

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021


NOTICE INVITING e-TENDER

E-Tender is invited by the Addl. Director of Agriculture (Horti) from the reputed Contractors//Service Providers/ Suppliers/Agencies/Firms for procurement of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021” through e-procurement platform <https://pudutenders.gov.in>.

Cost of Tender Document (non-refundable)	:	Rs. 590/ - (inclusive of GST)
EMD Cost	:	As per tender schedule
Bid submission start date	:	08.01.2021 05.30 pm.
Pre-Bid Meeting date	:	12.01.2021 11.00 am
Last date for online submission of Tenders	:	18.01.2021 02.00 pm.
Date and Time of opening of Technical bid	:	18.01.2021 03.30 pm.

(If any of the above days happen to be holiday, the next working day will be the date on the timeline)

The Tender schedule, terms & conditions, other technical specifications, and time schedule may also be downloaded from the website <https://agri.py.gov.in> for reference only. As the Tenders will be processed only on-line, hardcopy submission alone will not be entertained.



(M.VEDHACHALAM)
ADDL. DIRECTOR OF AGRICULTURE
(HORTICULTURE)

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**E-TENDER FOR PROCUREMENT OF VARIOUS WORKS/SUPPLY/JOB/SERVICES
TOWARDS THE CONDUCT OF “FARMERS FESTIVAL 2021”
AT BOTANICAL GARDEN, PUDUCHERRY**

(Two Bid System)

Tender Form Cost : Rs.590/- (Rupees five hundred and ninety only) (including GST)

Earnest Money Deposit : As mentioned in Tender Schedule section.

Sl.No.	Particulars of Tender	Date	Time
1.	Publishing Date & Document Download Start date	08.01.2021	05.30 PM
2.	Bid Submission Start Date	08.01.2021	05.30 PM
3.	Pre-Bid Meeting	12.01.2021	11.00 AM
4.	Bid Submission End Date & Document Download End date	18.01.2021	02.00 PM
5.	Technical Bid Opening Date	18.01.2021	03.30 PM
6.	Financial Bid Opening Date (subject to finalization of technical bid, financial bid will be opened on same date or another working date)	19.01.2021	11.00 AM

Sl.No	Details of the tender document	Page No.
1.	Tender Notice/Tender Schedule	3-5
2.	Introduction and Scope of work	6
3.	Instruction to Bidders	7-9
4.	Eligibility conditions	10
5.	Terms and conditions of Tender and Contract	11-25
6.	Technical Bid Form (Part-I)	26-27
7.	Annexure-I (Technical Undertaking)	28
8.	Annexure-II (Financial Undertaking)	29
9.	Annexure-III(Compliance with Code of Integrity & No Conflict of Interest)	30-31
10.	Annexure-IV (Affidavit – Declaration of firm not blacklisted).	32
11.	Check List of Technical Bid (Cover-I)	33
12.	Check List of Financial Bid (Cover-II)	34

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

TENDER NOTICE

**E-TENDER FOR PROCUREMENT OF VARIOUS WORKS/SUPPLY/JOB/SERVICES
TOWARDS THE CONDUCT OF “FARMERS FESTIVAL 2021”
AT BOTANICAL GARDEN, PUDUCHERRY**

The Addl. Director of Agriculture (Horti), Botanical Garden, Puducherry invites single-stage two envelopes unconditional Bids from the reputed Contractors/Service providers/Suppliers/Agencies/Firms for procurement of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021” through e-procurement platform <https://pudutenders.gov.in>.

1. TENDER SCHEDULE:

Sch.No.	Name of the Item of work/supply/services	EMD	Bid document download start Date and end date	Pre-bid Meeting	Last date for submission of Bids	Opening of Bids
I.	Hire charges for Providing temporary civil works viz.,pandal, periphery enclosure, stage arrangements, shamiana arrangement, show tiers, steel benches, iron and wooden barricading etc.	20,000	08.01.2021 18.01.2021	12.01.2021	18.01.2021	(i) Technical Bid: (Online and physical mode) 18.01.2021 And (ii) Financial Bid: 19.01.2021
II.	Providing temporary electrical illumination works on rental basis.	20,000				
III.	Providing Rose in polybag	2,000				
IV.	Providing Special Floral design / Model structure	2,000				
V.	Providing cut flower arrangements	2,000				
VI.	Providing Photo & video coverage arrangements	2,000				
VII.	Providing drinking water arrangements	2,000				

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

Sch.No.	Name of the Item of work/supply/services	EMD	Bid document download start Date and end date	Pre-bid Meeting at Regd. Office	Last date for submission of Bids	Opening of Bids at Regd. Office
VIII.	Hire charges for Providing logistics arrangements on hire for goods transportations	2,000	08.01.2021 18.01.2021	12.01.2021	18.01.2021	(i) Technical Bid: (Online and physical mode) 18.01.2021 And i) Financial Bid: 19.01.2021
IX.	Hire charges for Providing contract labourers	2,000				
X.	Providing good quality irrigation water arrangements	2,000				
XI.	Providing Decorative Arch arrangements	2,000				
XII.	Providing Cleaning & sanitation and disposal of garbage	2,000				

3. The tender/bid shall only be submitted through online tendering system of <https://pudutenders.gov.in>. The interested bidders shall have to be enrolled/registered with portal of <https://pudutenders.gov.in> for participating in the Bidding process.
4. If the dates mentioned above are declared as holidays, the Tenders will be received and opened on the next working day.
5. Tender Form and Terms & Conditions (not transferable) can be downloaded from the websites <https://pudutenders.gov.in>. The tender may also be viewed from tenders column of <https://agri.py.gov.in>
6. The tender fee of Rs.590/- (Rupees Five hundred and Ninety only) (incl. GST) and the relevant Earnest Money Deposit amount separately for each individual schedule of items, as listed at Tender Schedule section of this document, respectively in the form of Demand Draft/Bankers' Cheque/FDR or by means of RTGS/NEFT in favour of "**The Addl. Director of Agriculture (Horticulture), Botanical Garden, Puducherry** should be submitted to the Office of the Addl. Director of Agriculture (Horticulture) Puducherry – 605 001 up to the scheduled date. **Copy of the RTGS/NEFT payment made particulars**

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

should be enclosed along with submission of Technical Bid and scanned copy in e-portal also.

