

APPOINTMENT OF CONTRACTOR FOR MAINTENANCE OF PLANTS

MMTC Limited, a Government of India Enterprise, is inviting sealed tenders from renowned Horticulture contractors for maintenance of plants at Corporate Office premises situated at Scope Complex, Core-1, 7, Institutional Area, Lodhi Road, New Delhi – 110003. There are 1250 different kinds of plants to be maintained, which are kept at main entrance, stairs at 1st to 7th floor and terrace garden at 6th floor, Scope of work includes Designing, Cutting, Re-arrangement, Manure, Watering, Pesticide, and Replacement of damaged/ withering/ seasonal plants.

Tenders should be accompanied with EMD of Rs.10,000/- (Rs. Ten Thousand only) through BC/DD favouring MMTC Limited, payable at New Delhi. All interested parties are requested to drop their sealed tenders in **two separate envelopes comprising (A) TECHNICAL BID (Annexure – I) with prescribed EMD and documents (B) PRICE BID (Annexure – II)** bearing the name and address of the bidders in both bids in Tender Box kept in Administration Division, 2nd Floor, Scope Complex, Lodhi Road, New Delhi latest by 4.00 pm on 15th February, 2016. Tender will be opened at 11.30 a.m. on 16th February, 2016.

The terms & conditions of tender/scope of work are given below :

1. The number of plants available with MMTC are 1250, therefore maintenance payable by MMTC will be maximum for 1250 plants.
2. Contractor will be responsible for replacement of damaged plants at his cost. In case the contractor fail to replace the damaged plants within the stipulated period a penalty will be imposed as deemed fit by the MMTC.
3. Maintenance includes designing, cutting, re-arrangement, manure, watering, pesticide, replacement etc.
4. One gardener of contractor at the expenses of contractor will be posted at MMTC's Scope Complex Office for watering and maintenance of plants. Besides, the representatives of the contractor will be required to visit MMTC Office premises minimum twice a week for supervision and guidance of the gardener. No extra charges will be paid for gardener. MMTC shall not be responsible in whatsoever manner for any dispute between the Contractor and his workers, employed by him for the work to be executed under the Contract.

5. The number of plants can be decreased or increased at sole discretion of MMTC. Purchase of plants, if required, may be made by MMTC in consultation of contractor.
6. The contractor will have to provide the seasonal plants from time to time for which no extra charges will be paid by MMTC.
7. All bidders should be registered as a dealer under the Delhi Value Added Tax Act 2004 and having valid TIN/Registration Number. The bidder who will be awarded the contract/ work order will be required to provide a certificate stating that due VAT has been deposited with the concerned authorities at the time of submission of each bill as prescribed in guidelines of DVAT.
8. Copy of VAT/Sales Tax certificate shall be provided mandatory and service tax registration, if applicable, shall be submitted too.
9. The period of contract shall be for a period of one year from the date of commencement of the contract. However, the contract may be extended for a further period on mutual consent. MMTC reserves the right to terminate the contract without assigning any reason thereof.
10. Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference and benefits as applicable will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.

Interested parties having at least three years experience in this field and owning Nurseries in Delhi/NCR may participate in the tender mentioning particulars on their letter heads as per annexure I and II.

(S.B. Mathpal)
Addl. General Manager (A)

ANNEXURE – I

PROFORMA FOR TECHNICAL BID

- 1) Tenderer/contractor's Name:
- 2) Tenderer/Contractor's Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer/Contractor (Attach copy):
- 4) Registration No. of the tenderer/contractor (VAT No. and Service Tax No.)
(Attach copy)
- 5) In case the party is registered with Ministry of MSME/ its authorized agencies, Copy of registration certificate and store details
- 6) EMD Details: DD No: _____, Dated: _____, issued by _____
Amount Rs.10,000/-.
- 7) Details of experience in the field of maintaining plants:

S.No.	Name & Address of Govt. Organization

(Signature of Owner/Authorized Representative)

NAME OF THE AGENCY WITH SEAL

ANNEXURE - II

PRICE BID

Sub: **APPOINTMENT OF CONTRACTOR FOR MAINTENANCE OF PLANTS**

S.No.	Description of work	No.of Plants	Rate per Plant (Rs.)	Total Amount (Rs.)
1.	Rate for maintenance	1250		

Total Rs.....

(In words.:)

(Signature of Owner/Authorized Representative)

NAME OF THE AGENCY WITH SEAL

Date :