

GREATER HYDERABAD MUNICIPAL CORPORATION

TENDER DOCUMENT



Tender Notice No : 2/SE(SWM)/GHMC/2024-25, Dated: 20.08.2024

Name of the Work : Empanelment of agencies for finalizing the L1 rate for supply & delivery of 8 inch, 1 feet and 1.5 feet clay ganesh idols to GHMC for Vinayaka Chavithi Festival 2024.



GREATER HYDERBAD MUNICIPAL CORPORATION

DATA SHEET

Notice No. 2/SE(SWM)/GHMC/2024-25, Dated: 20.08.2024

Name of Work: Empanelment of agencies for finalizing the L1 rate for supply & delivery of 8 inch, 1 feet and 1.5 feet clay ganesh idols to GHMC for Vinayaka Chavithi Festival 2024.

1. The Commissioner, Greater Hyderabad Municipal Corporation (**Authority**) is inviting bids from interested & eligible manufacturers/ suppliers as per eligibility criteria mentioned in this document for Empanelment of agencies for Supply & Delivery of Clay Ganesh idols of to GHMC as per the L1 rate.
2. Bid document shall be downloaded from "<https://www.ghmc.gov.in>" under "downloads" → "tenders notifications" section.

3. **Bid Data Sheet:**

Information to bidders		
S.No.	Item	Details
1	Start date and time of downloading the tender document from website	21.08.2024 from 10.00 AM onwards
2	Bid Due date/ Bid Submission date	27.08.2024 at 11.00 AM
3	Address for Communication & Submission of Bids	The Chief Transport Officer (HO) Greater Hyderabad Municipal Corporation, 4 th Floor, CC Complex, Tank Bund Road, Lower TankBund, Hyderabad,India-500063
4	Date & Time for opening of Technical Bids (Eligibility criteria)	27.08.2024 at 11.00 AM
5	Date & Time for opening of the Financial bids	27.08.2024 at 12.00 PM
6	Bid security (Refundable)	Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad and drawn on any scheduled bank.
7	Performance Security (to be paid	2.5 % of the contract amount at the time

	by the bidder willing to supply)	of concluding agreement and may be adjusted with the Bid Security paid by the successful bidder during bid submission.
8	Details of the Contact person	Sri. S.Srinivas Chief Transport Officer, IV th floor, CC Complex, GHMC Head Office, Tank Bund Road, Hyderabad-500063. Contact: 9704456422 e-mail: ctoho.ghmc@gmail.com

4. GHMC reserves the right, without any obligation or liability to reject any or all the proposals at any stage of the bidding process, to cancel the bids or modify the bid process or any part thereof or to modify any of the terms and conditions at any time, without assigning any reason whatsoever. The decision of the Commissioner, GHMC in this regard shall be final and binding.
5. The Bidder is expected to examine all instructions, terms and conditions in the Bid Document. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
6. In case of any further clarification required the bidders may contact the Authority at eeswmc@gmail.com or approach the O/o. The Chief Transport Officer, Head Office, Greater Hyderabad Municipal Corporation, 4th floor, CC Complex, Tank Bund Road, Lower Tank Bund, Hyderabad, India 500063.

Sd/-

**Chief Transport Officer
Head Office, GHMC**

SECTION I : INSTRUCTIONS TO BIDDERS

1)INTRODUCTION :

- 1.1 GHMC desires to create awareness and encourage use of Eco friendly clay Ganesh idols by its citizens for the upcoming Vinayaka Chavithi festival' 2024 for which purpose GHMC wants to distribute the clay Ganesh idols for free to the Citizens.
- 1.2 Hence, GHMC ("Authority") is inviting this tender from registered societies/ firms/ manufacturers/ suppliers ("Applicant") to empanel the qualified bidders for Supply and Delivery of Clay Ganesh Idols of 8 inch, 1 feet and 1.5 feet size to GHMC for Vinayaka Chavithi Festival 2024 at the L1 rate finalized in the tender.

2)SCOPE OF WORK :

The Empanelled firm shall provide the following services:

- 2.1 To supply & deliver the allotted number of Clay Ganesh idols on or before 31st August, 2024
- 2.2 The idols have to be delivered using own/ hired transport from manufacture/ supplier's site to specified locations within GHMC limits, which will be intimated by the O/o. Chief Medical Officer of Health, GHMC or any other Authorized Officer. No additional payment shall be made for the same.
- 2.3 The Ganesh idols should be made of natural clay without any artificial additives and with bio-degradable material. Artificial colours shall not be applied to the idols. Use of toxic and non-biodegradable chemical dyes/ oil paints, enamel & synthetic dye based paints for painting idols is strictly prohibited.
- 2.4 Use of Plaster of Paris (PoP), Baked clay, Thermocol (polystyrene) materials, Single Use Plastics and any other banned items as per Plastic Waste Management Rules '2016 & amendment thereof and any other related rules/ orders shall not be permitted strictly.
- 2.5 Only dried flower components, straw etc. for making ornaments of idols and natural resins of trees may be used as shining materials for making the idols attractive.