7. The Firm/contractors who are blacklisted by the Government/ State Agency/any institution are not entitled to file/ participate in the tenders.
8. Minors/insane are not eligible to participate.
9. No physical/off-line Bid shall be accepted. Only off-line payment copies/documents/samples as stated in tender conditions of technical bid will be accepted in physical mode. Conditional tenders and casual letters sent by the bidders also will not be accepted.
10. The bidders shall not directly or indirectly concerned or in any way deal with the officers or other persons employed by or under the authority of the ADA(H) in making the supplies hereby contracted for, nor shall the bidders either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the ADA(H), money or gratuity, fee or reward for any matter of thing or any way relating to the performance of the contract.

The ADA(H), Puducherry, reserves the rights to reject/accept any/all tenders or cancel the tender with or without assigning any reason.



**(M.VEDHACHALAM)
ADDL. DIRECTOR OF AGRICULTURE (HORTI)**

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**INTRODUCTION AND SCOPE OF WORK
TECHNICAL SPECIFICATION**

Sch edu le No.	Item/Name of work (2)	Qty Reqd
I.	Hire charges for Providing temporary civil works viz.,pandal, periphery enclosure, stage arrangements, shamiana arrangement, show tiers, steel benches, iron and wooden barricading etc.	As mentioned at Quantity required section of this document
II.	Providing temporary electrical illumination works on rental basis.	-do-
III.	Providing Rose in polybag	-do-
IV.	Providing Special Floral design / Model structure	-do-
V.	Providing cut flower arrangements	-do-
VI.	Providing Photo & video coverage arrangements	-do-
VII.	Providing drinking water arrangements	-do-
VIII.	Hire charges for Providing logistics arrangements on hire for goods transportations	-do-
IX.	Hire charges for Providing contract labourers	-do-
X.	Providing good quality irrigation water arrangements	-do-
XI.	Providing Decorative Arch arrangements	-do-
XII.	Providing Cleaning & sanitation and disposal of garbage	-do-

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

INSTRUCTIONS TO BIDDERS (ITB)

Instructions to Bidders for Online Tendering (e-Tendering);

1. Tender documents are available only in electronic format which bidders can download free of cost from website <https://pudutenders.gov.in>
2. Bidders mean all eligible and interested Manufactures/Firms/authorizes dealers / service providers or any other legal entity inIndia.
3. Bidders who wish to participate in this tender will have to be registered on <https://pudutenders.gov.in>.
4. Technical bid required to be submitted online and Tender document Fee, Earnest Money Deposit in physical form with required documents as stipulated in Technical Bid check list-I. Financial bid (Price Bid) should be submitted online in the relevant field of BoQ (Bill of Quantity) through the website<https://pudutenders.gov.in>.
5. Bidders who wish to participate in online tenders will have to procure/should have legally valid Digital Signature and Encryption as per Information Technology Act, 2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact e-procurement Cell, Puducherry for clarifications and further details, who are licensed Certifying by Government of India.
6. All bids should be digitally signed; and the bidders who have no facility to participate the online tender are advised to contact the e-procurement cell at the below mentioned address for details regarding digital signature certificate and related training involved therein and for any technical related queries please call the Help desk
e-Procurement Cell,
3rd Floor, Chief Secretariat, Puducherry – 605 001.
Local Help Desk: 0413-2220225/2233262
Email: support-eproc.pon@nic.in
The 24 x 7 Help Desk: Number 0120-4200462, 0120-4001002
7. Kindly take note that, valid Digital Signature Certificates is must for all the interested firms/manufacturers/authorized dealers / service providers or any other legal entity in India who may be firms/manufacturers/authorized dealers from within and outside Union Territory of Puducherry.
8. Interested bidders are advised to complete their procedure for taking digital signature certificate in respect to filing of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

9. If any Bidder fails to submit the on-line tender due to pending procedure for taking valid digital signature certificate or any other reason; neither e-procurement cell nor ADA(H) is responsible for that act.
10. Free vendor training camp will be offered by e-procurement cell, Puducherry during the tender schedule during working days at office hours. Bidders can take benefit of the same after sending written confirmation/consultation over phone in advance, if necessary.
11. No physical submission of price/financial bid will be entertained as it should be furnished on-line only. Also no fax, email, SMS, letters or any other form of communication will be entertained for the same.
12. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.
13. Any attempt to submit Financial bid through mode other than online will result in cancellation of bid and forfeiture of EMD of the bidder concerned.
14. Originals of the Tender document fees and earnest money deposit in respect of tender may be submitted by way of DD/Bankers' Cheque/Pay Order/RTGS/NEFT payments within the specified dates, time and place as mentioned in the tender document by means of offline mode. Scanned copy of the DD/Bankers' Cheque/Pay Order/RTGS/NEFT payments should be uploaded along with the online Technical Bid.

