

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
NATIONAL RESEARCH CENTRE ON MITHUN,  
JHARNAPANI, MEDZIPHEMA  
NAGALAND – 797 106**

F. No. NRCM(S)331/2015

Dated: 22.03.2016

**NON TRANSFERABLE**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE SUPPLY OF HORTICULTURE(160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR- NRC on MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS.**

- A. Cost of tender form **Rs.1000/- (Rupees one thousand) only.**
- B. Last date of receipt of Tenders in Office is **18.04.2016 up to 3:00 PM**
- C. Date of opening of Tender is **18.04.2016 at 3:30 PM**
- D. Tender to remain open for acceptance upto 90 days from the date of opening.
- E. The details of the tender document is available at our website [www.nrcmithun.res.in](http://www.nrcmithun.res.in)

**NOTE :**

1. The Director, ICAR-NRC on Mithun, may at his/her discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day. There will be no change in the time for opening of tenders as indicated above

**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN  
JHARNAPANI, MEDZIPHEMA,  
NAGALAND – 797 106**

**Tel. No. 03862-247341  
Fax.No.03862-247340**

Note: - All communications must be addressed to Director, ICAR-NATIONAL RESEARCH CENTRE ON MITHUN, JHARNAPANI, MEDZIPHEMA DIMAPUR NAGALAND PIN 797 106.

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE SUPPLY OF HORTICULTURE(160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS.**

From:

Administrative Officer  
NRCM, Indian Council of Agricultural Research,  
Jharnapani, Nagaland

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Director, ICAR-National Research Centre on Mithun, Jharnapani from the valid licensed/registered contractor under the State Gov't for **“THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS”**. The terms and conditions of the contract which will govern the contract are contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services as mentioned above in accordance with the requirements stated in the attached schedules on Annual Rate Contract basis.

2. The tender fee non-refundable of **Rs. 1000/- (Rupees one thousand only)** may be deposited by cash to the cashier of this institute or by demand draft draft favouring “Director- NRCM’ payable at SBI Medziphema branch (code-06759). An earnest money refundable of **Rs.3,000/- (Rupees Three thousand only)** must be deposited by demand draft as per details given above. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the Money receipt (TR) No. or DD number with date, failing which the Tenders will not be opened. The Tenders without earnest money will not be considered.
3. The tenderer is being permitted to give tenders in considerations of the stipulations on his part that after submitting his tendes, he will not resile from his offer or modify the terms and conditions thereof. If the tender fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the institute.
4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be

signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the Tender document highlighting where the modification is required. Any overwriting/erasing in rates quoted in the tender shall lead to rejection of tender summarily.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not dully filled in. Individual signing in the tenders or other documents connected with the contract may specify whether he signs in the capacity of (i) a sole proprietor of the firm or constituent attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration disputes concerning the business of disputes by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If the selected tenderer does not accept the offer, after issue of letter of award by the institute within 10 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed for **“THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS”** with address of this office . All tenders should be sent either by **Speed post or to be hand delivered. Tenders to be hand delivered should be put in the tender box** , which will be kept in the office of ICAR-NRC on Mithun, Jharnapani. Not later than **3:00 PM of 18.04.2016**.
9. The rates must be quoted both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Name and address of your permanent representative, if any, may also be indicated.
10. The institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in the whole or in part, if applicable. Conditional tenders will not be accepted.
11. An amount of 5% of the total value of the contract is to be deposited by the selected agency/contractor as performance security money only after receiving a communication from this office. **In the event of non-deposition of the same, the earnest money will be forfeited.**
12. No interest on security deposit and earnest money deposit shall be paid by the office to the Tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR-NRC on Mithun will not entertain any claim whatsoever in this respect. However, the service tax or any other tax which is as per the rule of the Gov't shall be deducted at source from monthly bills of the successful tenders, as per rule/instruction made applicable from time to time by Gov't.

14. Acceptance by the Institute will be communicated by FAX/Email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instruction in the FAX/Email etc should be acted upon immediately.
15. The following documents are required to be enclosed with the Tender form, which are the terms and conditions of the Tender's document: -
  - a) Registration certificate/License copy of the firm/agency under the work contract of the Govt. of State.
  - b) Minimum turnover of the firm/agency during the last financial.
  - c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations.
  - d) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
  - e) Service tax registration certificate issued by Govt. etc.
16. Director, ICAR-NRC on MITHUN reserves the right to reduce/increase the quantity or terminate the period of contract or to extend its duration in the interest of the office, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
17. Decision of the Director, ICAR-NRC on MITHUN shall be final and binding on either side. Disputes arising, if any on the contract shall be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NRC on MITHUN. The decision of the sole Arbitrator so appointed shall also be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

Yours faithfully,

Administrative Officer  
For and on behalf of Director

**TENDER FOR THE SUPPLY OF HORTICULTURE(160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR ON NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS**

Full Name & Address of the Tenderer should be quoted in all communications to this office:

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address:

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From

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To

Administrative Officer  
ICAR : NRC-MITHUN  
JHARNAPANI MEDZIPHEMA  
DIMAPUR NAGALAND  
PIN-797 106

Sir/Madam,

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for **“THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR ON NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS”** and agree to provide the services as detailed in the schedule herein in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II to accompany this Tender are at pages\_\_\_\_\_.

4. Every page so attached with this Tender bears my signature and the office seal.

5. Bank Draft No. \_\_\_\_\_ of Rs.\_\_\_\_\_ drawn in favour of Director, NRCM payable at SBI Medziphema Branch (Code-06759) is enclosed as earnest money required.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness \_\_\_\_\_ Telephone No. Office

Address \_\_\_\_\_ Resi.

