



TATA MEMORIAL CENTRE
Advanced Centre for Treatment, Research and Education in Cancer
(A Grant-in-aid Institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
Phone-022-68735141, www.actrec.gov.in

No. ACTREC/Admin./6998/2021

21st December, 2021

To,

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Sub: - Inviting Annual Contract under sealed quotations for annual contract: “SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ETC.” AS AND WHEN REQUIRED BY ACTREC, for a period of one year starting from 22nd January, 2022 to 21st January, 2023 (Extendable for one more year on same rate, terms and conditions.)

Dear Sir,

I am directed to inform you that sealed quotations are invited for “**Annual Contract for : “SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ETC.” AS AND WHEN REQUIRED BY ACTREC, for a period of one year starting from 22nd January, 2022 to 21st January, 2023 (Extendable for one more year on same rate, terms and conditions.)** at ACTREC Campus Sector-22, Kharghar, Navi Mumbai-410210.

You are requested to quote your most competitive rates in Annexure-1, 2 and 3 for carrying out the above job. The last date for submission of sealed quotation is **04th January, 2022 on or before 1.00 pm in room no. PS-318**, 3rd floor, PS building, ACTREC campus. Tenders received after 1.00 p.m. would be rejected. The sealed quotations will be opened on the same day at 03.00 pm (i.e. **4th January, 2022 at 3.00 pm**). The right of acceptance or rejection of all or any offer is reserved by the Centre.

Thanking you,

Sincerely yours

Jr. Administrative Officer (EM)

TATA MEMORIAL CENTRE

Advanced Centre for Treatment, Research and Education in Cancer

(A Grant-in-aid Institute under Department of Atomic Energy, Government of India)

Sector-22, Kharghar, Navi Mumbai – 410210

INVITATION FOR ANNUAL MAINTENANCE CONTRACT FOR

“SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ...ETC. AT ACTREC ,AS AND WHEN REQUIRED BY ACTREC”

For a period of one year starting from

22nd January, 2022 to 21st January 2023.

(Extendable for one year, subject to satisfactory performance)

1. The last date for submission of sealed quotations is **04th January, 2022 on or before 1.00 pm** and to be delivered in room no.PS-318, 3rd floor, PS building, ACTREC campus. Tenders received after submitting date and time would be rejected.
2. Start Date of Tender application is **21/12/2021 from 05.30 PM.**
3. The sealed quotations will be opened on **04th January, 2022** at 03.00 pm.
4. Estimated Cost is approximately Rs. 60,000/- .

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Sector-22, Kharghar, Navi Mumbai – 410210

GENERAL TERMS AND CONDITIONS

1. Sealed Quotations are invited for annual contract for “SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ...ETC. AS AND WHEN REQUIRED ”, by ACTREC, Kharghar, Navi Mumbai, for a period of one year on contract basis. The sealed cover containing the quotations superscribed as under and complete in all respect should be submitted to ACTREC, Tata Memorial Centre, Kharghar, **on or before 04th January, 2022, 1.00 pm**
2. **Earnest Money Deposit** is not payable. Bidders are required to submit “Bid Security Declaration (EMD) Form” as per Annexure 4. Bids without “BID Security Declaration (EMD) Form” will be rejected.
3. The sealed quotations will be opened on **04th January, 2022 at 3.00 p.m.** The Tenderers, if they desire, may depute their representative to be present at the time of opening of tenders with an authority letter.
4. **Period:** The successful firm will be required to start working immediately upon award of the contract for a period of one year from the date of signing of the contract. The contract can be extended for one year on same rates, terms and conditions.
5. The bidders are requested to go through the requirement mentioned above by ACTREC and the same would be delivered at ACTREC campus on the specified dates as well as per requirement ‘**on as and when required bases.**
6. Agencies/firms/companies/Units registered under NSIC/KVI or any other designated authority by the MSME, Govt, of India are entitled for exemption from payment of earnest money and security deposit for performance up to monetary limits specified in the NSC certificate.
7. The actual requirement will be placed to you by ACTREC ‘**Supervisor Grade – I (Horticulture)**’ through phone/mobile/E-mail contact, two days earlier.

