, such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the tenderers.**

4.11 **Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.**

4.12 **The rates for potted indoor/outdoor plants and flowerpots must be quoted in both words and figures. If there is variation between the rates quoted in 'figure' and in 'words' only the rates quoted in words shall be taken to be as correct and valid. If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.**

4.13 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.

4.14 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer.

5. **OPENING OF BIDS:**

5.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at 16:00 hrs on due date. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in Annexure- III).

5.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

5.3 The Bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.

Signature of the tenderer with seal



5.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

6. PREVIOUS EXPERIENCE

The tenderer should enclosed documents and certificates in proof, to the satisfaction of the TRAI, of his previous experience in the work of Supply of flowerpots, indoor/outdoor plants for **Three years in any Central/State Govt. Public Sector Undertaking/reputed Private Company/MNC within preceding five years.** The experience should be in the same name/firm/composition in which it is applying for this contract. Tenders, which are not supported by satisfactory credential, will not be considered.

7. CONSTITUTION OF THE FIRM

7.1 The tenderers who are the constituents of a Firm, Company, and Association/or Society must enclose attested copies of the constitution of their Firm/Company/Association or Society, power of attorney and/or partnership deed. Co-operative societies must submit attested copy of certificate of registration along with the documents mentioned earlier.

7.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor above his full name and the name of his firm with its current address.

7.3 If the tender application is submitted by a firm in partnership, it shall be signed by all partners of the firm above their full names and current address or by a partner holding the Power of Attorney for the firm for signing the application, in which case the certified copy of the Power of Attorney shall accompany the tender application/document. A certified copy of the partnership deed, current address of the firm and the full names and addresses of all partners of the firm shall also accompany the tender application/document.

7.4 If Private Limited Company, Limited Company or a Limited Corporation submits the Tender Application such Private Limited Company, Limited Company or Corporation will be required to furnish satisfactory evidence such as Memorandum and articles of association of its existence before the contract is awarded.

7.5 The cancellation of any documents such as Power of Attorney, Partnership deed etc. shall forthwith be communicated to TRAI in writing failing which TRAI shall have no responsibility or liability for any action taken on the strength of the said documents submitted earlier or on the basis of the amended documents.

8. STUDY OF LOCAL CONDITIONS

The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.

Signature of the tenderer with seal



9. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of **60 (Sixty days)** from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to TRAI. If the tendered fails to observe or comply with the said stipulation, the amount of earnest money under Para 4.1.1 of Section-II shall be liable to be forfeited by TRAI.

10. ACCEPTANCE OF TENDER

10.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of TRAI who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.

10.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.

10.3 All the tender documents submitted by a tenderer shall become the property of TRAI and TRAI shall have no obligation to return the same to the tenderers.

10.4 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**

10.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then TRAI reserves the right to reject such tender at any stage of execution without any financial liability.

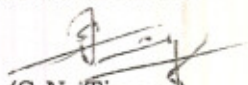
11. EXECUTION OF AGREEMENT

11.1 The tenderer whose tender is accepted shall be required to appear at the office of the TRAI in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the Agreement within fifteen (15) days of the date of issue of communication from TRAI's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

11.2 The tenderer shall treat the contents of the tender documents as private and confidential.

12. POSTAL ADDRESS FOR COMMUNICATION

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.


(S.N. Tiwary)

Sr. Research officer (GA)

Signature of the tenderer with seal

Section - III

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE

Telecom Regulatory Authority of India is a statutory body set up by an act of Parliament. It is functioning as a regulator of the telecom sector in India.

2. SCOPE & NATURE OF WORK

Illustrative nature of the work required to be done by the Contractor as under:-

- 2.1 **Supply and Maintenance of 600 potted plants(in good quality pots) in the TRAI office located at Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, New Delhi - 110002.**
- 2.2 Removal of dead plants, change of plants periodically with the seasonal plants replacement of broken plant pots, watering, manure and maintenance of plants.
- 2.3 Replacement of broken pots.
- 2.4 The number of potted plants may be increased/decreased upon the future requirement of TRAI.

3. PAYMENT CONDITIONS

- 3.1 The Contractor will produce monthly bills for release of payment after verification.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

4. DURATION OF CONTRACT

- 4.1 *At the initial stage, the contract shall be awarded for a period for two years from the date of commencement of the Agreement. **TRAI will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of TRAI.***
- 4.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

5. EARNEST MONEY

- 5.1 The tenderer will be required to deposit a sum of Rs.5,000/- (Rupees Five Thousand only) as earnest money along with completed tender documents for

Signature of the tenderer with seal



and conditions thereof in a manner not acceptable to TRAI. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by TRAI.

5.2 *The deposit as referred to under para 5.1 above shall be made by **Pay Order or Demand Draft** made in favour of **TRAI** payable at New Delhi and valid for a minimum period of three months after the date of issue.*

6. PERFORMANCE SECURITY

6.1 The successful tenderer whose rates are finally accepted must furnish performance security for an amount of Rs.10,000/- (Rupees Ten Thousand only) within 7 days from the date of the communication of award of contract by way of **Pay Order or Demand Draft** made in favour of **TRAI** payable at New Delhi. No interest will be paid on the performance security.

6.2 In case the successful tenderer declines or fails to furnish the performance security, the entire amount of Rs.5,000/- of EMD will be forfeited.

