

President's Secretariat  
(Garden Section)

**Notice Inviting Tender**

F. No. 19/Gdn/2022-23

27<sup>th</sup> Jan, 2026.

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**Name of Work-** Rate contract for Supply of Terra cotta Earthen pots of various sizes at Rashtrapati Bhavan.

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Certified that this NIT contains pages 1 to 13.

Under Secretary (Garden)

President's Gardens  
(Garden Section)

**NOTICE INVITING TENDER**

No. 19/Gdn/2022-23

27<sup>th</sup> January, 2026.

The Under Secretary (Garden), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites online bids for the rate contract for **"Supply of Terra cotta Earthen pots at President's Gardens for a period of two years"** from the eligible & registered Contractor of CPWD (Hort.) or State Govt. PSU or Reputed Supplier or manufacturer or whole seller with GST Number, who fulfill the eligibility criteria as given below. Tenderers are advised to follow the instructions for submission of online bids on Central Public Procurement Portal at: <https://www.eprocure.gov.in/eprocure/app>. Only on-line bid would be accepted

S. No.	Name of work	Estimated cost in (Rs.)	EMD	Time allowed	Time & last date of online submission of bids	Opening date of bids
1.	Supply of Earthen Pots for a period of two years	34,16,000/-	1,05,000/-	21 Days		

**Eligibility**

1. The firm/company should have experience in supplying of Earthen Pots to Government organization/PSUs during last five years ending with 31.03.2025.
2. The firm/company should be either registered with Horticulture division of CPWD or State Govt. PSU or Reputed Supplier or manufacturer or whole seller with GST Number having experience in supply of Earthen Pots. Supporting documents in support of supply of earthen pots containing the following may be uploaded with atleast one supply order belonging to financial year 2020-21. The other documents that must be uploaded by the firms in support of the same are as follows:-
  - (a) Three similar contracts each costing not less than Rs. 10,20,000/-.  
Or
  - (b) Two similar contracts each costing not less than Rs. 13,60,000/-.  
Or
  - (c) One similar contracts each costing not less than Rs. 27,20,000/-.

Contd....

*[Handwritten Signature]*  
27-1-2026

3. The firm/company should be income tax/GST assesses. Copies of Pan Card and GST registration certificate should be uploaded with technical bid.
4. The firm/company should not be under debarment nor black listed by any Govt.Ministry/Department or other entity. An undertaking/declaration in the form given in Annexure -II may be furnished with technical bid. Details of blacklisting/ debarment of the firm in past by Govt. Ministry/ Department or other entity in the form given in Annexure-III.
5. The average annual financial turnover of the company for the last 03 financial years ending with 31.03.2025 should be at least 30% of the estimated cost. A certificate duly certified by Chartered Accountant should be uploaded with the technical bid.

*27.1.2025*

Under Secretary (Garden)

**TECHNICAL BID**

A. Details to be furnished by the bidder in all respect:

1.	Name of the firm	
2.	No. of years of existence/incorporation certificate	
3.	Name of owner	
4.	Business address of the firm	
5.	Telephone No./Mobile No.	
6.	e-mail ID	

B. The bidders will be required to upload scanned copies of following documents/ certificates with technical bid failing which the bidder will be disqualified for opening of financial bid. Scanned copies to be submitted in the Technical Bid are as under:-

Sl. No.	Documents to be uploaded	Mention the Page No.
1.	Scanned copy of EMD	
2.	Valid Registration Certificate in Horticulture division of CPWD or State Govt. PSU or document in support of being Reputed Supplier or manufacturer or whole seller.	
3.	Pan Card Registration certificate.	
4.	GST Registration certificate.	
5.	Experience certificate in supply of Earthen Pots. Documents in support of supply of earthen pots containing the following may be uploaded having atleast one supply order of the year 2021-22. Other documents to be uploaded by the firms are as follows:- (i) Three similar contracts each costing not less than Rs. 10,20,000/-. Or (ii) Two similar contracts each costing not less than Rs. 13,60,000/-. Or (iii) One similar contracts each costing not less than Rs. 27,20,000/-.	
6.	Income Tax return acknowledgement for last 03 years ending 31.03.2025.	
7.	Details of Turnover during last 03 years ending with 31.03.2025 duly certified by CA as per eligibility criteria.	
8.	Certificate regarding non-blacklisted/debarred in the format as given in annexure – II & III.	