Occupation \_\_\_\_\_ Mobile

Signature of witness to contractor's signature

**SCHEDULE TO TENDERS****PART – I**

1	Name of the Firm/Agency	
2	Full address with Post Box No. And Telephone No.	
3	Constitution of the Firm/ Agency (Attached copy) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (Please give names of partners) c) Any other Act, if not, the owners	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.  i) If answer to the above is in negative whether  there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.  ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker's :	
6	Your Permanent Income Tax No./Circle/Ward:	
7	Any other relevant information	
<b>PART-II</b>		
8	Earnest Money Deposited: Yes/No Details : AMOUNT, BD NO. & DATE	
<b>PART-III</b>		

9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10	Name of the Permanent Representative to be visiting office regarding the contract	

Date : \_\_\_\_\_

Place: \_\_\_\_\_

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS FOR THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR ON NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS**

**1. Detail Scope of Services :**

PARTICULARS OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS)	QUANTITY REQUIRED	Remarks
<p><b>1. FOLIAGE POTTED PLANTS</b></p> <p>(a) Phylodandron                      (b) Anthirrinum                      (c) Ferns                      (d) Foxtail asparagus                      (e) Goosefoot plants                      (f) Sansevieria                      (g) Areca Palm                      (h) Chinese Evergreen                      (i) Dumb Cana                      (j) Croton                      (k) Peace Lily                      (l) Calathea</p> <p><b>2. POTTED AEASONAL FLOWER PLANTS</b></p> <p>(a) Petunia                      (b) Primula                      (c) Cinereria                      (d) Dwarf poinsettia                      (e) Primrose                      (f) Geraniums                      (g) Chrysanthemum                      (h) Cyclamen</p>	<p>160 Nos. to be supplied on proportionate basis all varieties in the Office-Cum-Lab Building</p>	<p>The list is indicative of the plants required and they should be supplied in appropriate ratio according to the season.</p>

**2. TERMS & CONDITIONS:**

- 1) The 160 post containing seasonal plants, flowers etc should be placed at the corridors of the office-cum lab building, in the reception area and in the other areas wherever necessary.
2. The pots with different seasonal plants and flowers etc must be positioned in such a way that the office looks is elegant.
- 3) The plants, flowers must be kept changing every five days and the placement should be neat and clean.
- 4) Physical inspection of the site may be made for a very detailed assessment/requirements of items to be provide/supplied. The tenders should indicate the amount in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted within one year.
- 5) The contractor or his staff shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 6) The contractor shall not sublet the work without prior written permission of the Director.
- 7) The contractor should also supply 50-60 flower pots as an when required at the time of official meeting/function in the conference/meeting hall in addition to 160 Nos. of flower pots, without any extra cost.
- 8) Payment for service contract will be made monthly upon submission of pre-receipted bill on monthly basis till the contract is in force.
- 9) The contractor shall keep a complaint register with AAO/or any other designated officer of this office for the purpose of pointing out any laurna/complaint/suggestion in the service rendered. All complaints should be immediately attended to by the agency.
- 10) The agreement is terminable with one month notice on either side.



- 11) The rates to be quoted should include cost of each and every item including taxes etc. The office shall not bear any extra charge on any account.
- 12) Income Tax will be deducted from the payments due for the work done as per rule, if applicable.
- 13). The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
- 14) The Director, NRCM- ICAR reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, NRCM- ICAR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

**3. LIQUIDATED DAMAGES CLAUSE:**

- 1) An amount in lumpsum (as per work nature) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any particular Section. It will be brought to the notice of the agency/firm by office.
- 2) If the required number of the flower pots are supplied are less than the minimum requirement, a penalty in lumpsum per day will be deducted from the bill.

**Details of the Minimum 3 years experience / work done:**

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Phone Number	Period		No. of staff deployed	Remarks
		From	To		

(Authorised Signatory)

**FINANCIAL BID**

**Last date for receipt of Tender: 18.04.2016 up to 3:00 PM**

**Date of opening of Tender(TECHNICAL BID): 18.04.2016 at 3:30PM**

**To**

Administrative Officer  
ICAR : NRC-MITHUN  
JHARNAPANI MEDZIPHEMA  
DIMAPUR NAGALAND  
PIN – 797 106

Sir,

I/We wish to submit our Tenders for **“THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR ON NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS”** on the following rates

No.	Particulars	Per Month
1.	Monthly consolidated rate offered for “THE SUPPLY OF HORTICULTURE (160 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR ON NRC-MITHUN OFFICE-CUM-LAB BUILDING, JHARNAPANI ON ANNUAL RATE CONTRACT BASIS ”:	(Rs. in figures) _____ (Rs. in words) _____

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

\_\_\_\_\_

**Detail (Break-up) of the amount quoted is given below:-**

**Name of the Job :**

Sl. No.	Category of workers	Quantity	Rate				Total amount per month
			Rate per pot per day	Agency service charge/ Commission(% as well as amount)	Any other charges (% as well as amount)	Service tax if applicable(% as well as amount)	
1.	<b>HORTICULTURE (VARIOUS SEASONAL FLOWER PLANTS )</b>	160 pots					

I/We have carefully read the terms and conditions of the tender and agree to abide by there in letter and spirit. I/We agree to forfeit the EMD deposited by me/us in connection with tender if we fail to comply any of the terms and conditions in whole or part as laid down in the tender documents.

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_