

**GREATER HYDERABAD MUNICIPAL CORPORATION
URBAN BIODIVERSITY**

TENDER SCHEDULE ALONG WITH TERMS AND CONDITIONS

FOR Floral Decoration to the statues of the Prominent Leaders Samadhis on Occasions of Jayanthis / Vardanthis, other occasions taken up by the GHMC, Supply of bouquets to VIPs & VVIPs and other GHMC organized functions/occasions etc., for a period of (1) year.

| | | |
|---|---|--|
| SALE OF TENDER SCHEDULE | : | 17-12-2018 to 03-01-2019 from 11.00AM to 04.00PM (Can be downloaded on GHMC Website) |
| DATE AND TIME OF SUBMISSION OF TENDER DOCUMENT | : | 04.01.2019 FROM 11.00AM TO 03.00PM |
| DATE & TIME OF OPENING OF TENDER | : | 04.01.2019 AT 03.30 PM |
| PLACE | : | OFFICE OF THE DIRECTOR, URBAN BIODIVERSITY, GHMC, INDIRA PARK, LOWER TANK BUND ROAD, HYDERABAD. |




**URBAN BIODIVERSITY
GREATER HYDERABAD MUNICIPAL
CORPORATION**

14/12/18

Office of the Director,
Urban Biodiversity,
Greater Hyderabad Municipal
Corporation

Notice No.01/UB/GHMC/2018-19

Date: 14.12.2018

Manual (Box) TENDER NOTICE

Greater Hyderabad Municipal Corporation invites sealed tenders in the prescribed form for Floral Decorations to the statues of the Prominent Leaders/Samadhies on Occasions of Jayathies and Vardhanthies etc from the eligible tenderers subject to the terms & conditions attached with the tender schedule which can be obtained from the office of the Director, Urban Biodiversity, GHMC, Inside Indira Park, Lower Tank Bund Road, Hyderabad.

| Item No. | Description of work | EMD to be paid | Cost of tender schedule | Eligibility of the tenderer |
|----------|---|---|---|--|
| 1 | Floral Decorations to the statues of the Prominent Leaders/Samadhies on Occasions of Jayathies and Vardhanthies, other occasions taken up the GHMC, supply of bouquets to VIP's & VVIP's and other GHMC organized functions / occasions etc for a period of (1) year. | Rs.10,000/- (Rupees Ten thousand only) | DD for Rs.1000/- in favour of the Commissioner, GHMC And Rs.145/- in favour of CTO Basheerbagh Hyderabad | The Tenderer should have experience in similar works in Government (State or Central) / Public sector units of GOI/GOTS, to a tune of at least Rs. 5.00 Lakhs during any one financial year during the last five years i.e to 2013-14 to 2017-18 |

1. Sale of Tender Schedules : 17.12.2018 to 03.01.2019 from 11.00 AM to 04.00 PM and can be downloaded on GHMC website.

2. Submission of Tenders : 04.01.2019 from 11.00 AM to 3.00 PM

3. Opening of Tenders : 04.01.2019 at 3.30 P.M

For details the Director, Urban Biodiversity, GHMC may be contacted during the office hours on any working day.

DIRECTOR, URBAN BIODIVERSITY
GREATER HYDERABAD
MUNICIPAL CORPORATION

Signature of Tenderer


Director, Urban Biodiversity, GHMC

To
The Commissioner
Greater Hyderabad Municipal Corporation
HYDERABAD – 500 063.

Madam,

Sub: GHMC – Floral Decorations to the statues of the Prominent Leaders/Samadhies on Occasions of Jayathies and Vardhanthies, other occasions taken up the GHMC, supply of bouquets to VIP's & VVIP's and other GHMC organized functions / occasions etc – Reg.

In response to your Notice Published in the Daily Newspapers, I / we submit my / our application as follows.

1. Name of the agency/contractor (In BLOCK LETTERS)
2. Name of the applicant (Proprietor / Managing partner of the agency/contractor)
3. Father's Name
4. Age of the applicant (in case of individuals only)
5. Address of the applicant
 - a) Present / Correspondence

b) Permanent

Tel. No(s) Office
 Residence
 Mobile

Fax No.