I hereby certify that the information furnished above is full and correct to the best of any knowledge. I undertake that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any dealing with the President's Secretariat in future.

(Signature of authorized signatory)

## TERMS & CONDITIONS

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and instruction for bidders posted on website shall form part of bid documents.
3. The bidder shall quote their rates in the provided BOQ.
4. The rates of the items quoted in the BOQ by the bidder should be including all charges like wages, transportation, Royalty, GST and other taxes etc.
5. Unless otherwise specified in the Schedule of Quantities, the rates of all the items shall be considered as inclusive of all charges like wages, Royalty and other Taxes etc.
6. Tenderer has to furnish earnest money deposit of Rs. 1,05,000/- in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favor of the Pay & Accounts Officer, President's Secretariat payable at New Delhi. The original EMD in the form of Demand Draft should be deposited at the office of President's Gardens, Rashtrapati Bhavan, New Delhi within the period of bid submission failing which the bid submitted will not be considered.
7. The tender shall not be considered without earnest money in the form mentioned above.
8. The successful tenderer shall need to deposit a "Security Deposit" equivalent to 3% of the tendered cost in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favour of Pay & Accounts Officer, President's Secretariat. The security deposit will be returned after completion of work. The security deposit shall be forfeited in case of the successful bidder refuse or fail to execute the order after the acceptance of tender and/ or in case of defective articles supply. The articles will be considered defective, if size of the earthen pot as prescribed in scheduled of quantity, sucker cracks, chips, stones and flaws of any kind.
9. Payment will not be made, If earthen pot not found in size, sucker cracks, chips, stones and flaws of any kind. Supply of sub-standard quality of item will also entail forfeiture of security deposit/ performance guarantee as provided at Sl. No. 8 above.
10. The Earnest Money deposit during the period of bid submission shall be returned to successful tenderer after receiving the aforesaid security deposit
11. The earnest money of unsuccessful tenders shall be returned after award of the tender. No claim will be entertained for any delay in this regards.
12. No interest on the Earnest Money Deposit shall be paid.
13. The EMD will be forfeited in the following conditions:
  - (a) If at any stage, any of the information/declaration given by the bidder is found false;
  - (b) In case of any lapse/default with regard to the terms and conditions of the NIT at any stage after submitting the bid.
  - (c) In case of final selection, if the bidder fails to furnish Security Deposit in accordance with the terms and conditions of the NIT.

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14. Conditional tender in any form, will not be accepted.
15. The required quantity shown in schedule of quantity is indicative. The President's Secretariat may increase or decrease the quantity as per requirement.
16. The department shall not be responsible for obtaining any traffic permission.
17. Specification of Earthen terracotta pots is given below:

Sl. No.	Description of items
(i)	Special Earthen pot 16 inches
(ii)	Special Earthen pot 14 inches
(iii)	Special Earthen pot 12 inches
(iv)	Special Earthen pot 10 inches

18. The Terra cotta earthen pots should be as per specification mentioned above and will be checked by Officer-in- Charge.
19. The Earthen Pots should be well baked and regular in shape and size as per the specification.
20. The Earthen Pots should be molded with good earth/suitable soil for Pottery.
21. All the pots should be free from visible defects, sucker cracks, chips, stones and flaws of any kind.
22. The contractor shall bear all incidental charges for cartage, storage and safe custody of the material.
23. The contractor should not employ any worker below the age of 18 years on the work.
24. The scanned copies of following documents/certificates should mandatorily be uploaded on e-procurement portal:-
  - (i) EMD (ii) Registration certificate in Horticulture Division of CPWD or State Govt. PSU or document in support of Reputed Supplier or manufacturer or whole seller with GST Number (iii) PAN Card (iv) Income Tax Return acknowledgment last 3 financial years ending 31.03.2025 (v) Turn over certificate for last 3 financial years ending 31.03.2025 duly certified by Chartered Accountant (vi) Never blacklisted during last 3 years certificate as per annexure-II (vii) Details of blacklisting/ debarment of the firm in past by Govt. Ministry/ Department or other entity in the form given in Annexure-III (viii) GST Registration certificate.

