

GREATER HYDERABAD MUNICIPAL CORPORATION :: HYDERABAD

Tender Document



**Bid Invitation for Request for proposal to
“Empanelment of agencies and finalizing unit rates
for ensuring a competent contractor for
undertaking artistic and anti-carbonating painting
related projects in Kukatpally Zone, GHMC”**

Bid Notice NIT No. 08 /CTO/KPZ/GHMC/2023-24: Dt.11.03.2024

**Greater Hyderabad Municipal Corporation KUKATPALLY ZONE
Website:www.ghmc.gov.in Phone No:7337367270**

SCHEDULE OF BID PROCESS

Bidders are invited to submit their Bids on or before the time and date as mentioned below at the o/o The Chief Transport Officer, Greater Hyderabad Municipal Corporation, Kukatpally Zone, GHMC, Hyderabad. The Bids submitted after this time and date or at any other office other than indicated herein below will not be considered under any circumstances; unless notified by the Authority with full information of the altered time, date and the office for submission. Bid document shall be downloaded from “ <https://www.ghmc.gov.in>” under tenders notifications section.

NIT.No.08/CTO/KPZ/GHMC/2023-24, Dt:11.03.2024

	Event Description	Particulars
	RFP downloadable from website Date & Time)	DT: 11.03.2024 3.00 PM from on wards
	Bid Due date/Bid Submission date	DT: 14.03.2024 3.00 PM Time
	Address for communication & submission of Bid	The Chief Transport Officer, Greater Hyderabad Municipal Corporation, Kukatpally Zone, GHMC <i>Hyderabad</i>
	Date & Time for opening of Technical Bid (Eligibility & Qualification Criteria)	DT: 14.03.2024 4.00PM from onwards
	Date & Time of opening of Financial Bid	DT: 25.03.2023 4.30PM from onwards
	Bid Security(Refundable)	Rs.10,000/in the form of demand draft drawing favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad and drawn on any scheduled bank.

Note:

In case of any further clarification required the bidders may contact the Authority at dcto.kp14@gmail.com or approach the O/o. The Chief Transport Officer, GHMC, Kukatpally Zone.

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1. INTRODUCTION

Empanelment of agencies for specialized painting works like Artistic painting on walls and Anti carbonation paints for Flyovers in tenders is a common practice aimed at ensuring a pool of pre-qualified and competent contractors for undertaking painting-related projects. This approach offers several benefits:

Quality Assurance: Empanelment allows the tendering authority to assess and pre-qualify agencies based on their technical expertise, experience, and financial stability, ensuring that only capable contractors are considered for the work.

Efficiency: By pre-qualifying agencies, the tendering process can be expedited as the empaneled agencies have already undergone the necessary evaluations, making the selection process more efficient.

Cost-Effectiveness: Empanelment can lead to cost savings as the agency selection process is streamlined, reducing administrative costs and time associated with evaluating each bidder for every tender.

Standardization: Empanelment helps in standardizing the quality of work by ensuring that only competent agencies, meeting pre-defined criteria, are eligible to participate in tenders.

1. OBJECTIVE

The broad objective of this Bid is to Empanelment of agencies and finalizing the unit rates for ensuring a competent contractor for undertaking artistic and anti-carbonating painting related projects in Kukatpally Zone, GHMC as the unit rates of above items are not included in the SSR.

2. SCOPE OF WORK

GHMC has been involved in taking up various developmental works of Public Parks and Flyover Painting. To standardizing the quality of work and unit rates of Artistic paint and Anti Carbonation Paints, tenders being invited for ensuring that only competent agencies, meeting pre-defined criteria, are eligible to participate in tenders.

3. ELIGIBILITY

- The bidder may be any registered suppliers, firms or contractors who are having requisite experience and registered with concerned authority under relevant act.
- The bidder should have Similar nature of work experience in artistic painting, 3D painting and anti-carbonation painting in any Govt or Pvt Organizations (OR) The bidder should have the bachelor of Degree in JNTU Fine Arts

- The bidder should have **minimum turnover of 5.00Lakhs in painting related works** in any one year during the last (03) consecutive financial years of, 2021-22 , 2022-23& 2023-24.
- The bidder shall submit the Acknowledgement Copy of Latest IT Returns i.e., AY 2022-23.
- The bidder should have PAN, GST Registration Certificate (Copies shall be uploaded along with Tender)
 - The bidder shall submit the self-declaration on blacklisting/ litigation/ vigilance history if any