Demand Draft/Bankers' Cheque/FDR/RTGS/NEFT as the tender fee of Rs.590/- (non-refundable) (incl. GST) and the relevant Earnest Money Deposit amount separately for each individual schedule of items, as listed at Tender Schedule of this document, respectively for procurement of various works/services/jobs/supply towards "Farmers Festival 2021" should be drawn in favour of Addl. Director of Agriculture (Horticulture), Puducherry payable at Puducherry should be submitted to the Office of Addl. Director of Agriculture (Horticulture), Puducherry – 605 001 on or before the scheduled date and time.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

15. Besides the above physical submission of Technical bid, the bidders shall have to enter/upload the relevant documents in the respective online “cover” as per the following order;

(A) Technical Cover:

In the Fee Cover (in PDF format) Scanned copies of DD/Banker’s Cheque/FDR/RTGS/NEFT challans for i) tender cost and ii) EMD in favour of the Addl. Director of Agriculture (Horticulture), Botanical Garden, Puducherry 605 001 payable at Puducherry should be enclosed.

In the Technical document cover (in PDF format) Scanned copy (signed & sealed) of the Technical Bid along with the supporting papers (except BoQ Sheet) for evaluation of Technical Bids.

(B) Financial Cover (.xls format)

The Bill of Quantity (BoQ) must be uploaded after entering the rate in the BoQ for the Technical Specifications for the procurement of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021”.

- (a) Bidder shall enter the name of the firm on BoQ only.
- (b) Bidders are requested not to edit or change any item or quantity.
- (c) Rates are to be filled only on BoQ (in .xls format) sheet only.

16. The financial bids of only those Bidders would be opened and considered who meet the criteria of eligibility and selection in the Technical Bid.
17. The final results of the e-tender process are binding on all bidders and the Tender Committee, FF2021. Any requests for cancellation received after the conclusion of the online bidding shall result in the forfeiture of the EMD.
18. ADA(H) reserves the right to select/reject the lowest bid or any bid or cancel the tender even at the stage of award of contract or at any stage with or without assigning any reason, if the object of the tender floated not materialized in implementation of the scheme.
19. All bidders are advised not to wait till last date and submit their tender/bid at the earliest. The Tender Committee, FF2021, shall not be responsible for any inconvenience in website and no extension in deposition of tender/bid be allowed for any bidder.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**E-TENDER FOR PROCUREMENT OF VARIOUS WORKS/SUPPLY/JOB/SERVICES
TOWARDS THE CONDUCT OF “FARMERS FESTIVAL 2021”
AT BOTANICAL GARDEN, PUDUCHERRY**

ELIGIBILITY CONDITIONS:

- a. The tenderer should be an Income Tax Assessee. In support of this, attested copy of Permanent Account Number (PAN) and latest Income Tax returns are required to be submitted.
- b. The tenderer should not have been blacklisted or debarred for any default by any Govt. Dept./Organization. If any of the Member has been black listed, he shall be excluded from the participation in the tender.
- c. The firms registered with National Small Industries Corporation (NSIC) and MSME, have to enclose a valid self-attested Registration Certificate(s) in the technical cover for exemption of EMD.
- d. Any sister concern(s) of the tenderer applying against the same tender, would lead to disqualification of tenderer. Sister concern means a Company, Society, partnership firm or proprietorship having one or more common person as Director/Partner/ member/owner.
- e. Unregistered partnership firm shall not be eligible.
- f. The tenderer should submit copy of registered partnership deed in case of partnership firm, registration certificate in case of firm/limited company/Co-operative Society.
- g. The Tender Committee, FF2021, reserves the right to relax/cancel any of the provisions contained herein above.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

TERMS AND CONDITIONS

1. GENERAL

- a) Tenders should be filled in duly furnishing the required information as per Tender document.
- b) On download and submission of tender, the tender fee of Rs.590/-(incl.GST) and the relevant Earnest Money Deposit amount separately for each individual schedule of items, as listed at Tender Schedule of this document, should be submitted in the sealed tender cover of Technical Bid (Part-I Cover) in the form of Demand Draft/Bankers' Cheque in favour of Addl. Director of Agriculture (Horticulture), Botanical Garden, Puducherry payable at Puducherry.
- c) Tenders should be strictly in conformity with the prescribed terms and conditions. Tenders should not contain any conditions other than the prescribed. Tenderer, who deviate from these terms and conditions, are liable to be rejected.
- d) ADA(H) will conduct a pre-bid meeting on 12.01.2021 at 11.00 AM.
- e) ADA(H) has the right to amend any of the tender conditions, as may be desired. If such an amendment is absolutely necessary, the same shall be communicated to the Tenderer which shall be made available on websites till before the last date of receipt of tender.
- f) Tenderer should be capable of completing the supply/work within the time specified/intimated from the date of acceptance of offer.
- g) The Registered Companies/ Manufacturer/Firms/Authorized Dealers who are blacklisted by the Government/State Agency/any firm are not entitled to file/participate in the tenders. The Tenderers have to submit an affidavit in the prescribed proforma (Annexure-IV) that they are not blacklisted by the Government/ State Agency. If the blacklisted firm, etc., file tender in benami name, the same shall be stand rejected apart from forfeiture of EMD furnished.
- h) Minors/insane are not eligible to file tenders.
- i) Tender Form is not transferable. Tenderer should sign on all pages of the Tender Form.
- j) A bidder may withdraw, substitute or modify its bid after it has been submitted in accordance with the online procedure of bid (i.e) e-procurement.
- k) No bid shall be withdrawn, substituted or modified after the last time and date fixed for receipt of bids as prescribed in <https://pudutenders.gov.in>