8. The firm interested to supply cut-flowers etc. to the ACTREC should have an **experience of at least 1 years for providing this kind of service**. Experience certificate to be provided as a documentary evidence.
9. The cut-flowers to be supplied should be fresh and of very good quality. Only very fresh and healthy flowers will be accepted for the flower arrangement. The supply should be handed over to the designated Mali well in time. Flowers should be supplied partly in form of bunch (6-7 flowers) for ready placement and in loose form.
10. Flowers which show even slightest indication of wilting/staleness/artificial flowers or without the natural shine will not be accepted. **The firm will also be liable to pay penalty of Rs.100/- depending on the unit value (i.e. on number of stale flowers and its quantity) from their monthly bill for faulty supply.**
11. ACTREC reserves the right to reduce or increase the quantity of flowers as per requirement.
12. **For payment purpose, the bills should be submitted month-wise on the prescribed format along with the delivery challan/user certificate duly signed by the users. ACTREC will make payments on submission of bills by the bidder every month and after its due verification by Supervisor Grade-I(Horticulture).The material supplied or brought like flowers, bouquets etc. challan should be duly signed and stamped at ACTREC main gate security.**
13. Erasing & overwriting in the quotation will render the same invalid.
14. The cut flowers should be delivered to ACTREC, Kharghar, Navi Mumbai which may be decorated at the prescribed locations by given time and concern person of institution or as per the requirement.
15. The firms participating in the tender must possess valid PAN in the quotation along with a documentary proof of the same, failing which the quotation will be liable to be rejected.
16. **The rates may be quoted as per Annexure 3, excluding GST** if any, may be specifically and separately indicated in the quotation. In case Govt. notifies any other Tax during the period of contract the same shall be made applicable as mutually decided. Bidders are required to submit Annexure-2 with signature and stamp.
17. For due performance of obligations under the contract ,the successful bidder shall have to deposit 10 % amount of total value of contract as security Deposit by Demand draft/ Bank guarantee/FDR in favor of "Director, ACTREC "with the absolute right. Bid security/EMD shall be refunded to the successful bidder on receipt of performance security. SD

shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the centre or damages of any kind, if any.

18. The institute can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the institute will be final and binding on the contractor. The institute reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
19. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by the institute.
20. It is a pre-requisite to provide copy of all the statutory requirement documents, duly stamped and signed on each page of the document with numbering on it, such as:
 - a) **Registration under the shops and Establishment Act/ Companies Act/Society Act**
 - b) **PAN no.**
 - c) **GST Number(as applicable)**
 - d) **Bidder should have Minimum 01 year relevant experience in Horticulture & Flowering Services.**
21. The bidder has to deploy his own manpower for delivery and making decoration of the requisitioned items. (For e.g. On 15th August and 26th January etc.)
22. The quoted monthly charges will be inclusive of all taxes and permissible taxes such as TDS @ 2% or as per Govt. norms will be deducted from the bills.
23. The agreed/approved rates will be valid for one year. In case institute requires to extend the tenure of contract for one more year the rates, terms and condition will be same.
24. The Centre (ACTREC) shall not pay any compensation in respect of any injury or death caused to the deployed workers by the successful bidder or the contractor. It will be sole responsibility of the contractor.
25. The bidder should quote rate contract amount for the above referred work.
26. The institute can terminate the contract at any time without assigning any reason by giving a notice of one month and if contractor wishes to discontinue or terminate he has to give 03 months notice. The contract can also be terminated in case the work is not found satisfactory. In this respect the decision of the institute will be final and binding on the contractor. The

institute reserves the right to reject any quotation in whole or in part without assigning any reason thereof.

Date:

Signature of bidder

SCOPE AND SCHEDULE OF WORK

S.No.	Scope of work	Schedule dates
1.	Republic Day is being organized at ACTREC.	26 th January, 2022
2.	Independence Day	15 th August, 2022
3.	ACTREC Annual Day	30 th March, 2022
4.	Science & Society Oration	30 th March, 2022
5.	National Research Scholars Meeting	Every year (in December, 2022)
6.	Conferences, Symposia & Workshop	20 Nos. in year
7.	BTIS Workshop	November-December
8.	Cancer Genetics Workshop	November-December
9.	Animal House Workshop	November-December
10.	As and when required Bouquets, Table flowers etc. at the time of any urgent meetings/workshops etc.	

