

**NOTICE INVITING SHORT TENDER FOR SUPPLY OF FLOWERS AND FLOWER
DECORATION AT BAPU GHAT, LANGAR HOUSE, HYDERABAD**

Tender No.	TSTDC/HTLS/H1/GM(H)/Bapughat/19-20, Dated: 18.01.2020
Sale of tender schedule from 18.01.2020 to 22.01.2020 between 11.00 AM to 5.00 PM on working days Tender document fees Rs 3000/- Last Date for Submission/ Receipt of completed Tender	Up to 22.01.2020 BY 1.00 PM in office of "I/C General Manager (H), TSTDC Ltd, 3-5-891, Himayatnagar, Hyderabad, Telangana- 500 029

I/C General Manager (H)

Tender Schedule

TSTDC invites sealed tenders for the following work:

Name of the Work	Supply of Flowers and Flower Decoration at Bapu Ghat, Langar House, Hyderabad
Tender No.	Tender No: TSTDC/HTLS/H1/GM(H)/Bapughat/19-20, Tender for supply of Flowers and Flower decoration Dated: 18.01.2020
EMD	Rs. 20,000/- (Rupees Twenty thousand by demand draft in favor of The Managing Director, TSTDC, Hyderabad at the time of submitting tender documents)
Issue of Tender	The Tender document can be downloaded from the website— www.tourism.telangana.gov.in and www.telanganatourism.gov.in for information. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
Submission/ Receipt of Tender	Up to 22.01.2020 BY 01.00 PM in office of TSTDC Ltd, 3-5-891, Himayatnagar, Hyderabad, Telangana – 500 029.
Opening of Tender	Technical Bid and Financial Bid Technical Bid and Financial Bid of all bidders by the Tender Committee shall be opened on same day i.e on 22.01.2020 at 03.00 PM
Contact (for any clarification)	TSTDC Ltd, 3-5-891, Himayatnagar, Hyderabad, Telangana – 500 029. Ph. No. 040 - 23262152/53/54/57
Proposed Date for supplying flowers and flower decoration	30.01.2019

IMPORTANT INSTRUCTIONS

1. Read the tender documents carefully before filling.
2. Sign each page with seal.
3. PART 'A' should contain – Technical Bid
 - a. signed documents as mentioned in Terms and Conditions
 - b. EMD
4. PART 'B' should contain only Financial Bid-

“FINANCIAL BID for supply of Flowers and arranging flower decoration Dated 18.01.2020 FOR TSTDC, PART 'B'. Financial Bid should mention only prices in the stipulated format without any condition. The total amount shall be calculated and rounded off to the nearest rupee.

1. EMD will be forfeited in case, if malicious and fraudulent information is submitted by the tenderer.
2. TSTDC accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.
3. The date & time of opening of bid will be intimated to the Tenderers in advance through email & telephone.
4. In deciding upon the selection of agencies for the work, great emphasis will be put on the ability and competence of agencies to provide high quality services according to the time schedule and in close co-ordination with other agencies.
5. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offers sent through fax / e-mail will not be accepted.
6. Hypothetical /Conditional, Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
7. Please keep visiting our website for any corrigendum/amendments and submit the bid documents accordingly. Separate advertisement will NOT be published in Newspaper for any corrigendum/extension/ clarification etc.
8. The Managing Director, TSTDC reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
9. Any damages to the property by the agency will be recovered from the EMD.
10. The Managing Director, TSTDC reserves the right to accept /reject any tender in part or full, without assigning any reason whatsoever.
11. If the last date of receiving /opening of the tenders coincide with a holiday, then the next working day shall be the receiving /opening date.