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

- l) All the disputes and differences arising out of or in any way touching or concerning this agreement whatsoever (except as to any matter the decision of which is expressly provided for in the contract) shall be referred to the sole arbitration of the Secretary to Government (Agriculture), Puducherry. In case the arbitrator to whom the matter is originally referred is transferred or vacates office or is unable to act for any reason whatsoever, the Department of Agriculture and Farmers welfare, Puducherry shall be competent to appoint another person as Arbitrator. There will be no objection that the person so appointed is or was in the employment of the Dept. of Agriculture & Farmers Welfare/ administration of the Government of Puducherry and as an employee of the Dept. of Agriculture & Farmers Welfare had during the course of his duties expressed views on all or any of the matter of difference or dispute. The award of such arbitration shall be final and binding on the parties to this contract. The Courts of Puducherry only will have the jurisdiction in the matter of arbitration.
- m) *The selection of L1 bidder will be made on the basis of the rate quoted for each schedule only and will not be on the basis of cumulative value of work indicated in all the XII schedules.*
- n) *The Tender will be effected subject to approval of the Govt. only.*
- o) The ADA(H) reserves the right to relax/cancel any of the provisions contained herein above.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

2. EARNEST MONEY DEPOSIT & TENDER FEE

Technical bid should be accompanied with Tender fee for Rs. 590/- (incl of GST) and relevant EMD amount for the respective schedule of item separately as mentioned in the Tender Schedule section of this document by way of an Account Payee Demand Draft/Bankers' Cheque drawn on any Nationalized/ Scheduled Bank in favour of Addl. Director of Agriculture (Horticulture), Botanical Garden, Puducherry 605 001 payable at Puducherry.

- a) The tenders without EMD stand summarily rejected. In case of unsuccessful tenderer, the EMD will be returned after the successful tenderer executes the agreement. Earnest Money Deposit will not carry any interest.
- a) The EMD may be exempted only for the Government organization/Co-operative Societies, which is satisfying the eligible criteria for implementation of the welfare activity of the Government; and the decision of extending the exemption of EMD on the discretion/decision of Tender Committee, FF2021, on verification of their documents furnished by the bidder and exemption certificate or as per the decision of the Government of Puducherry.
- b) EMD is liable to be forfeited in case the tenderer withdraws or modifies his offer after opening of the tender or after the acceptance of the offer by ADA(H) or fails to enter into agreement within the specified time; and apart from the above, the tenderer will be blacklisted.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

3. QUANTITY REQUIRED

SCHEDULE I: Hire charges for Providing temporary civil works.

Sl. No.	Description of Item	Qty Reqd
1	Hire charges for erection and removing of temporary pipe Shamiana of size - 6000 sqft approx - as directed by the Officer -in-charge. (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival 2021 (3 days).	6000 sqft
2	Hire charges for fixing and removing white cada cloth / shade net for ceiling sides with benches of stall as directed by the Officer -in-charge (600 sqm approx). (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival (3 days).	600 sqm
3	Hire charges for erection and removing 1.50m height barricading arrangements with casuarina vertical poles of 100mm dia at 1.50m intervals and braced with 4 (four) rows of casuarina poles of 80mm dia tied with necessary ropes / coir. The vertical pole fixed to a depth of 60cm in earth / concrete surface etc., as directed by the Officer -in-charge. 600 rmt approx (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival 2021(3 days).	600 rmt
4	Hire charges for PVC chairs, (3 days) as directed by the Officer -in-charge. 350 Nos. approx (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival 2021 (3 days)	350 Nos.
5	Hire charges for supply and removing of wooden / steel tables of size 6' * 1 ½' * 2 ½', (3 days) as directed by the Officer -in-charge. 250 Nos. approx (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival 2021 (3 days)	250 Nos.
6	Hire charges for erection and removing of temporary stage of size 12 x 16 ft. as directed by the Officer -in-charge. (2 Nos.) (The rate includes materials, labour and to and fro transportation and erection and removing period including days of "Farmers Festival 2021" (3 days).	2 Nos
7	Hire charges for providing side wall for the pavilion for covering shamianah of (6000 sqft approx) (The rate includes materials, labour and to and fro transportation and erection and removing period including days of Farmers Festival 2021 (3 days).	6000 sqft

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

SCHEDULE II: Hire charges for Providing temporary electrical works.

Sl. No.	Description of Item	Qty Required
1	Hire Charges for providing (2 Nos. approx) of 3 phase diesel Gen-set (125 KVA capacity) of Acoustic (sound) proof including panel board, distribution boards and necessary cable unit switch boards etc "Farmers Festival 2021" (3 days)	2 Nos.
2	Diesel and oil charges for generator per hour run for three days - 125 KVA capacity - including days of "Farmers Festival 2021" (3 days)	2 hours
3	Hire charges for providing 40 watt Tube Light and fittings (600 sets approx) with necessary wires complete set. The rate includes all materials and labour cost with temporary wiring from sub main / main panel board and fixing for three days including days of "Farmers Festival 2021" from (3 days)	600
4	Hire charges for providing LED focus lights with fittings and necessary wires (75 Nos approx) – for three days including days of "Farmers Festival 2021" (3 days)	75
5	Hire charges for providing distribution panel boards (2 Nos. approx) including supply main and distribution boards with labour etc., for three days (3 days) including days of "Farmers Festival 2021"	8
6	Hire charges for providing temporary earthing (2 Nos. approx) wherever required with labour etc., for three days wherever required (3 days) including days of "Farmers Festival 2021"	2
7	Hire charges for providing W.P. wires for arranging power supply from the Diesel Generator set with labour etc., for three days (3 days) including days of "Farmers Festival 2021"	2
8	Hire charges for providing Public Addressing System arrangements. The rate shall include for 2 Nos. mike and required nos. of loud speaker and horn with required nos. of amplifier, wiring etc., complete. – for three days	6
9	Hire charges for providing 15 amp/5 amp (2-in-1)plug point. The rate includes all materials and labour cost with temporary wiring from sub main / main panel board for 3 days	10

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

SCHEDULE III: Providing Rose in polybag

Sl. No.	Description of Item	Quantity Reqd
1.	Supply of HT Rose in polybag 1 Ltr / 2 lts display in Farmers Festival 2021 at Botanical Garden, Puducherry.	1000 Nos

SCHEDULE IV: Providing Special Floral design / Model structure

Sl. No.	Description of Item	Quantity
1.	Providing Special Floral design / Model structure like Ayi Mandapam, Aurobindo, Gandhi, contemporary designs, birds, animals, etc with complete details along with photos/ drawings/paintings for the conduct of Farmers Festival 2021 at Botanical Garden, Puducherry.	2 Nos

SCHEDULE V: Providing cut flower arrangements

Sl. No.	Description of Item	Quantity
1.	Providing cut flower arrangement using roses, gladiolas, anthurium, orchids, gerbera, etc., of 100 Nos. of Vases and Bouquet.	100 nos.

