

**PROVIDING LANDSCAPING & GARDEN MAINTENANCE TO THE  
SHILPARAMAM MADHAPUR, UPPAL & SHILPAKALAVEDIKA,  
HYDERABAD**

**Schedule & Tender details:**

|  |   |
|--|---|
| <b>Cost of Tender Document</b>                   | <b>: Rs.1,000/-</b>   |
| <b>EMD (refundable)</b>                          | <b>: Rs.1,00,000/-</b>  |
| <b>Date of issue of Tender Document</b>          | <b>: 30-03-2023 to 04-04-2023 up to 1.00<br/>PM</b>                                 |
| <b>Last date and time for filling of Tenders</b> | <b>: 04-04-2023 up to 2.00 PM</b>   |
| <b>Date and time of Opening Tenders</b>          | <b>: 04-04-2023 at 04.00 PM</b>   |
| <b>Place of Opening Tenders</b>                  | <b>: O/o. The Special Officer<br/>Shilparamam, Madhapur,<br/>Hyderabad, 500 081</b> |

**ELIGIBILITY CRITERIA :**

Sealed Tenders are invited from the eligible Agencies / Firms / Contractors in Landscaping& Garden Maintenance in Shilparamam, Madhapur, Uppal & Shilpakalavedika Hyderabad to provide labour on outsource basis.

**ELIGIBILITY CRITERIA:**

1. Agencies / Firms / Contractors having minimum of 10 years experience both in the execution of Landscape and Gardening works having done in Government organizations like Municipality, HMDA and Public Gardens and in the prestigious premises of public undertaking and companies etc., and in providing Labour on outsourcing basis are alone eligible to participate in the Tender process. They should produce evidence with the certificates given by such Government Organizations under their seal and signatures.
2. They should have valid a) Registration Certificate, b) Labour Licence, C) EPF Registration, D) ESI Registration, E) GST Registration, F) PAN Card (Certified Copies of all these certificates / licences should be enclosed).

3. They should have an Annual Turnover of not less than Rs. 50.00 Lakhs every year in the last 3 years. (Copies of Audited Statements and IT Returns must be enclosed).
4. Defaulters of Shilparamam or any other Govt. Department / Agency /Institution in not paying the wages or not crediting the amounts like EPF and ESI etc., to the outsourced labour within a week of receiving cheques from the office concerned are not eligible to submit Tenders and will not be considered .

Only such of those categorised agencies fulfilling the above criteria will be considered and others while not fulfilling will be summarily rejected. The persons / Agencies already in the panel will be given preference, provided their work is good and satisfactory.

**OTHER TERMS & CONDITIONS:**

5. The Successful agency should have to provide interest free Security Deposit of Rs. 5.00 Lakhs which will remain with the Shilparamam during the contract period.
6. EMD for Rs.50,000/- in the shape of DD, drawn in favour of "Special Officer, Shilparamam" shall be enclosed with the Tender Document.
7. The Tender should be submitted in two sealed covers.
  - A) Sealed envelope should be super scribed "Technical Bid (Part-I)", and should contain the following documents.
    - 1) Profile of the Agency / Firm / Contractor in the prescribed format given as Annexure-I.
    - 2) Check list of the Documents.
    - 3) Copy of the Registration of the Firm / Agency / Contractor.
    - 4) Copy of the Labour Licence.(for 30 persons)
    - 5) Copy of the EPF Registration
    - 6) Copy of the ESI Registration.
    - 7) Copy of the GST Registration.

- 8) Copy of the PAN Card.
- 9) Copies of the Audited Statements for the last 3 years i.e., for 2022-23, 2021-2022, 2020-2021.
- 10) Copies of the IT returns of the last 3 years.
- 11) Documents in proof of 3 years experience.
- 12) EMD for Rs.50,000/- in shape of DD drawn in favour of "Special Officer, Shilparamam".

(B) The second sealed envelope super scribed '**Financial Bid**' (Part-II) should contain only rates which are to be quoted as the Service charges (Agency Commission) for providing the labour on outsource basis, based on the wages fixed by the Labour Department of the state of Telangana Government at the time of filing.

(C) Both the sealed covers should be placed in the main sealed envelope super scribed '**Tender for Outsourcing of Labour for Landscaping & Garden maintenance**'. to be addressed to **THE SPECIAL OFFICER, SHILPARAMAM, MADHAPUR, HYDERABAD- 500 081** and submitted by **02:00 P.M. on 4<sup>th</sup> April, 2023.**

8. Tenders received after the due date and time will and summarily be rejected. The Incomplete filled and not fulfilled documents and any conditional tenders shall not be accepted and summarily be rejected.
9. The Technical Evaluation Committee will scrutinise the tenders with reference to the qualifications assess and the ability of the agencies to render the requisite services based on its past record, profile, relevant experience and on such other criteria as it may fix.
10. Submission of more than one Tender by a Tenderer for a particular work will render the bid liable for rejection.
11. The bidders may assess about the nature and quantum of work before quoting their charges.
12. The bidders are required to quote their rates both in words and figures and put

their signature. They should also sign on any overwriting or any correction made in the rate quoted.

13. EMD deposit of unsuccessful bidders will be refunded within 30 days after finalization of Tender without interest.
14. Special Officer, Shilparamam reserves the right to reject any or all the Tenders without assigning any reason thereof.
15. The successful bidder shall furnish a security deposit of Rs. 5.00 Lakhs in the form of an account payee demand draft drawn in favour of the "**THE SPECIAL OFFICER SHILPARAMAM**" payable at HYDERABAD.