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26. The entry of vehicles/workers into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor shall submit the details in advance. Workers with good conduct records only would be allowed to work.
27. The Department shall not be responsible for any injury partial or permanent or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of the staff.
28. The L-1 will be determined as overall rate.
29. No compensation shall be payable to the Contractor for any damage caused by natural calamity (Rains, storms, earthquakes and other calamity) during the execution of work.
30. All applicable and prevailing taxes will be recovered from the Contractor bill as per Government orders.
31. The rejected & substandard material should be removed from the site of work immediately, The Department shall not be responsible for damage/loss of rejected material. If the same will not be removed within five days then the same will be removed by the department at the cost to be borne by the bidder.
32. The contractor shall be responsible to keep the working site clean and free from any rubbish.
33. If any damage caused to public convenience/services, the same shall have to be repaired instant, failing which necessary recovery shall be made from the contractor's bill.
34. The contractor has to work in restricted area and in restricted time due to security reason. He shall be bound by the instructions of security staff and Officer-in-charge in this respect.
35. In case any dispute or differences arise between the contractor and the President's Secretariat, the decision of the Secretary to the President, Rashtrapati Bhavan shall be final and binding on both the parties.


I accept all the terms and conditions as laid down above.

(Signature of the bidder)

**SCHEDULE OF QUANTITY/ ESTIMATES**

Supply of Terracotta Earthen Pots.

Sl. No.	Description of Items	Unit	Qty.	Rate	Amount
(i)	Special Earthen pot 16 inches	Nos.	3500		
(ii)	Special Earthen pot 14 inches	Nos.	3500		
(iii)	Special Earthen pot 12 inches	Nos.	3500		
(iv)	Special Earthen pot 10 inches	Nos.	3500		

  
27-1-2026  
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**UNDERTAKING/ DECLARATION**

1. I, ..... Son/ daughter/ wife of Sn. .... signatory of the company/ firm mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The company/ firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking during last three years nor any criminal case registered against the firm/ company.

4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides involving liability to be prosecuted under appropriate laws.

Signature of appropriate person

Date:

Full Name:

Place:

Seal:

**CERTIFICATE DEBARMENT/ BLACKLISTED**

1.	Name of the firm/ company	
2.	Name of owner	
3.	Business address of the firm/ company	
4.	Telephone No./Mobile No.	
5.	e-mail ID	

The following details shall be furnished by the firm/ company in connection with debarment/ blacklisted:-

1.	Name of Govt. Ministry/ Department or other entity debarred the firm from participating on their procurement process	
2.	Level of debarment (Holiday listing/ removal from list of registered vendors/ banning from Ministry/ country wide procurement	
3.	Period of debarment	
4.	Reason for debarment	

Signature of appropriate person \_\_\_\_\_

Date:

Full Name:

Place:

Seal:


**Instruction to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement.**

<http://eprocure.gov.in/eproucre/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificated (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered
- 5) The DSC that is registered only, should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested
- 7) After downloading/getting the tender document/schedules, the Bidder should go thro' them carefully and then submit the documents as asked.
- 8) If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contract details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site though the secured log in by giving the user's id/password chosen during enrollment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my favorites' folder.
- 11) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked, otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

- 15) The Bidder can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should be uploaded Earnest Money Deposit Declaration in the prescribed proforma as specified in the tender in terms of OM No. F.9/4/2020-PPD, dated 12<sup>th</sup> November, 2020 issued by Ministry of Finance, Department of Expenditure, P.P. Division.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 19) The details has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements.
- 20) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 21) If the price bid format is provided in a spread sheet file like BOQ.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender. Vide OM No. 29(1)/2014-PPD, dated 28<sup>th</sup> Jan, 2014 issued by Ministry of Finance, Department of Expenditure, P.P. Division, "If a firm quotes NIL charges/consideration the bid shall be treated as unresponsive and will not be considered."
- 22) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 23) After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 24) The bidder should ensure / see that the bid documents submitted should be free from virus and if the documents could be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tending process, the bidders are requested to contact through the modes given below:  
E-mail : suchitmanjhi@nic.in  
Contact Telephone Numbers: 011-23010543 (Direct) & 011-23015321 -Ex. 4227

  
27.1.2026

Under Secretary (Garden)



Number (North end) ->  
(South end) ->  
Gps Mark 1

1. Defunct
2. Good serahan
3. Good to carry fossils

*[Handwritten signature]*  
25/11/25