Email ID

6. Particulars of Bank Account
 - a) Bank Account No.
 - b) Nature of Account
 - c) Name of Bank & Address

Place:

Date:

Signature & Name of the applicant

Signature of Tenderer


Director, Urban Biodiversity, GHMC

TENDER SCHEDULE FOR “Floral Decorations to the statues of the Prominent Leaders/Samadhies on Occassions of Jayathies and Vardhanthies, other occasions taken up the GHMC, supply of bouquets to VIP’s & VVIP’s and other GHMC organized functions / occasions etc”

TERMS & CONDITIONS

1. GENERAL CONDITIONS

1. Tender Schedule should be submitted in sealed cover with title “TENDER FOR Floral Decorations to the statues of the Prominent Leaders/Samadhies on Occasions of Jayathies and Vardhanthies, etc with name and address of the Tenderer and to be dropped in tender box kept in the office of the Director, Urban Biodiversity, GHMC from 11.00 am to 3-00 pm on 04.01.2019 and no tenders will be accepted after expiry of the time i.e., 3-00 pm.
The following are to be submitted along with tender schedule.
 - i. Demand drafts towards 1) Process Fee (1000+145) 2) EMD as shown in the tender notice supplied along with this tender schedule in Page No.2.
 - ii. The Tenderer should have experience in similar works in Government (State or Central) / Public sector units of GOI/GOTS, to a tune of at least Rs. 5.00 Lakhs during any one financial year during the last five years i.e to 2013-14 to 2017-18. The entire booklet containing the terms & conditions and other documents supplied along with the tender schedule duly filled in and signed by the tenderer.
2. Tenders not properly filled or mutilated or with incorrect, inaccurate information or generally not complying with the conditions will be rejected.
3. If an individual makes the tender, he shall sign it with entry of his full name, complete address etc. If it is made by partnership firm it shall be signed in the name of the firm by a partner of the firm who shall sign his own name. In case the tender is made by or on behalf of a company incorporated under the Companies Act, it shall be signed by the Managing Director or by one of the Directors duly authorized on his behalf.
4. Once a sealed tender is received the same will not be returned under any circumstances and the rate tendered therein shall be binding on the tenderer in case of acceptance of the same.
5. GHMC shall have the right to change, modify, alter, extend, and reduce the time of opening tenders also to postpone the date of receipt of tenders, opening of tenders, opening of financial bid to any other day for reasons recorded in writing.
6. The tenderer should remit the EMD through Demand Draft drawn on any nationalized bank in favour of “Commissioner, GHMC” and should enclose the same along with the tender.
7. The EMD of unqualified tenderers will be returned on the same day of opening of the tenders.

Signature of Tenderer


Director, Urban Biodiversity, GHMC

8. The issue of work shall be to the lowest tenderer (based on overall lowest rates quoted for individual items) and the selected tenderer on fulfilling terms and conditions will be accorded the said work in GHMC.
9. The lower of the lowest tendered rate will be accepted and such acceptance shall be binding on the applicant and the applicant / successful tenderer shall strictly bind to the action initiated by GHMC.
10. The acceptance of the tendered Amount during tenders shall be subject to confirmation by the Commissioner, GHMC. Intimation of confirmation of the work or otherwise as the case may be, will be sent by Registered Post or in person or through email.
11. In the event of quoting less rates in the tender, the tenderer shall not have any right to claim the work / work orders. The discretion of allotment of work lies with the Commissioner, GHMC.
12. All correspondence will be made to the address given in the application form. It shall be the responsibility of the applicant / tenderer to effect any changes in the address recorded in the records of GHMC.
13. The tenderer is solely responsible to receive any sort of communication from Greater Hyderabad Municipal Corporation.
14. The successful tenderer shall have to enter into an agreement with GHMC on Rs.100 Non-judicial Stamp paper as per the terms & conditions laid down by the GHMC within the stipulated time as communicated by the GHMC failing which the EMD paid by the tenderer shall be forfeited.
15. The tenderer shall have to execute the work strictly in accordance with the specifications laid down in the agreement and as per the directions of the concerned Officer of GHMC within the time frame failing which a penalty of Rs.2000/- per occasion will be levied which will be binding on the successful tenderer.
16. The tenderer shall execute the work as per the written or oral instructions of the concerned Officer of GHMC within the stipulated time and if any such lapse on the part of the successful tenderer is noticed continuously for (3) occasions the EMD paid by the tenderer shall be forfeited besides termination of contract.
17. In case of any dispute arising during the period of contract, the decision of the Commissioner, GHMC will be final and binding on the 1st Party.
18. The successful Tenderer should arrange the floral decoration as per the terms and conditions to the statues/samadhi's of prominent leaders on the occasion of jayanthis/varadhanthis and also on any occasion as specified by GHMC. The tenderer shall commence the work at 6p.m and shall be complete by 9p.m on the preceding day. Under emergency / urgent occasions at short notice floral decorations etc shall have to taken up by the tenderer at any time either during the day or night for other functions organized by GHMC.
- 18 All flowers must be fresh and of top quality in nature.