4. Submission of Bid:

- a. Bid shall be submitted along with the all the Annexures filled in formats provided as appendices to this document in two cover system i.e (i) Technical Bid cover (ii) Financial Bid cover.
- b. All envelopes shall be super scribed as NAMEOF THE BIDDER.....and followed by **“Empanelment of agencies and Finalizing the unit rates for ensuring a competent contractor for undertaking artistic,3D painting and anti-carbonating painting related projects in Kukatpally Zone, GHMC”**
- c. The Bid shall be submitted on or before Dt:14.03.2024 Time:4.00PM Hrs
- d. Submission by email or other electronic means will not be accepted. It is the responsibility of the interested party to ensure that it is delivered at prescribed address by the stated dead line through post/courier/ in person only. The Authority shall not be held responsible for any delay in delivery or lost in transit cases.
- e. All the Annexures shall be submitted duly filled with relevant information and self attested.
- f. The EoI cum Bid shall be submitted through offline in sealed cover at box placed in the chamber of the Zonal Commissioner, Office at Kukatpally and addressed at: **Zonal Commissioner Kukatpally Zone, Greater Hyderabad Municipal Corporation Kukatpally zone Hyderabad Tel:7337367270 E-mail:** dcto.kp14@gmail.com and no other places will be accepted for submission of bid .Only complete EoI response received on or before the due date and time shall be considered .after completion of time EOI /BID will not be accepted.

5. Technical Bid:

- a. The applicant shall submit the following documents in a sealed cover“ Technical bid cover”
Covering Letter as per Annexure -I
- b. Details of the Applicant as per Annexure -II
- c. Bid security of Rs.10,000/- (Rupees Twenty Five thousand only) in shape of a Demand Draft drawn in favour of“ The Commissioner, GHMC” payable at Hyderabad. After completion of evaluation ,the Bid security is returned to those applicants who are not qualified at Technical Bid stage immediately after completion of the empanelment process and the Bid security of the empaneled applicants will be returned after completion of their agreement period.

6. Technical Evaluation:

- a. The committee (ZC,SE,FA,CTO &EE-23) will evaluate the technical bids first and qualify the responsive bids and the financial bids of those bidders who are technically qualified as per eligibility criteria are satisfactory shall only be opened and further evaluated for selection of the successful bidder. The lowest rate among the bids is considered as Unit rate for undertaking artistic and anti-carbonating painting related projects in Kukatpally Zone, **GHMC**”All the technically qualified bidders are invited to give their willingness to match with the lowest unit rate. The bidder who submit their willingness to do work at lowest unit rate in Kukatpally Zone, GHMC shall only be considered as “Empaneled Agency”.
- b. The decision of the committee (ZC,SE,DC,CTO &EE-23) in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation. The committee (ZC,SE,DC,CTO &EE)may seek clarifications or confirmations on their bids from the bidders.
- c. During the evaluation when deemed necessary, GHMC may seek clarifications on any aspect of their bid from the agency. However, that would not entitle the agency to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bid has been accepted.
- d. Any effort by agency to influence the bid evaluation, bid comparison or contract award decisions may result in the rejection of the agency's bid and forfeiture of the agency's Bid Security Amount. Further, any decision taken by the (ZC,SE,DC,CTO &EE-23) GHMC in this regard is final and binding.
- e. The committee (ZC,SE,DC,CTO &EE-23) GHMC reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to award of Contract,

without thereby incurring any liability to the affected agencies or agencies and of any obligation to inform the affected agencies of the grounds for GHMC's action and without assigning any reasons.

7. Bid Security Amount:

- a. The Bidder shall furnish, as part of the Bid, Bid Security for an amount mentioned in bid data sheet in the form of Demand Draft in favour of Commissioner, GHMC only.
- b. The Bid Security amount shall be refunded for unsuccessful bidders.
- c. The Bid Security amount of the successful Bidder submitted at the time of bid submission shall be released after completion of contract period duly deducting the penalties/recoveries, etc.
- d. The Empanelled bidders who give willingness to match with lowest unit rate shall submit the Bid security amount of Rs. 10,000.00 in the form of Demand Draft drawn in the favour of the Commissioner, GHMC from any Scheduled Banks and shall be released after completion of contract period duly deducting the penalties/recoveries, etc if any.
The Bid Security Amount may be forfeited:
- e. If the Bidder withdraws the Bid after bid opening (opening of technical qualification part of the bid during the period of Bid validity)
- f. In the case of a empanelled Bidder, if the Bidder fails within the specified time limit to sign the Agreement.
- g. In the case of empanelled Bidder, if the Bidder fails to supply the material within stipulated time period.

8. PERFORMANCE SECURITY (During the allotment of work):

- a. The Empanelled bidders shall submit the performance security of Rs.10,000.00 at the time of concluding agreement at respective zone (allotted to them).
- b. The same may be paid by way of demand draft from any Nationalized Bank in favour of the Commissioner, GHMC, at the time of Agreement.

9. Financial Bid submission:

The Bidder shall submit the financial bid as per the **Annexure IV** in a separate sealed cover quoting. If any applicant not quoted, their bid will summarily be rejected.