3) `ELIGIBILITY CRITERIA:

- 3.1 Manufacturer/ Supplier/ Firm/ Societies involved in making/supply of idols having registration under relevant Act/Rules from Competent Authority.
- 3.2 Declaration on a non judicial stamp paper of Rs. 100 certifying to be manufacture/ supplier of idols.
- 3.3 A self-declaration certificate on blacklisting/litigation/vigilance history.
- 3.4 PAN Card

Note : The bidder will be black listed and the EMD will be forfeited if it is found at any stage that the bidder has mislead or furnished false information in the form of statement / certificates submitted in proof of qualification requirements or record of past performance etc. Such bidder will be suspended/ debarred from participating in tenders in GHMC for a further period of 1 year or blacklisted even after the award of contract, if any of the above lapses is noticed or brought to the notice of GHMC on a later date.

4) SUBMISSION OF BIDS AND EVALUATION:

- 4.1 The Bid shall be submitted along with the filled in formats provided as appendices to this document in two cover system named as (i) Eligibility Bid (ii) Financial Bid. Both the envelopes shall be submitted in a 3rd envelope super-scribed as NAME OF THE BIDDER :..... and followed by NIT no..... & Name of the Work.....
- 4.2 The Bid shall be submitted in the O/o. Chief Transport Officer, Head office, GHMC, 4th Floor, CC- Complex, GHMC- HO, Lower Tankbund Road, Hyderabad **on or before 11.00 AM (IST) on 27th August '2024.**
- 4.3 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 deadline through post/courier/ in person only. The Authority shall not be held responsible for any delay in delivery or lost in transit cases.
- 4.4 The Bid shall be submitted through offline only and addressed to:

Mr. S.Srinivas
Chief Transport Officer, Head office.,

Greater Hyderabad Municipal Corporation,
4th Floor, CC Complex, Tank Bund Road, Hyderabad: 500063
Tel:

4.5 For any assistance, Applicants can contact the following Officer as per their convenience on the addresses given below:

Mr. S.Arun Kumar,
Assistant Engineer(Tr.),
Greater Hyderabad Municipal Corporation,
4th Floor, CC Complex, Tank Bund Road, Hyderabad: 500063
Tel: 7995009077
E-mail: ctoho.ghmc@gmail.com

4.6 Only complete Bids received on or before the due date and time shall be considered.

5) ELIGIBILITY BID:

The Eligibility Bid Cover shall contain the following Documents:

- 5.1 Covering letter with bidder's information as per Annexure I.
- 5.2 Registration document as Manufacturer/ Supplier/ Firm/ Societies etc. under relevant Act/Rules from Competent Authority
- 5.3 Declaration on a non judicial stamp paper of Rs. 100 certifying to be manufacture/ supplier of idols.
- 5.4 A self-declaration certificate on blacklisting/litigation/vigilance history as per Annexure II.
- 5.5 Bid security of Rs.10,000/- (Rupees Ten thousand only) in form of a Demand Draft from a scheduled bank drawn infavour of "The Commissioner, GHMC" payable at Hyderabad. The Bid security is returned to those applicants who are not qualified at Eligibility Bid stage and who are unwilling to carry out the supply of idols at L1 rate immediately after completion of the empanelment process. The Bid security of the empanelled applicants will be returned on submission of Performance Security.
- 5.6 Copy of PAN Card

6) EVALUATION OF ELIGIBILITY:

- 6.1 The Financial Bids of such bidders who are determined to have complied with the eligibility criteria will only be opened.
- 6.2 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.
- 6.3 GHMC may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other agency.

7) FINANCIAL BID SUBMISSION:

- 7.1 The Bidder shall submit the financial bid as per Annexure III in a separate sealed cover (named: Financial Bid) quoting his rate (in Rupees per idol) for Supply & Delivery of each of the following (03) categories of Clay Ganesh idol to GHMC:
- i. Category I : Clay Ganesh idol of 8 inch size.
 - ii. Category II: Clay Ganesh idol of 1 feet size.
 - iii. Category III : Clay Ganesh idol of 1.5 feet size.
- 7.2 The Bidder shall quote the rate for all categories. If any bidder does not quote for any of the category, their bid will summarily be rejected.
- 7.3 The cost quoted for each Clay Ganesh idol shall be inclusive of transportation charges, labour charges, delivery charges, road tax, toll tax and all other taxes
- 7.4 The bidder shall quote the offer after assessing all the expenditure to be incurred by him/her to perform all the services as per the terms and conditions of the tender.