SCHEDULE VI: Providing Photo & video coverage arrangements

Sl. No.	Description of Item	Quantity
(1)	(2)	(3)
1.	Still photos 400 snaps all photos should be developed, printed and submitted in an album within 5 days. One photographer should be at the venue to cover the VIP visits, during the show time.	400 Snaps

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

SCHEDULE VII: Providing drinking water arrangements

Sl. No.	Description of Item	Rate
1.	Drinking water (RO) service at 5 points in PVC Tank of 500 lts. capacity each with a tap provision of 4 to 6 taps each for 3 days	Rate / 500 ltr tank per day

SCHEDULE VIII: Providing logistics arrangements on hire for goods transportations

Sl. No.	Description of Item	Quantity
1.	a) Hire charges towards providing goods transport vehicle of 0.75 to 1 tonne capacity. Rate inclusive of rent, driver batta, fuel and oil for 5 days. Minimum 100 Km distance per day should be covered for 5 days. i. Day Rent ii. Rent for additional Km	8 Nos.
2	b) Hire charges towards providing goods transport vehicle of 8 tonne capacity with rakes. Rate inclusive of rent, driver batta, fuel and oil for 5 days. Minimum 100 Km distance per day should be covered for 5 days. i. Day Rent ii. Rent for additional Km	5 Nos.

SCHEDULE IX: Hire charges for Providing contract labourers

Sl. No.	Description of Item	Quantity
(1)	(2)	(3)
1.	Charges for supply of labourers on contract basis for carrying out gardening oriented work viz., potting and re-potting of ornamental plants, loading and unloading, arrangement of pots, flower baskets, fruits, vegetables etc. (7 Days) a. Men Labour b. Women Labour	250 Nos. 100 Nos.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

SCHEDULE X: Providing good quality irrigation water arrangements

Sl. No.	Description of Item	Quantity Reqd.
1.	Providing good quality irrigation water in 1000 L mobile water tankers for 7 days	1 job

SCHEDULE XI: Providing Decorative Arch arrangements

Sl. No.	Description of Item	Quantity Reqd.
1.	Providing Erection of decorative Welcome Arch (at the Entrance) with Floral, Coconut, Banana decorations.	1 job

SCHEDULE XII: Providing Cleaning & sanitation and disposal of garbage

Sl. No.	Description of Item	Quantity Reqd. (in Nos.)
1.	Brooming, Sweeping the ground and stalls, collection and removal and transportation of waste from the site. Men (or) women is needed for 5 days	20 men/ women

- a) The work order to the selected tenderer/tenderers will be placed by ADA(H), and accordingly, the tenderer should supply the indented items/services/job as per work order.
- b) Tender Committee, FF2021, does not guarantee any volume of quantity at any given time and the decision of Tender Committee, FF2021, in this regard would be final and binding on the bidders and shall not be called into question by any bidder. Tender Committee, FF2021, reserves sole discretion in this matter.

4. RATE OFFERED

- a) The rate shall be quoted per Number / Unit / Job only. The tenderers may quote the rate in respect of one or more or all units at their choice
- b) The rates should be submitted only in BoQ (Bill of Quantity) which is available in online bid. The tenderer(s) should quote the financial elements clearly in the BoQ viz., GST (%).

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

- c) The rates are inclusive of packing charges, all Duties, Cess, GST and any other statutory taxes as applicable, all expenditures of loading charges at their point, transportation to the show ground or any destination as instructed by the officer in charge, transit insurance, unloading charges, etc. at and up to the Tender Committee, FF2021,.
- d) GST (in %) shall be entered by the tenderer in the prescribed column of the excel sheet.
- e) The rate quoted shall be in Indian Rupee and would be in force for the entire contract period. Tender Committee, FF2021, is not responsible for any fluctuation of prices either in Domestic Market or International Market and no request or representation for revision of rate will be entertained.

5. SUBMISSION OF TENDER

- a. Tender should be submitted in two parts online i.e., (i) Technical Bid and (ii) Financial Bid (Bill of Quantity)
- b. The Technical bid cover should be sealed by the bidders duly superscribed as “Part-I - Technical Bid” superscribed **with the description of the work/supply/services for each item respectively** and **should be addressed to “The ADA(H) Puducherry – 605 001”** and shall have the name and address of the bidder. The Tender Fee and Earnest Money Deposit should be placed in the technical bid cover, which is a part of the technical bid.
- c. The Technical Bid cover may be submitted by the tenderers either in person at the O/o ADA(H) or sent by means of Registered Post/Speed post/ Parcel/Courier, etc., as the case may be reaching the above address within the stipulated time (on 18-01-2021) by 02.00 pm. Tender Committee, FF2021, will not be held any kind of responsibility for any kind of loss of the bid in transit, damage by rain, etc., whatsoever the reason. The bids received after the stipulated time will be summarily rejected.
- d. Besides the above physical submission of technical bid, in the e-portal in the technical cover the following should be complied.
In the Technical document cover (in PDF format) Scanned copy (signed & sealed) of EMD & Tender Fee, along with the supporting papers (except BoQ Sheet) for evaluation of Technical Bids.