Annexure-I

(Covering letter to be submitted in the letter head of the applicant)

Date:

To,
The Zonal Commissioner,
Kukatpally Zone, GHMC, Hyderabad:
Tel: 7337367270 E-mail: dto.kp14@gmail.com

Subject: “Request for proposal for Empanelment of agencies and Finalizing the unit rates for ensuring a competent contractor for undertaking artistic and anti-carbonating painting related projects in Kukatpally Zone, GHMC”.”

Dear Sir

Having examined the EoI cum Bid, the undersigned, offers to submit the application in full conformity with the said EoI cum Bid. I/We have read the provisions of EoI cum Bid and confirm that these are acceptable to us.

I/ Where by declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of the selection process.

I/We understand that you are not bound to accept any proposal you receive. Also, at any stage, the process may be terminated without assigning any reason and without any liability to firms , whatsoever, it maybe.

Thanking you.

Yours faithfully

Signature:

In Capacity of

Duly authorized to sign proposal for and on behalf of-----

Place

Annexure -II

Details of Applicant

	Name of the Applicant (Legal Name)	
	Country of incorporation	
	Legal Status	
	Year of Establishment	
	Registration details	(Enclose certificate of Incorporation/Registration etc. as applicable)
	Address for Communication	
	PAN Number	Copy to be closed
	GST Number	Copy to be closed
	Name, Address, Email id and Contact Number of the Authorized Signatory, who is authorized to respond to this EoI	
	Any other information	

Signature of Authorized Signatory Date:

Place:

Annexure –III
Technical bid

Sl. No.	Item
1	Empanelment of agencies and finalizing the unit rates for ensuring a competent contractor for undertaking artistic, anti-carbonating and 3D painting related projects in Kukatpally Zone, GHMC”.

Enclosures:

- a. The bidder may be any registered suppliers, agencies and contractors who are having requisite experience and registered with concerned authority under relevant act.
- b. The bidder should have Similar nature of work experience in artistic painting, anti-carbonation painting and 3D painting.
- c. The bidder should submit the work done photos certified by concern authorities
- d. The bidder should have **minimum turnover of 5.00Lakhs in painting related works** in any three year during the last (03) consecutive financial years of, 2021-22 , 2022-23& 2023-24.
- e. The bidder shall submit the Acknowledgement Copy of Latest IT Returns i.e., AY 2022-23.
- f. The bidder should have PAN, GST Registration Certificate (Copies shall be uploaded along with Tender)
- g.** The bidder shall submit the self-declaration on blacklisting/ litigation/vigilance

(Signature, name and designation of the authorized signatory).

Annexure-IV**(FINANCIALBID)**

[on the letter head of the Bidding firm]

EoI cum Bid Notice NIT. No.

Date:

The Zonal Commissioner

Kukatpally Zone ,Hyderabad: 500018

Sub : “Request for proposal for Empanelment of agencies and finalizing the unit rates for ensuring a competent contractor for undertaking artistic and anti-carbonating painting related projects in Kukatpally Zone, GHMC”

Sir,

As apart of the Bid for the subject work, where by submit the following as Bid price as our quote to the GHMC

Our financial quotes:

S.NO	Description of Item	Rate Per Sft
1	Providing of Artistic Painting excluding GST Charges	
2	Anti-carbonating Painting excluding GST charges	
3	3D Painting excluding GST charges	

We undertake to acknowledge that the bid evaluation be carried by the Committee authorized by the Authority and the decision of the Committee will be final and binding onus, financial bids of only those Applicants who are qualified in technical evaluation to be opened.

Applicant Signature

Note: The financial Bid to be submitted strictly as per the above format. Non compliance to the above format shall disqualify the firm's BID.

Contractor

**Chief Transport Officer
Kukatpally Zone**

Annexure-V**Declaration regarding Blacklisting/ History of Litigation**

I/We _____ firm/company/agency/contractor
 M/s.....hereby declare that I/ We have not
 been blacklisted or debarred in the past by any other Government organization or
 Public
 Sector Undertaking (PSU) from taking part in Government tenders.

Or

I/We _____ firm/company/agency/contractor _____ of
 M/s/Sri.....hereby declare that I/ We have been
 blacklisted or debarred by any other Government Department from taking part in
 Government tenders for a period of.....years
 w.e.f.....The period is over on.....and now the
 firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the
 tender/contract will be rejected/cancelled by the purchaser, and EMD/SD shall be
 forfeited. In addition to the above the GHMC will not be responsible to pay the
 bills for any completed/partially completed work.

Signature

Name :

Capacity in which signed:

Name & address of the firm:

Seal of the firm should be

Affixed

Contractor

**Chief Transport Officer
 Kukatpally Zone**