8) EVALUATION OF FINANCIAL BIDS:

- 8.1 The rate quoted by the eligible bidders in the financial will be compared and the L1 rate under each category shall be finalized for empanelling the agencies to supply the idols under each category.

9)AWARD OF WORK:

9.1 After arriving at the L1 rate for each category by GHMC, the qualified bidders shall be required to submit willingness to be empanelled at the same rates for supply & delivery of ganesh idols under each category. The L1 rate under each category fixed by GHMC is binding on all qualified bidders who are empanelled.

9.2 The quantity of idols being procured by GHMC under each category shall be distributed equally among the empanelled bidders for supplying at L1 rate finalized in the bid except for the L1 Bidder(s) under each category. The L1 bidder under each category shall be awarded 5% additional quantity under the respective category.

9.3 In case of a tie of L1 rates between two or more bidders, such bidders will be allotted 5% additional quantity on the quantity allotted to the empanelled bidders. In case of tie of L1 rates of all the bidders, the quantity of idols to be supplied shall be distributed equally.

9.4 No representations are entertained and decision of the Authority or its authorized representative is final and binding on all the bidders/ empanelled agencies.

9.5 A Letter of Award ("**LOA**") will be issued in duplicate by the GHMC to the successful bidder who shall within 01 (one) day of the receipt of the LOA sign and return the duplicate copy duly enclosing the Performance Security and enter into an agreement with GHMC.

10) BID SECURITY :

10.1 The Bidder shall furnish Bid Security for the amount mentioned in the Bid data sheet. Bid not accompanied by Bid Security shall be considered as non-responsive and rejected.

10.2 The Bid Security of all the unsuccessful bidders shall be refunded.

10.3 The Bid Security may be forfeited:

- i. if the Bidder withdraws the Bid after bid opening
- ii. In the case of a Empanelled Bidder, if the Bidder fails to sign the Agreement within the time limit specified in the LoA or work order; and/or fails to furnish the balance Performance Security at the time of agreement.

10.4 The Bid Security of the Empanelled bidder submitted at the time of bid submission shall be released after completion of contract period duly deducting the penalties/recoveries, etc.

11) BID VALIDITY

11.1 Bids shall remain valid for a period not less than thirty (30) days after the last date for bid submission as specified in Bid Data Sheet.

12) Performance Security:

- a) The Empanelled bidders shall execute performance security of 2.5 % of the contract amount and may be adjusted with the Bid Security paid during submission of tender.
- b) The same may be paid by way of demand draft from any Nationalized Bank in favour of the Commissioner, GHMC or a bank guarantee, at the time of Agreement.

13) REJECTION OF BIDS :

The bids of those bidders are summarily rejected in case the bidder

- a) fails to furnish any information required or submission of a bid not substantially responsive or fails to submit the requisite documentary evidence as per the tender document.
- b) not paid Bid Security along with bid submission
- c) fails to produce originals whenever called for during evaluation.

(and / or)

- d) any other situation as felt by the tender evaluation authority as appropriate

14) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

Notwithstanding any Clause of this document, the Commissioner, GHMC reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all the Bids at any time or any stage prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders on the grounds of its action.

SECTION II
TERMS & CONDITIONS

1. Firms should clearly quote the final price of each item inclusive of all taxes. Necessary TDS will be deducted at source.
2. The Empanelled Bidder shall complete total supply as per the agreement, within the contract period subject to extension of time, if any, granted by the agreement Authority.
3. The Authority reserves the right to scrap the tender without assigning any reasons at any stage.
4. The Authority reserves the right to increase or decrease the quantity by 20% after the award.
5. The Authority reserves the right to change the consignee and change the quantity of supplies allotted to them.
6. Conditional tenders will be rejected without assigning any reason.
7. The price to be given in the Tender is fixed price, irrespective of rise in materials prices and increase in taxes etc., till complete delivery of idols. No request in regard to increase in the price of items or in taxes etc., will be entertained after the submission of the tender.
8. The idols will have to be **supplied & delivered on or before 31st, Aug'2024**. In the case of non-observance of the delivery period, the order will be cancelled and suitable action shall be taken/ penalty shall be levied.
9. If the supply is found of inferior quality/ which doesn't fulfill the criteria of specifications mentioned, the entire consignment will be rejected at the cost, risk and freight of the supplier. GHMC is not responsible for any damage occurs to the idols and will not make the payment for the damaged items.
10. Payment will be made based on actual quantities received and certified by the concerned officer of GHMC as per unit price entered in agreement subject fulfillment of other terms and conditions.
11. The supplier will be held liable for any damage, theft or loss during transit.
12. Any effort by an agency to influence GHMC's bid evaluation, bid comparison or contract award decisions the same may result in the rejection of the agency's