TENDER DOCUMENTS CONSIST THE FOLLOWING:-

- I. Eligibility criteria & Technical Bid
- II. General Instructions to Tenderers
- III. General Conditions of Contract
- IV. Scope of Work & Financial Bid

I – ELIGIBILITY CRITERIA

1. Tenderers should have at least Three (3) years of experience in supplying Flowers and flower decoration. This should be supported by documentary evidence. Certificates of satisfactory performance from at least three clients are also to be submitted along with the tender.
2. The tenderer should be a registered company / proprietorship / partnership / society.
3. Should have an annual turnover of at least Rupees Five Lakhs for supply of Flowers and Flower decoration in the last Assessment year i.e. (2018 – 19) and Rupees Three Lakhs for (2017-18 and 2016-17)
4. Should be registered with the following Statutory authorities in Telangana and must furnish attested copies of supporting documents:
 - Income Tax Department (PAN Card be attached)
 - GST certificate (to be attached)
5. The following documents must be submitted along with tender:-
 - a. Income and Expenditure statement and Profit and Loss Account & Audit report of last three years certified by CA
 - b. Income tax returns of last three Assessment years i.e. 2016-2019 certified by CA
6. The Tenderer should enclose with an Earnest Money Deposit (**EMD**) - Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft, drawn in favour of “The Managing Director, TSTDC. Tender forms not accompanied by the EMD shall be summarily rejected. This amount will be returned interest – free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the Contract, whichever is earlier. **No interest will be paid on the EMD under any circumstances.**

II. GENERAL INSTRUCTIONS TO TENDERERS

1. Eligible and willing agencies are advised to visit onsite assessment of the work on any working day between 11.00AM to 04.00 PM after taking permission from I/C General Manager (H).
2. The Financial bid should contain the rates quoted for all the material for supply of flowers and flower decoration is to be provided as per the instructions given in this tender document.
3. Sealed tenders should be addressed to “I/C General Manager (H), TSTDC Ltd, 3-5-891, Himayatnagar,

Hyderabad, Telangana – 500 029. The Tender should be reached in the office of I/C General Manager (H), TSTDC Ltd, 3-5-891, Himayatnagar, Hyderabad, Telangana – 500 029 by the stipulated date and time. “Tender submitted or received after the closing date and time will not be considered”. Financial Bid must also be accompanied by declaration in the prescribed Performa (Annexure-IV). In the absence of EMD or any of the mentioned details, the tender will be summarily rejected.

4. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. No interest will be paid on the EMD. In the case of successful tenderers, the balance **EMD shall be paid for supply of flowers and flower decoration**. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
5. The Tender form should be complete in all respects giving correct and relevant data. All entries in the tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory.
6. Incomplete tenders/tenders not complying with the terms and conditions of the tender document, tenders received after the closing date, suppression/ falsification of information/influency or intimidating other tenderers shall entail disqualification of the tender. Similarly, conditional tenders will also be rejected.
7. The Tender document must be signed by the authorized signatory a person holding a power of attorney authorising him/her to do so. Each page of the tender should bear the signature, date, name and title of the person signing the tender and affixing a rubber stamp indicating the name of the firm and enclosed with technical bid Part I.
8. A formal work order shall be allotted to the successful tenderer.

III. GENERAL CONDITIONS OF CONTRACT (GCC)

1. TSTDC reserves the right to terminate the work order.
2. The Agency must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract and necessary action under Indian Penal Code also.
3. In the event of injury, illness or accidents to any worker, TSTDC will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.

IV Details of Nature and Scope of work & Financial Bid

Requirement of Flowers and Flower Decoration

The Flowers and Flower decoration for Gandhi Vardanthi on 30.01.2020 at Bapughat, Langer House, Hyderabad .The Rates are to be mentioned hereunder

S. No	Particulars	Amount in Rs.
1	Flower decoration for Gandhi Statue, Gandhi Samadhi, stage gate, side railing Door flower basket, Flower decoration (Loose) and fountain landscaping on top floor, Arrangements for 3 sides decoration with flowers at Bapu Ghat Flower material: Banthi Orange, Banthi Yellow, Yellow Chamanthi, White Chamanthi, Mary Gold Banthi, Malle Green Leaves Aster, Rose, Garbera, Gloduis, Asperous Flower and Foam Box	
2	Labour charges	
3	Transportation charges	
4	GST (if applicable)	
	Grand Total	

A. GENERAL

- a) All the materials shall be of best quality and standard make and it should be approved by the I/C General Manager (H) of work before using the Flowers.

The tenderer is advised to visit & examine the site of works & its surroundings at his own cost. No claim for financial or any other adjustments to contract price on account of lack of clarity will be entertained.

Place: TSTDC, Hyderabad

Date:

I/C General Manager (H)