Signature of Tenderer


Director, Urban Biodiversity, GHMC

19. The tenderer shall execute the floral decoration work as per the desired varieties of flowers by the GHMC.
20. If at any time / occasion if the flowers used for decorations etc are found to be inferior quality the same will be treated as rejected and proportionate deductions will be made from payments.
21. The discretion of payments lies with GHMC.
22. The successful Tenderer will have to execute an agreement on Rs.100/- non-judicial stamp paper with in 7 days from the date of receipt of letter regarding the approval of Tender. The agreement will be in force for a period of one year from the date of entering into an agreement.
23. In case of failure to take up the work as per satisfaction of the Higher Officers & within specified time, the Commissioner, GHMC reserves the right to cancel the order and the tender agreement, and forfeit the EMD as the case may be without entertaining any correspondence besides taking penal action against the Tenderer and further the Tenderer/Agency will be debarred.
24. The Tenderer should be able to deliver the flower arrangements/ bouquets etc., at short notice at desired place/site as directed by the officials of GHMC.
25. The EMD will be refunded only after completion of the work to the successful Tenderer. In case of unsuccessful Tenderer the EMD will be refunded soon after finalization of tenders.
26. Payment will be made only after satisfactory completion of the work and issue of certificate to that extent by the concerned H.O /FRO.
27. The Tenderer will be responsible to receive any communication from the GHMC.
28. The Commissioner, GHMC reserves the right to accept or reject any or all tenders without assigning any reasons. The decision of the Commissioner, GHMC will be final and binding and no further correspondence will be entertained in this matter.
29. The rates quoted by the tenderer shall be valid for a period of one year. The Commissioner, GHMC shall have the right to reduce/extend the period of contract which will be binding on the successful tenderer without assigning any reasons thereof.

Signature of Tenderer


Director, Urban Biodiversity, GHMC

SCHEDULE - 'A'
DETAILS OF THE FLORAL DECORATION TO THE STATUES

| Sl. No. | Description of work | Unit/ Per | Estimated Rates | Rates offered by the Agency |
|---------|--|-------------|-----------------|-----------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Arrangement of Floral Decoration Including Big | One statue | 2533 | |
| A. | Garland, (suitable to the statue with minimum length of 6'; & 6" thickness, fresh seasonal flowers preferably of the following varieties. (1) Chrysanthemum (2) lilies (3) Roses (4) Marigold (5) Asters (6) Jasmine, (7) Kagada (8) Tube roses. Suitable Floral Decoration on all sides of pedestal of the Statues / Samadhi to full length and width, (without gaps); Providing wooden table of 4'x4'x1 1/2' size with white chaddar cover on which also floral decoration is to be done and 5Kgs. loose rose petals for floral tributes by dignitaries. Floral decoration with different design / styles. | | | |
| B. | One side decoration for statue with total length flower drops with one bouquet and big garland as in 1(A). | One statue | 898 | |
| C. | Floral decoration for Samadhi's: Samadhi decoration with flowers like (1) Chrysanthemum (2) Lilies (3) Roses (4) Marigold (5) Asters (6) Jasmine, (7) Kagada (8) Tube roses without any gaps, all corners, sides drop decoration; Rangoli decoration with flowers on upper side, down sides, (2) wreaths (2) bouquets, loose rose flower petals 5 Kgs. | One Samadhi | 7000 | |
| 2 | Wreaths =2 feet dia with mixed flowers | One No. | 153 | |
| 3 | Floral arrangement on dias / tables / conference with different style with | | | |
| | (a) Roses minimum 10 flowers | Per flower | 5 | |
| | (b) Gerbera minimum 8 flowers | -do- | 7 | |
| | (c) Carnation minimum 10 flowers | -do- | 8 | |
| | (d) Anthurjum minimum 5 flowers | -do- | 24 | |
| | (Erect / Crawling/ Serpentine styles).in aesthetic manner. All flowers must be export quality, fresh & green house grown varieties with long stem length of 1 1/2' minimum. | | | |
| 4.A | Bouquets in Plastic pots (5"-6" size) (1 & 1 1/2 feet dia) with long stems in a conical or bow shaped etc., styles with filler material wherever require ed with normal decoration with cellophane paper / Covered with yellow handle & ribbon band etc., | | | |
| | a) Gereberas → minimum 5 flowers | Per Flower | 7 | |
| | b) Roses → minimum 10 flowers | -do- | 5 | |
| | c) Anthuriums → minimum 5 flowers | -do- | 24 | |
| | d) Carnation s- minimum 10 flowers | -do- | 8 | |
| | e) Chrysanthemums → minimum 10 flowers | -do- | 8 | |
| | f) ORCHIDS → minimum 5 flowers | -do- | 24 | |
| | g) Mixed flowers → minimum 10 flowers | -do- | 5 | |

Signature of Tenderer

Director, Urban Biodiversity, GHMC