bid and forfeiture of the agency's Bid Security.

13. Payment related conditions :

- 100% Payment will be released on satisfactory supply of the goods in good condition and on submission of invoice subject to applicable deductions. The goods that are found to be defective will have to be replaced.
- No advance payment shall be made and payment shall be released after completion of the total supply as the agreement.
- GHMC is not responsible for any damage that occurs to the idols and will not make the payment to the damaged items.

14. Force Majeure:

Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by GHMC:-

- a) War / hostilities.
- b) Riot or Civil commotion.
- c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- d) Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.

The agency will advise GHMC in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majored conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, GHMC reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

15. INDEMNITY

- a) The bidder shall indemnify GHMC of all legal obligations, arises if any during the contract period, of its workers / employees deployed for the work.
- b) The bidder shall indemnify GHMC on account of death or injury sustained by the labour/ employees of the bidder during the performance.

16. **Applicable Law & Arbitration:** GHMC and the agency will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order.

The agreement will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings /processing. If any dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived therefrom, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the Secretary, International Center for Alternative Dispute Resolution, Regional Center, Hyderabad. The International Center for Alternate Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996. The venue of Arbitration proceedings shall be at ICADR, Regional Centre, Hyderabad.

ANNEXURE-I

BID FORM –

Tender NIT No: 2/SE(SWM)/GHMC/2024-25, Dated: 20.08.2024

Name of work: Empanelment of agencies for finalizing the L1 rate for supply & delivery of 8 inch, 1 feet and 1.5 feet clay ganesh idols to GHMC for Vinayaka Chavithi Festival 2024

S.No	Item	Particulars
1	Name of the manufacturer/ supplier/firm/ society:	
2	Office Address : Telephone No: Mobile No. e-mail :	
3	PAN number	
4	Any Other Information	

Having read the terms & conditions of above mentioned tender work and services to be provided, I/ we undersigned, offer to provide the required services in conformity with the conditions of contract for the sum shown in the Financial Quotation submitted under Financial Bid part of this Bid.

I/ we undersigned certified that the above information/certificates submitted in the bid are true and in case of any of these found to be false; I/we shall be liable for any action as decided by the GHMC.

Signature :

Name :

Capacity in which signed:

Name & address of the firm:

Seal of the firm should be Affixed

ANNEXURE-II

Declaration Form Blacklisting/ History of Litigation

I/We _____ manpower supply agency/service provider/
contractors / societies of M/s/ Sri. _____ 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 _____ manpower supply agency/service provider/
contractors / societies 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 is 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

Annexure III
(FINANCIAL BID)
[on the letter head of the Bidding firm]

Tender NIT No: 2/SE(SWM)/GHMC/2024-25, Dated: 20.08.2024

Date:

**The Chief Transport Officer (HO),
Greater Hyderabad Municipal Corporation
4th Floor, CC Complex, Tank Bund Road,
Hyderabad: 500063**

Sir,

Sub: Empanelment of agencies for finalizing the L1 rate for supply & delivery of 8 inch, 1 feet and 1.5 feet clay ganesh idols to GHMC for Vinayaka Chavithi Festival 2024

As a part of the Bid for the subject work, we hereby submit the following rates as our quote to the Greater Hyderabad Municipal Corporation.

Our financial quote is:

Sl No	Category of Clay Ganesh Idol (based on size)	Rate in INR per idol (Supply & Delivery to GHMC as per tender conditions)	
1	8 inch	(in figures)	
		(in words)	
2	1 feet	(in figures)	
		(in words)	
3	1.5 feet	(in figures)	
		(in words)	

We undertake to acknowledge that the bid evaluation carried by the Authority and the decision of the Commissioner, GHMC will be final and binding on us. If we stand qualified for financial evaluation but do not stand as L1 for all or any of the category but are listed under empanelled agencies for all the categories we will abide by the terms and conditions of the EoI and approved the mechanism for arriving at the **L1 rate**.

Signature

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