





**No.:- ICWA/BLDG/768/5/2015**  
**Indian Council of World Affairs**  
**Sapru House, New Delhi**  
**Maintenance Section**

**Tender Notice (20.12.2022)**

**Name of Work: - Inviting sealed quotations for supply of flowers**

Indian Council of World Affairs is inviting sealed quotations for the under mentioned day-to-day flower requirements at Sapru House, New Delhi :

<b>Sr. No.</b>	<b>Items name</b>	<b>Details of flowers</b>	<b>Qty</b>	<b>Reference photos</b>	<b>Rates (per bouquet)</b>
<b>1</b>	Providing of routine flower pots for senior officials approx. quantity 5 nos. 3 days in a week.	i. <b>Glidola</b> ii. <b>Rose/coronation</b> iii. <b>Jerbera /guldavri</b> iv. <b>Green grass/base</b>	4 nos. 5 nos. 5 nos. 1 set		
<b>2</b>	Basic bunch small	i. <b>Rose/coronation</b> ii. <b>Green grass/base</b> iii. <b>Paper packing with ribbon</b>	10 nos. 1 set 1 set		
<b>3</b>	Medium bunch	i. <b>Rose</b> ii. <b>Glidola</b> iii. <b>Guldavri</b> iv. <b>Jerbera</b> v. <b>Seasonal flowers</b> vi. <b>Lily</b> vii. <b>packing with ribbon</b>	15 7 10 10 Set 3 1 Set		
<b>4</b>	VIP bunch	i. <b>Rose</b> ii. <b>Glidola</b> iii. <b>Guldavri</b> iv. <b>Jerbera</b> v. <b>Seasonal flowers</b> vi. <b>Lily</b> vii. <b>Carnation</b> viii. <b>packing with ribbon</b>	15 7 10 15 1 Set 5 15 1 Set		

5	VVIP bunch	<ul style="list-style-type: none"> <li>i. Rose</li> <li>ii. Glidola</li> <li>iii. Guldavri</li> <li>iv. Jerbera</li> <li>v. Seasonal flowers</li> <li>vi. Lily</li> <li>vii. Carnation</li> <li>viii. packing with ribbon</li> </ul>	<ul style="list-style-type: none"> <li>15</li> <li>7</li> <li>10</li> <li>15</li> <li>1 Set</li> <li>5</li> <li>21</li> <li>1 set</li> </ul>		
6	Basic center flower arrangement for conference room	<ul style="list-style-type: none"> <li>i. Glidola</li> <li>ii. Jerbera</li> <li>iii. Rose</li> <li>iv. Seasonal flowers</li> <li>v. Green grass / base</li> </ul>	<ul style="list-style-type: none"> <li>12</li> <li>10</li> <li>10</li> <li>1 set</li> <li>1 set</li> </ul>		
7	Medium center flower arrangement for conference room	<ul style="list-style-type: none"> <li>i. Glidola</li> <li>ii. Jerbera</li> <li>iii. Rose</li> <li>iv. Ochids</li> <li>v. Seasonal flowers</li> <li>vi. Green grass / base</li> </ul>	<ul style="list-style-type: none"> <li>12</li> <li>10</li> <li>10</li> <li>5</li> <li>1 set</li> <li>1 set</li> </ul>		
8	Big size center flower arrangement for conference room	<ul style="list-style-type: none"> <li>i. Glidola</li> <li>ii. Lily</li> <li>iii. Jerbera</li> <li>iv. Rose</li> <li>v. Orchids</li> <li>vi. Seasonal flowers</li> <li>vii. Green grass / base</li> </ul>	<ul style="list-style-type: none"> <li>18</li> <li>3</li> <li>10</li> <li>10</li> <li>7</li> <li>1 set</li> <li>1 set</li> </ul>		
9	Lecture hall dais set up in 3 pc.	<ul style="list-style-type: none"> <li>i. Jerbera</li> <li>ii. Orchids</li> <li>iii. Green grass with sponge</li> </ul>	<ul style="list-style-type: none"> <li>90-100</li> <li>21-25</li> <li>3 set</li> </ul>		
10	Front side table arrangement (medium)	<ul style="list-style-type: none"> <li>i. Glidola</li> <li>ii. Jerbera</li> <li>iii. Green grass with sponge</li> </ul>	<ul style="list-style-type: none"> <li>30</li> <li>30</li> <li>1 set</li> </ul>		
11	Front side table arrangement (large)	<ul style="list-style-type: none"> <li>i. Glidola</li> <li>ii. Jerbera</li> <li>iii. Green grass with sponge</li> </ul>	<ul style="list-style-type: none"> <li>40</li> <li>40</li> <li>1 set</li> </ul>		
	(Tax if any)				

(Signature with the authorized signatory's seal)

Dated: \_\_\_\_\_ Name: \_\_\_\_\_

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**Terms & Conditions:**

1.	Payment will be made on monthly basis after satisfactory completion of the work.
2.	Flower delivery is required to be done within 30 mins of order/instructions.
3.	Flowers will only be accepted which are shown or mentioned in tender and also it should be fresh with good variety/high standards.
4.	It is mandatory to attach cover page of the quotation with the company's letter head
5.	Undertaking form should be signed properly and attached with the quotation
6.	Only the contents written in the sealed quotation will be accepted.
7.	Copy of the PAN card is necessary to be attached with the quotations
8.	<b>Last date to submit the quotations is 12.01.2023</b>
9.	Quoted rates should be inclusive of taxes. The rate will be valid for next 2 years and further such period as mutually agreed by the ICWA and the service provider at the same terms and condition.
10.	The Council reserves the right to reject or accept any application without assigning any reason.
11.	Information about approval of the sealed bids / tender as per the requirement of ICWA will be conveyed to the approved one.
12.	For any information regarding above, Maintenance Section, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi could be contacted on any working day i.e. Monday to Friday, 9.30 am to 5.00 pm.
13.	Quotations should be sealed properly and <b>super-scribed as "Flower Procurement 2022-23"</b> . The name of firm should be mentioned on the envelope bids should be addressed to: <b>Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi.</b>

Signature with the authorized signatory's seal)

Annexure - A

Undertaking

I / We declare that: -

- 1) I / We offer to do the above work at the proposed cost
- 2) I / We agree to do the above work at its proposed price for a period of 2 years and further such period as mutually agreed by the service provider and the Council on the same rate/terms & conditions from the date of first work order.
- 3) I/We agree with all the terms of payment and other quoted terms
- 4) I / we have carefully read all the rules, terms and conditions of the tender. We will follow them
- 5) I / We also confirm that we have not been blacklisted by any organization / government / semi-government / autonomous institution

(Signature with the authorized signatory's seal)

Date:

Name:

Tel. No.: