



**Division of Agricultural Engineering
ICAR-Indian Agricultural Research Institute, New Delhi-110012**



F.No. No. Convocation/2018-19/Floral/AE

Dated :26.12.2018

Subject: On-line tender for “Floral decoration” for the Convocation, 2018-19 to be held at IARI, New Delhi

Sir,

Online bids are invited in two bid system (i) Technical bid (ii) Financial bid on behalf of Secretary, ICAR, New Delhi from eligible bidder for **“Quotation for Convocation, 2018-19”** purchase/hiring of items for **“Floral decoration”**. The last date for submission for above bid through online is **18th January, 2019** upto 1300 hours. The bid will be opened on **19th January, 2019** at 1500 hours. **Pre-bid conference for any clarification will be held on 9th January, 2019 at 2.30 PM in Division of Agricultural Engineering IARI, New Delhi.**

Instructions to the bidder and terms & conditions of tender:

1. The rates quoted shall be valid for a minimum period of 180 days from the last date fixed for the receipt of quotations.
2. The rates quoted shall be final and inclusive of delivery and installation at the site i.e. near **Dr. B.P. Pal Auditorium**, IARI, New Delhi-110012.
3. Full specifications of the article quoted for shall be given in the quotation along with literature/pamphlet/drawing etc. User list of the quoted document may also be additionally provided for reference.
4. If taxes, duties or any other charges over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly indicated.
5. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
6. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent if any shall be clearly mentioned in the quotation.
7. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
8. The bid should be accompanied with earnest money of **Rs. 6,000/- (Rs. Six thousand only)** in the form of D.D./Pay Order/Fixed Deposit Receipt Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi as mentioned against each of the item/ equipment together with the technical bid, in the absence of which the price bid, if any, will not be opened under any circumstances.

9. No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
10. The EMD shall be refunded to the unsuccessful bidders after finalization of the quotation. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the form of D.D./ PayOrder/ Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods costing Rs.1.00 lakhs (Rs.OneLakh) or more. Here would however, be no performance security deposit for equipment/goods costing less than Rs. 1.00 lakh (Rs. OneLakh).
11. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills triplicate. In case of foreign currency payment shall generally be made through LC directly to the manufacturer.
12. The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
13. The firm should have sufficient experience in supplying respective items (Attach proof)
14. Pre-bid conference for any clarification will be held on 9th Jan, 2019 at 2.30 PM in **Division of Agricultural Engineering IARI, New Delhi.**
15. Scanned copy of GST/PANNos as well as EMD need to be uploaded through online bid
16. **Quotations not complying with the above conditions are liable to be rejected.**
17. In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrators appointed by the Secretary, ICAR, New Delhi. His decision will be final and binding on both parties (Supplier and Purchaser).
18. The firm should have minimum 4 years' experience in concern area from the current date for the gathering of minimum 1000 people (attach the scan copy of work experience).
19. The firm should have sufficient experience in supplying and decoration of respective items. (*Attach the verified proof of two to three such type of floral decoration experience certificate in last five years ending 31st March, 2018 from Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations and coloured photographs of two to three years same type of floral decoration works completed in last five years*).
20. The bidders must have satisfactorily completed **two similar work** of each of value not less than value of **₹ 2.0 Lakh** (Rupees two lakhs only) in last five years ending 31st March, 2018 (*Attach the verified proof*).
21. The contractors are advised to visit the working site before or after purchase of tender form to see himself the site.
22. The contractor shall not sublet any of the works to other agencies.
23. If specified quality work is not completed, or on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of IARI. No correspondence shall be entertained from the contractor if proportionate deductions are made due to non-satisfactory work.
24. The contractor shall be responsible for any type of losses and damage in the Institute/ Campus during the contract period. The contractor will be liable to pay the losses and damages as decided by the Director, IARI. The amount of losses/damages will be recovered from either bills/ security deposit of the contractor.

The following documents must be seen before apply

1. Scanned copy of GST No.
2. Scanned copy of PAN Card No.
3. Scanned copy of Earnest Money Deposit (EMD)

Item. No.	Description of the Item	Qty. Req. (Approx.)	Unit rates	Total
1	Floral decoration	annexure-1	-	-

AAO, Agricultural Engineering Division

Floral decoration
**(For main convocation pandal and four gates should be ready by
8th February (Morning), 2019)**

Sl. No.	Item Description	Item Code / Make	Quantity	Units
1	2	3	4	5
1	Basket (ordinary) 1 Doz. Liliun, multicoloured + roses + fillers + bunches	item1	10	Nos.
2	Basket (special) Gladiolus + bundle Tata Rose + 10 Nos. Gervera flowers	item2	5	Nos.
3	Basket (VVIP) 3 Doz. Oriental Lily + Tata Roses + 10 Nos. Carnatrimon + 10 Nos. Gerbera + 6 Nos. Bird of Paradise + 6 Nos. Anthurium	item3	5	Nos.
4	Basket (VIP) 1 No. Multicoloured Gladiolus + 1 No. Gerbera + 1 No. Carnation + 1 No. Bird of Paradise + 6 Nos. Anthurium	item4	10	Nos.
5	Rose Garlands	item5	10	Nos.
6	Marigold	item6	120	Mtrs.
7	Jafri garland	item7	70	Mtrs
8	Green Pati Garland	item8	120	Mtrs
9	Loose petals: Rose	item9	15	Kg
10	Loose petals: Jafri	item10	15	Kg
11	Loose petals: Marigold	item11	15	Kg
12	Loose petals: Baboona	item12	10	kg
13	Flower Vases (ordinary) Nos. Rose (20 stems) in different colours (Red, Mahroon, purple etc.)	item13	10	Nos.
14	Flower Vases (Special) Tata Roses	item14	2	Nos.
15	Big Flower Vases: Gladiolus	item15	10	Nos.
16	Rangoli items (per sq. meter)	item16	60	Mtrs
17	Bouquets (2 DZ each) of Roses in different colours	item17	30	Nos.
18	Small gate cut flower 10' x 10'	item18	5	Nos.
19	Main gate (VVIP) Size: 10' x 12' special garland decoration	item19	4	Nos.

20	Providing and display of Dahlia double type plant 3-4 feet height, in full blooming condition, full fresh and healthy foliage from bottom to top in 10 inch earthen pots (<i>permanent display:Not to be return back</i>)	item20	200	Nos.
21	Providing and display of hybrid Petunia plant 2-2.5 feet height, in full blooming condition, full fresh and healthy foliage in 10 inch earthen pots (<i>permanent display: Not to be return back</i>)	item21	200	Nos.
22	Providing and display of hybrid Pansy plant 2-2.5 feet height, in full blooming condition, full fresh and healthy foliage in 10 inch earthen pots (<i>permanent display: Not to be returned back</i>)	item22	200	Nos.
23	Providing and display of Salvia plant 1.5-2.0 feet height from top level of pot, in full blooming condition, full fresh and healthy foliage in 10 inch earthen pots (<i>permanent display: Not to be return back</i>)	item23	200	Nos.
24	Main stage Rangoli template banner including ply board base (Design will be provided by the Institute)	item24	700	Sq.ft.