**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH & EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai - 410210**

Tender Application Form

No. ACTREC/Admin./6998/2021

21st December, 2021

Name of the Work	TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR “PROCURING AND PROVIDING FLOWERS, BOUQUETS, HAARS, DRAWING RANGOLIS, ETC. - AS AND WHEN REQUIRED” BY ACTREC, for a period of one year starting from 22nd January, 2022 to 21st January, 2023. (Extended for one year)
Due Date of the submission of the tender	
Demand Draft / Cash Receipt No. for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	_____
	E-Mail
	Tel. No & Mobile No.
	Fax
a) Registration No. (I) under Shop/Estt. Act (II) Companies Act (III) Society Act	b) Authority with whom registered (i) License No. (II) Granted by (III) For the purpose of
Name & Address of the Bankers of the bidders	

a) Registration under the shops and Establishment Act/ Companies Act/Society Act	
b) PAN no.	
c) GST Registration Number	
d) Bidder should have Minimum 01 year relevant experience for providing above services.	

The following points will be considered for **technical eligibility to assess the suitability of bidders:-**

- a) Registration under the shops and Establishment Act/ Companies Act/Society Act
- b) PAN no.
- c) GST Number
- d) Bidder should have Minimum 01 year relevant experience in Horticulture & Flowering Services.

Note:- Bidders must attach copy of valid certificate of the above documents along with tender documents. Mandatory to fill Annexure 2 and 3 with duly signed and stamp of the bidder while submitting.

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false or fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same for and behalf of bidder.

Signature

Name of authorized person for
bidder with seal

Date:

PROFORMA FOR FURNISHING RATES/QUOTES

Name of the Firm:

Schedule of quantity and rates of flowers, Bouquet etc. at ACTREC in a year :-

Sr. No	Particulars	Approx. Quantity (Of Flowers)	Unit	Rates to be quoted/ unit	Total Value
1	Loose Flowers				
	a) Merry gold	40	kg		
	b) Shewanti	10	kg		
	c) Rose petals/Green leaves	5	kg		
2	Cut Flowers				
	a) Rose(40 cm)	15	Bundle(20 nos in a bunch)		
	b) Gerbera	10	Bundle (10 no in a bunch)		
	c)Single rose and drapery with paper wrapping	20	No		
3.	Flower Bouquet				
	a) Big Size(Hand Bouquet)	20	No		
	b)Big Size(Table Bouquet)	10	No		
	c)Medium Size(Hand Bouquet)	25	No		
	d)Medium Size(Table Bouquet)	10	No		
	e)Small Size(Hand Bouquet)	30	No		
	c)Small Size(Table Bouquet)	10	No		
4.	Others				
	a) Oasis	10	Per piece		
	b) Green foliage	05	Bundle		
	c) Decorative items such as balls, threads etc.		Depends on choice of theme		
	d)Flower Rangoli	200	Per Sqft		
	e)Merry gold Mala	200	Running feet		
	d)Mogara thick mala	100	Running feet		
5.	Decoration around flag post on 15th August /26th January (Including Supply , decoration of flowers etc – please find attached photographs for reference)				
	GST WILL BE EXTRA ON ABOVE QUOTED RATE AS PER GOVERNMENT RULES				
	TOTAL QUOTED VALUE EXCLUDING GST				

IMPORTANT NOTE: The above rates must also include material, manpower, delivery and transportation cost at ACTREC site. Photographs are must with mentioned rate.

Signature with sign, seal & stamp.



BID SECURITY DECLARATION (EMD)

**DECLARATION SHOULD BE ON LETTER HEAD WITH SIGNATURE AND SEAL OF
COMPETENT AUTHORITY.**

Date (Insert date (as day, month and year)

Tender No. _____

I/We have gone through the tendering conditions pertaining to the Tender and General Conditions of Contract, Special Conditions of Contract and Additional Conditions of Contract, if any.

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract for the period of time of 3 years, if we are in breach of our obligation(s) under the bid conditions, because we :

- (a) have withdrawn our Bid during the period of bid validity specified in the tender; or
- (b) having been notified of the acceptance of our Bid during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security

Purchaser will be at liberty to accept anyone or more of the items of stores offered by us and I/We shall be bound to supply the stores as may be specified in the purchase order / contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid-Securing Declaration)

Name: (insert complete name of person signing the Bid-Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____, _____ (insert date of signing)

Corporate Seal (where appropriate)(Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)