

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in
Phone 022-27405000 Ext-5141

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 01st June, 2024 to 31st May, 2025.

(Extendable for one year, subject to satisfactory performance)



1. The start / publish date of sealed quotations is **03rd April, 2024. From 01 pm.**
2. The last date for submission of sealed quotations is **17th April, 2024 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.
3. The sealed quotations will be opened on **17th April, 2024** at 03.00 pm.
4. Estimated Cost is approximately Rs. 1,90,000/-

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in
Phone 022-27405000 Ext-5141

No. ACTREC/Admin./Flowers/2605/2024

03rd April, 2024

To,

.....
.....
.....

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 01st June, 2024 to 31st May, 2025 (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 01st June, 2024 to 31st May, 2025 (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 quotations is **17th April, 2024 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. **17th April, 2024 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)

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 17th April, 2024, 1.00 pm**
2. EMD of Rs. 3800/- (Three Thousand Eight Hundred Only) must be paid by Demand Draft in favour of Director ACTREC or TMC ACTREC payable at Navi Mumbai. The Earnest money of the firms whose quotation is not acceptable shall be released after the award of the contract to the successful bidder.
3. The sealed quotations will be opened on **17th April, 2024 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. The actual requirement will be placed to you by ACTREC ‘**Supervisor Grade – II (Horticulture)**’ through phone/mobile/E-mail contact, **two days earlier.**
7. 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.
8. 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.

9. 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.**
10. ACTREC reserves the right to reduce or increase the quantity of flowers as per requirement.
11. **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.**
12. Erasing & overwriting in the quotation will render the same invalid.
13. 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.
14. 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.
15. **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.
16. It is mandatory to fill all the items rates in Annexure -3 with signature and stamp, incomplete rates /Quotation rejected.
17. For due performance of obligations under the contract ,the successful bidder shall have to deposit 05 % 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 necessary to provide copy of 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 (If applicable)**
 - b) **PAN no.**
 - c) **GST Number (if 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.	26th January
2.	Independence Day	15th August
3.	ACTREC Annual Day	Schedule will be provided
4.	Science & Society Oration	Schedule will be provided
5.	National Research Scholars Meeting	Schedule will be provided
6.	Conferences, Symposia & Workshop	Schedule will be provided
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.	Requirement Basis

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

Tender Application Form

Ref. No. TMC / ACTREC /ADMN/2024/2605

Date:

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 01st June, 2024 to 31st May, 2025. (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) PAN no.
- b) Bidder should have Minimum 01 year relevant experience in Horticulture & Flowering Services.
- c) Compulsory to fill all the rates in Annexure-3 (with proper rates)

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/ per unit
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) (Red)	15	Bundle(20 nos in a bunch)	
	b) Gerbera	10	Bundle (10 no in a bunch)	
	c)Single rose and drapery with paper wrapping (Red Colour)	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	100	Per Sqft	
	e)Merry gold Mala	200	Running feet	
	d)Mogara thick mala	100	Running feet	
	g) Combination of Nishigandha/Merry gold/Green Foliage/Rose (Har 2-3 feet for photo/statues etc.)			
5.	Decoration around flag post on 15th August /26th January (Including Supply, decoration of flowers etc. – please find attached photographs for reference).			
The above quantity may be increased or decreased as per requirement of institute.				
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.

Small Hand Bouquet



S1



S2



S3



S4



S5



S6



S7



S8

Medium Hand Bouquet



M1



M2



M3



M4



M5



M6



M7



M8

Big Table Bouquet



BT1



BT2



BT3



BT4



BT5



BT6



BT7



BT8



BT9



BT10



BT11



BT12

Big Hand Bouquet



BT1



BT2



BT3



BT4



BT5



BT6



BT7



BT8



BT9

Flower Haar