The Bill of Quantity (BoQ) must be uploaded online after entering the rate and GST (in %) in the BoQ for the Technical Specifications for procurement of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021”.

- a) Bidder shall enter the name of the firm on BoQ only.
- b) Bidders are requested not to edit or change any item or quantity.
- c) Rates are to be filled only on BoQ (in .xls format) sheet only.
- d) The schedule of tender floating, filing and opening is as follows:

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

S.No	Particulars of Tender	Date	Time
1.	Publishing Date & Document Download Start date	08.01.2021	05.30 PM
2.	Bid Submission Start Date	08.01.2021	05.30 PM
3.	Pre-Bid Meeting	12.01.2021	11.00 AM
4.	Bid Submission End Date & Document Download End date	18.01.2021	02.00 PM
5.	Technical Bid Opening Date	18.01.2021	03.30 PM
6.	Financial Bid Opening Date (subject to finalization of technical bid, financial bid will be opened on same date or another working date)	19.01.2021	11.00 AM

6. OPENING OF TENDERS

- a) Technical Bids filed will be opened 18.01.2021 at 03.30 P.M in both physical and online mode and subject to finalization of Technical bid, the financial Bids (Bill of Quantity) will be opened at 19.01.2021 at 11.00 AM on on-line. The selection of bidders of Technical and financial bids will be announced in the e-portal accordingly.
- b) If the date fixed for opening of Tenders happens to be Govt. holiday, the tenders filed/received will be opened on the next working day at the same time specified above.
- c) During opening of the technical bid, the tenderer may attend either personally or through their authorized representative. The authorized persons should produce authorization letter duly attesting the signature of the authorized representative by the tenderer, to participate in the said process of Tenders.
- d) The Financial Bid of the tenderer who qualifies in the Technical Bid only will be considered. Only the successful tenderers in Technical Bid are eligible to participate in further proceedings.
- e) The rate accepted is for the supply of contracted quantity in all respects for the Quantity Tendered for the prescribed period. Any request for revision of the rate accepted due to price fluctuations in International and Domestic Markets or for any other reason during the contract period will not be entertained and stands rejected.
- f) After deciding the Lowest Rate by the Tender Committee/Purchase Committee "Farmers Festival 2021", the ADA(H) reserves the right to place purchase order on the lowest rate to be supplied by the Tenderers on the same terms and conditions for procurement of various works/supply/jobs/services towards the conduct of "Farmers Festival 2021" within the time stipulated by Tender Committee, FF2021.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

8. NEGOTIATIONS

- a. Tender Committee, FF2021, may conduct negotiation on the same day of finalization of successful Bidder opening of the tender or shall inform the tenderer about the date and time of the negotiations as per its decision.
- b. During negotiations the tenderers should attend either personally or through their authorized representative. The authorized persons should produce authorization letter duly attesting the signature of the authorized representative by the tenderer, to participate in the said process to Tenders.
- c) Depending on the lowest rates received, negotiations may be conducted with L1 tenderer and accordingly, work order will be issued to the negotiated rate only and a letter of acceptance for having negotiated has to be submitted by the L1 bidder.
- d) Tender Committee, FF2021, reserves the right to award the tender in full or in part to one or several parties. The decision of Tender Committee, FF2021, is final and binding on the tenderers.

9. RIGHTS OF TENDER COMMITTEE, FF2021 :

Tender Committee, FF2021, reserves the right to accept/reject any or all the tenders at any stage with or without assigning any reason whatsoever and the decision of the Tender Committee, FF2021, in this regard is final and binding on the tenderer and cannot be called into question.

10. SPECIFICATIONS:

As mentioned above (in Quantity required section)

11. PACKING/LABELLING:

The labeling if any on the supply on items should be as provided by Tender Committee, FF2021, and not of the bidder or other third parties. In case of any deviation in this regard, the EMD of the tenderer will be forfeited besides blacklisting and the tenderer is only responsible for any consequences arising out the deviation.

12. DURATION, PLACE OF DELIVERY AND COMMISSIONING

The approved firm/supplier should start the supply of work/services/jobs of the ordered quantity within the stipulated period as per specification prescribed, the supply and installation shall be done within the stipulated timeframe from the date of issue of

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

work order by the ADA(H), at the agreed rate including transportation and other expenditure on turnkey basis.

Sch edu le No.	Item/Name of work (2)	DEADLINE FOR COMPLETION OF WORK/SERVICES
I.	Providing temporary civil works viz.,pandal, periphery enclosure, stage arrangements, shamiana arrangement, show tiers, steel benches, iron and wooden barricading etc. on rental basis.	One day prior to commencement of "Farmers Festival 2021"
II.	Providing temporary electrical illumination works on rental basis.	“
III.	Providing Rose in polybag	“
IV.	Providing Special Floral design / Model structure	“
V.	Providing cut flower arrangements	“
VI.	Providing Photo & video coverage arrangements	“
VII.	Providing drinking water arrangements	“
VIII.	Providing logistics arrangements on hire for goods transportations	Immediately after receipt of work order
IX.	Providing contract labourers	Immediately after receipt of work order
X.	Providing good quality irrigation water arrangements	Immediately after receipt of work order
XI.	Providing Decorative Arch arrangements	One day prior to commencement of "Farmers Festival 2021"
XII.	Providing Cleaning & sanitation and disposal of garbage	Immediately after receipt of work order

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

13. FURNISHING INFORMATION

- a. The approved firm/supplier shall obtain the details of quantity from Tender Committee, FF2021, Puducherry.
- b. The approved firm/ supplier should inform Tender Committee, FF2021, the quantity to be supplied well in advance by a day (i.e) prior to the day of supply.
- c. Tender Committee, FF2021, may undertake pre-dispatch inspection of stock by representative of its own office or any other Govt./Private Agency entrusted for that purpose at the premises where from the supplies are going to be made.
- d. The approved firm/ Supplier should maintain complete account of supplies made and also furnish the details as and when requested by the Tender Committee, FF2021.

