

File No.29016/68/2009-GA  
Government of India  
Ministry of Environment & Forests  
(GA Section)

Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003.

Dated:the 8<sup>th</sup> September, 2009

To,

**Subject:- Inviting of quotation for supply of wooden planter in the Ministry.**

Sir,

This Ministry invites quotation for supply of wooden planter in the Ministry. You are requested to quote the rates of your firm for the items as per list attached. The sealed cover containing the quotations should be addressed to the Under Secretary (GA) and sent to Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

2. The quotations will be accepted up to 3.00P.M. on 22.09.2009 and opened on the same day at Room No. 924, 9<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. An authorized representative at your firm can remain present of the time of opening of quotations.
3. Terms and conditions may please be seen at annexure-I
4. The approximate expenditure involve for the above mentioned work would be to the tune of Rs. 7,00,000/- (Rupees seven lakh only).
- 5.. A Demand Draft for Rs. 15,000/- (Rupees fifteen thousand only), in the name of PAO, Ministry of Environment and Forests, New Delhi must be enclosed with the application towards Earnest Money. The draft will be returned to unsuccessful applicants on finalization of the contract. In case of the selected bidder not entering into a legal contract with the Ministry within one week of award of tender, the Earnest Money will stand forfeited.
6. The decision of the Deputy Secretary(GA) in all matters of interpretation of terms and conditions of this tender and in all disputes relating to award of tender/disqualification of candidates will be final and binding on the tenders.
7. The undersigned reserves the right to reject any quotation without assigning any reason.

Yours faithfully,

( S. Mahapatra )  
Under Secretary to the Government of India

**TERMS & CONDITIONS: -**

1. The bidder will attach the copies documents in support of experience, list of clients and a copy of VALID Tin No., PAN No., & Service Tax No.
2. Quotation received incomplete, after due date and time will be rejected out rightly
3. The work is to be carried out at site. Only such work as cannot be done in the office premises would be allowed to be done out side. No extra charges will however be payable on this account.
4. The Dept. can terminate the contract at any time without assigning any reason. In this respect the decision of the Department will be final and binding on the contractor.
5. The Department has the right to reject any or all the quotations received or accept any or all the quotations wholly or partially without assigning any reason.
6. No advance payments will be made. The approved contractor shall submit his bill in triplicate on completion of supply of the items and payment will be made within three weeks of the receipt thereof.
7. The Contractor/Firms should have the following documents attached with the quotation with out these quotation will be rejected out rightly
  - a) Proof of Registration with the Delhi Sales Tax/ Delhi Value Added Tax (DVAT) ACT 2004 & its no dues Certificates (Latest Receipt & Challan)
  - b) Photocopy of VAT Registration certificate/TIN No.
  - c) Proof of Service tax Registration Certificates and its no dues Certificates (Laser Receipt & Challan)
  - d) Proof of Income Tax Assessment/return for the last Three years (Up to 2008-2009)
  - e) Proof of Annual Turn Over, which should not be less than 15 lacs during last three years
  - f) Proof of Establishment/workshop with valid Govt./MCD/NDMC License.
  - g) Proof of their clients (Should Enclosed with the proper proof)

Signature of Authorized Signatory  
NAME OF THE AGENCY WITH SEAL  
Dated:

Dated:

**TECHNICAL BID**

To be filled in by the Bidder (enclose self attested copies of documents to support your statement)

Sl.No.	Name and Postal Address of the Bidder: Phone _____ Mobile: _____ Fax: _____ E-Mail:
2.	Is your concern Recognised/Registered with MCD/NDMC or equivalent agencies Yes No (Attached Photocopy as a proof) <hr/> Self attested copies of following documents are enclosed: (i) turnover of Rs. 15 lacs (Rupees fifteen lacs only) during last three financial years, i.e. 2006-07, 2007-08, 2008-09; balance sheets for last three financial year i.e. 2007-08, 2008-09 certified by Chartered Accountants: (ii) 3 years experience certificate issued by an officer not below the level of Section Officer; (iii) Clearance certificates of IT, ST and any other tax as applicable. (iv) Details of the firm/company in case of partnership firms.
3. (a)	Income Tax Permanent Account Number )(PAN) : (attach proof)
3.(b)	Service Tax Registration Number : (attach Proof)
3.(c)	Delhi Sales tax/Delhi Value Added Tax registration (attached proof)
4.	Bid documents duly signed and self attested.
5.	List of clients (list enclosed)

Signature of Authorized Signatory  
 NAME OF THE AGENCY WITH SEAL

Dated:

Dated:

**FINANCIAL BID**

## LIST OF VARIOUS TYPES OF WOODEN PLANTER

Sl. No.	Description	Qty.(Approx.)	Rate per unit ( Rs.)
1.	Supply of wooden planter made of 19 mm thick commercial waterproof board with teak wood beading and beeding pressed with 1 mm thick sunmica 4 mm thick veneer ISI mark, Iternal side one G.I. Container duly fine lacquer Polished.		
	Size (i) 60"x18"	66 Nos.	
	(ii) 42"x18"	48 Nos.	
	(iii) 36"x18"	24 Nos.	

Date:

Place:

Signature.....

Company Name.....

Company Seal.....