7. **TRAI reserves the right to terminate the Agreement any time without assigning any reason/notice.**

8. CRITERIA FOR EVALUATION OF BIDS:

8.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- ❖ Letter of Submission of tender;
- ❖ The tender document with all pages duly signed with official seal.
- ❖ Copy of Income Tax PAN Card.
- ❖ Copy of Service Tax Registration.
- ❖ Experience certificate for two years with copies of documents indicating the previous/ongoing contracts during the last five years.
- ❖ Earnest Money Deposit of Rs.5,000/- in form of bank draft/pay order.
- ❖ A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
- ❖ Own nursery for supply of indoor/outdoor plants within NCR
- ❖ Proof of deposit of price of bid document.

8.2 **Financial Bid:-** The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. **The financial bids will be evaluated on the basis of total of the costs quoted by the firm for all types of potted plants in the Schedule of Rates(Annexure-II):-**

Signature of the tenderer with seal



TRAI intends to award the complete contract to one firm. However, TRAI reserves the right to split the contract and award the contract to two different bidders separately.

9. Force Majeure

9.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the firm to TRAI within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

9.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

10. Laws governing Agreement

The Agreement entered into between TRAI and the firm shall be governed by the laws of India for the time being in force.

11. Jurisdiction of courts

The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

12. Arbitration

In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Secretary, TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

13. GENERAL

Signature of the tenderer with seal



Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Pr.Advisor(A), TRAI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.



(S N Tiwary)
Sr. Research officer (GA)

The scope of work and all terms and conditions listed from para 1 to 13 along with their sub-para have been read carefully, understood and accepted.

Signature of the tenderer

Signature of the tenderer

Signature of the tenderer with seal

LETTER OF SUBMISSION OF TENDER

To

The Senior Research Officer (GA)
O/o Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawahar Lal Nehru Marg
New Delhi - 110 002

SUBJECT: TENDER FOR CONTRACT FOR SUPPLY AND MAINTENANCE OF INDOOR/OURDOOR PLANTS FOR A PERIOD FOR TWO YEARS FROM THE DATE OF AWARD OF CONTRACT.

Dear Sir,

Subject to the conditions given in the tender documents for the above-mentioned contract, I/We hereby tender for the contract for working as Contractor for TRAI for its office at the rates specified in the SOR (Annexure - II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
- 2.1 Experience certificate showing the experience in the work tendered for/trade for a minimum period of two years in any Central/State Govt or Public Sector Undertaking /reputed private company/MNC within the preceding five years.
- 2.2 Copy of Service Tax Registration.
- 2.3 Copy of Income Tax PAN card.
- 2.4 Photocopy of the Registration Certificate.
- 2.5 A sum of Rs.5,000/- (Rupees Five Thousand only) towards earnest money in the form of pay order/demand draft No. _____ dated _____ drawn on the bank/branch _____ in favour of TRAI, payable at New Delhi.
- 2.6 Proof of deposit of price of bid document.
- 2.7 A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
- 2.8 The SOR duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by TRAI.
- 2.9 Proof of Nursery with NCR.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer/(s)

Name : _____

Mobile/Tel No.: _____

Designation : _____

Address : _____

Signature of the tenderer with seal



(To be kept in a separate envelope)

ANNEXURE - II

**SCHEDULE OF RATES FOR SUPPLY AND MAINTENANCE OF
INDOOR/OUTDOOR PLANTS**

a) **Potted plants for indoor/outdoor**

Number of plants indoor/outdoor - 600 (subject to variation)

Sr.No.	Variety of Plants	Number of potted plants	Unit Rate (Per Month)	Total Cost (Per Month)
i.	Acrca Palm	200		
ii.	Auricaria	80		
iii.	Fichus Benjamin	80		
iv.	Money Plant mounted	80		
v.	Crotons	60		
vi.	Phynix Palm	50		
vii.	Royal Palm	50		
		600		
			Total	

Taxes such as service tax, etc. which will be payable by TRAI should be clearly spelt out by the tenderers.

- i. _____
- ii. _____
- iii. _____

Total Cost(Inclusive of all Taxes) : Rs. _____ (Per Month)

Signature of the Authorised Signatory

Name : _____
Mobile/Tel No.: _____
Designation : _____
Address : _____

Signature of the tenderer with seal



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for supply/ maintenance of potted plants in TRAI.

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I	_____	_____
II	_____	_____

Alternate Representative

Signatures of bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the tenderer with seal



ANNEXURE - IV

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for Supply & Maintenance of Indoor/Outdoor Potted Plants. The documents are to be submitted in descending order.

S.No.	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of Rs.5,000 towards Earnest Money Deposit.	
4.	Proof of registration for service tax.	
5.	Copy of PAN Card.	
6.	Experience certificate showing the experience in the work tendered for/trade for a minimum period of two years in any Central/State Govt or Public Sector Undertaking /reputed private company/MNC within the preceding five years.	
7.	A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.	
8.	Authorization letter for the bid opening [as per Annexure - III].	
9.	Photocopy of registration certificate.	
10.	Proof of deposit of price of bid document.	
11.	Any other document (s) [Please specify].	
12.	Schedule of Rates (as per Annexure-II in a separate sealed envelope).	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

Signature of the tenderer with seal