14. ACCEPTANCE OF ITEMS

Items without damage only would be accepted. Items not conforming to specifications stands summarily rejected and it is the responsibility of the supplier to take back the rejected stocks and replace the stock conforming to the specifications at the earliest at the own risk and cost. Otherwise, the necessary penalty/damage/demurrage will be charged, for which, the Tender Committee, FF2021, reserves the right and Tender Committee, FF2021, will not take any responsibility or otherwise once the stocks are rejected.

15. PENALTY ON DEFAULT/EXTENSION OF TIME

- a) The work/supply/services should be supplied/completed within the stipulated time. No extension of time will be granted for supply beyond the specified date fixed.
- b) In the event of failure to execute the work by the successful tenderer within the stipulated time, the Tender Committee, FF2021, reserves the right to cancel the orders and place orders with the remaining suppliers for the work through limited tender system at the risk and cost of such supplier and the supplier is liable and responsible to make good the financial loss sustained by Tender Committee, FF2021. If the rate in this case is cheaper, the benefit will not accrue to the supplier.
- c) In the event of failure by the successful tenderer (L1), Tender Committee, FF2021, is at liberty and also reserves the right to purchase the ordered quantity from the next lowest tenderer(s)(L2) to ensure uninterrupted supplies. The EMD will be forfeited.
- d) Tender Committee, FF2021, reserves the right to charge penalty or withhold payment for any unsatisfactory stocks of supplied by the supplier for any consignment without prejudices to other rights and the decision of the Tender Committee, FF2021, is final and cannot be called into question. The supplier is liable to reimburse/compensate Tender Committee, FF2021, or to third party for any loss, damage, injury, etc caused or

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

arising out of the negligence in supply of low or inferior quality of stocks or any breach of contract.

e) Notwithstanding anything contained in the terms and conditions of this tender the Tender Committee, FF2021, is the ultimate authority in deciding the recovery of penalty from the supplier taking into account the stock position and future requirement of supply, erection and commissioning in the larger interest of Tender Committee, FF2021.

16. FORCE MAJEURE

- a) In any of the force majeure circumstances, namely, natural calamities, fire, Govt. of India's policy, Govt. of Puducherry's policy, any restriction imposed by State/Central Government (excluding any stock limits), strikes or lock out by workers, war, military operations of any nature and blockades preventing the Seller/Buyer, the performance of the contract shall be extended for as long as these circumstances prevail by ADA(H).
- b) In the event of the circumstances, if the continuation takes place, the party can have the right to refuse its contractual obligations without title to indemnification of any losses which it may thereby sustain. The party which is unable to carry out its contractual obligations shall immediately advise the other party of the commencement and the termination of the circumstances preventing the performance of the contract.

17. BLACKLISTING AND RECOVERY OF LOSSES

- a) In the event of failure to supply the indented items by the tenderers at any stage of execution of work, the Earnest Money Deposit or Bills of supply will be forfeited by Tender Committee, FF2021, apart from cancellation of award of contract and blacklisting.
- b) If it comes to know that the tenderer selected is already blacklisted and not eligible at the time of this tender, the selected tenderer's agreement will be cancelled by Tender Committee, FF2021, besides forfeiture of EMD, blacklisting and recovery of consequential losses, if any, sustained by the Tender Committee, FF2021, on calling of another tender, etc. as the case may be.

18. PAYMENT/ADVANCE PAYMENT

- a) The payments will be made by O/o ADA(H), Puducherry subject to approval and grant of funds from the Government.
- b) Payment of interest on late payment of bills etc., will not be acceptable.

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

- c) No right to claim any payment before completion of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021”. However, any payment according to the work completion may be made at the discretion of the ADA(H), in a fair manner.
- d) Tenderer is solely responsible for the supply of indented machinery without any damage. The supplier should, without charge, repair/rectify the same with new materials free from defect, failing which the cost of such item will be deducted during the payment.

19. SUB-LETTING: The contract awarded should be executed by the successful tenderers only and sub-letting any of the functions under the contract is not permitted.

20. INDEMINITY: The tenderers shall indemnify the Tender Committee, FF2021, against all claims which may arise in supply of various works/jobs/services without the quoted specifications.

21. LITIGATION: Any litigation on either side will have to be tried in the court of Puducherry jurisdiction only.


(M.VEDHACHALAM)
ADA(H)

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**PART -I
TECHINCAL BID**

1. Name of the Bidder(Firm/Manufacturer/authorized dealer):

2. Permanent Address :

3. Address of the Head Office of Tenderer :
Phone Number :
Email ID :

4. Address of the branch office in Puducherry :
Phone Number :
E-mail ID :

5. Whether Proprietary Firm or Partnership Firm or Limited :
(copy of registration certificate to be enclosed)

6. Name & Address of the Proprietor/ Partner/Managing Director/ :

8. PAN No. given by IT Dept. :
(copy to be enclosed)

9. GST No. :
Act duly renewed upto date.
(copy to be enclosed)

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

10. MSME Certificate
(Copy to be enclosed) :

SIGNATURE OF THE TENDERER
NAME:
SEAL:

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

ANNEXURE – I

TECHNICAL UNDERTAKING

I/We have clearly understood all the terms and conditions of the tender and agreement etc. and agree to undertake the various works/supply/jobs/services towards the conduct of “Farmers Festival 2021” specified by Tender Committee, FF2021, during the period, which was mentioned by me and at the rate quoted by me/us at the destinations specified by Tender Committee, FF2021. **The quality of the material is assured** and as per standards.

I/We shall assure that I/We shall strictly abide by the terms and conditions of the Tender etc. and the instructions issued by the Tender Committee, FF2021, from time to time.

I am/we are enclosing the following as per the Terms and Conditions of the Tender.

- 1) Demand Draft/Bankers’sCheque/FDR/RTGS/NEFT bearingNos._____,& _____ dt.____.____._____ for i) A Tender Application Fee Rs. 590/-(incl.GST), ii) EMD amount for an amount of Rs._____ drawn on _____ (Bank); in favour of Addl. Director of Agriculture (Horticulture), Botanical Garden , payable at Puducherry.
- 2) Affidavit as per Annexure – IV stating that the Tenderer (or) any of the partners (or) firm/manufacturer/dealer (or) representatives were never black-listed by the Tender Committee, FF2021,/ any Govt. Organization at any time (or) involved in diversion of stocks or involved in case under Essential Commodities Act (or) convicted by Court of Law in any criminal case.
- 3) Copy of Registration Certificate under GST Act renewed up to date.
- 4) MSME Certificate issued by Competent Authority
- 5) Copy of PAN.

I/We hereby affirm that the ADA(H) is at liberty to take action against me/us as per the terms and conditions of Tender document, if the above said statement proves to be wrong at any point of time.

SIGNATURE OF THE TENDERER

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**ANNEXURE-II
FINANCIAL UNDERTAKING**

I/We, on behalf of M/s. _____ solemnly declare that we have submitted all the documents as mentioned in the Bid document. We also understand that non compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender is liable to be rejected.

I/We have clearly understood all the terms and conditions of the tender and agreement etc. and agree to undertake the supply at the rate quoted by me/us at the farmers field.

I/We shall assure that I/we shall strictly abide by the terms and conditions of the Tender Agreement and the instructions issued by the Tender Committee, FF2021,. from time to time.

I/We are well aware of the forfeiture clause in the terms and conditions of the tender and my/ our EMD stands forfeited. I/we will strictly abide by the terms and conditions etc. as per the work order. "In the event of non-supply of ordered quantity of indented items or non-fulfillment of contract by me/us, EMD or any amount available with Tender Committee, FF2021, is liable to be forfeited, award of supply, contract stands cancelled besides blacklisting me/us.

SIGNATURE OF THE TENDERER
NAME:
ADDRESS:

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

ANNEXURE – III

COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST

Any person participating in procurement process shall –

- i. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- iii. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- v. not indulge in any coercion including impairing or harming or threatening to do the same directly or indirectly, to any party or its property to influence the procurement process;
- vi. not obstruct any investigation or audit of a procurement process;
- vii. disclose conflict of interest, if any; and
- viii. disclose any previous transgressions with any Entity in India or any other Country during the last three years or any debarment by any other procuring entity.

CONFLICT OF INTEREST

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to;**
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

- c. have the same legal representative for purposes of Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid

SIGNATURE OF THE TENDERER

NAME:

SEAL :

DATE :

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**ANNEXURE –IV
(Specimen of Affidavit)**

Affidavit

I S/o R/o
.....

hereby solemnly affirm and declare as under:-

1. That I am the Proprietor/Partner/Director/Karta of M/s.....
situated at

..... and is running business of providing various
works/supply/jobs/services towards the conduct of “Farmers Festival 2021”.

2. That I or my firm/dealership is not blacklisted from any Govt. Dept./Organization and/or
debarred on the basis of FIR lodged against me/my firm connected with handling of
Essential Commodities.

3. That it is my true statement and I shall be responsible for any false statement.

DEPONENT

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

**CHECK LIST-I
FOR TECHNICAL BID
(PART – I COVER)**

S.No	Particulars	STATE YES OR NO
1	Duly filled and signed Tender document and Technical Bid	
2	Original Demand Draft of Tender Fee and Earnest Money Deposit	
3	Annexure-I (Technical Undertaking)	
4	BIS/ISI/MSME certificate enclosed	
5	Attested copies of PAN Card and GST No.	
6	Annexure-II (Financial Undertaking)	
7	Annexure-III (Declaration for Code of Integrity & No Conflict of Interest)	
8	Annexure-IV (Affidavit – Declaration of firm not blacklisted).	
	Ensure that the sealed Part-I Technical Bid cover should be separate and duly superscribed as “Part-I- Technical Bid “for procurement of various works/supply/jobs/services towards the conduct of “Farmers Festival 2021”.	
	All these documents (except entire tender document) should be scanned and uploaded in the cover in Technical Bid in on-line also.	

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDL. DIRECTOR OF AGRICULTURE (HORTI.)
BOTANICAL GARDEN**

No. 123/Agri/ADA(H)/FF/eT/2020-21

dt.08.01.2021

CHECK LIST-II

For FINANCIAL BID

(PART – II COVER)

Sch edu le No.	Item/Name of work (2)	Rate offered (State YES/NO)
I.	Providing temporary civil works viz.,pandal, periphery enclosure, stage arrangements, shamiana arrangement, show tiers, steel benches, iron and wooden barricading etc.	
II.	Providing temporary electrical illumination works on rental basis.	
III.	Providing Rose in polybag	
IV.	Providing Special Floral design / Model structure	
V.	Providing cut flower arrangements	
VI.	Providing Photo & video coverage arrangements	
VII.	Providing drinking water arrangements	
VIII.	Providing logistics arrangements on hire for goods transportations	
IX.	Providing contract labourers	
X.	Providing good quality irrigation water arrangements	
XI.	Providing Decorative Arch arrangements	
XII.	Providing Cleaning & sanitation and disposal of garbage	