

TELANGANA HANDICRAFTS DEVELOPMENT CORPORATION LIMITED

(A State Govt. Undertaking)

**Regd.Office : - H.No.1-7-1/1, Hastakala Bhavan, Opp : Telephone Exchange, RTC 'X' Roads,
Musheerabad, Hyderabad – 500 020. Contact No. 040 – 27611957**

Email : - tshdcltd@yahoo.com website : golkondacrafts.telangana.gov.in

Ref : 256/HDC/MKTG/IB/2024

Date :12.07.2024

NOTICE - INVITING EXPRESSION OF INTEREST

Sealed Expression of Interest are invited for empanelment of turnkey contractors and suppliers for the empanelment period upto 31.03.2026 to execute the works related to i) Interior Civil Works / Interior works, ii) Modular partitions, iii) Furniture and iv) Furnishings v) Stationery & Election material items to various State Government Departments.

The Expression of Interest schedules may be obtained from the Registered Office by paying a sum of Rs.2,000/- (Rupees Two Thousand only) in the form of Demand Draft drawn in favour of TSHDC Ltd., payable at Hyderabad from 10.30 A.M. to 5.00 P.m. on all working days from **15. 07.2024 to 31.07.2024**

On receipt of application alongwith EMD at the above registered office before **3.00 P.M.** on working day and same shall be opened on the same day at **5.00 P.M.**

For any further clarification, please contact P. Kishore, Manager (OS)

Tele No: 040 – 27611957, Cell No: 7675003731

Place : - Hyderabad

**SD/-
VC& MANAGING DIRECTOR**

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EXPRESSION OF INTEREST

INSTRUCTIONS TO BIDDERS

I. PREAMBLE / INTRODUCTION :-

Telangana Handicrafts Development Corporation Limited, Musheerabad, Hyderabad, an undertaking of Government of Telangana, is engaged in the business of promotion of Handicrafts and Handlooms. Government of Telangana vide G.O.RT.No.167 dt 23-05-2016, GO RT No. 35, Dt. 03.03.2023 and GO RT No.1, Dt.06.01.2024 of Industries and Commerce (Tex) Department has requested all the Government , Secretariat Departments, Commissionerates, Directorates, Local bodies & Boards, Municipalities, Corporations, Educational Institutions etc to place orders / indents for purchases from the outlets of Golkonda Handicrafts Emporium of TSHDC Ltd and for supply of crafts items, Execution of interior works, Furniture, Stationery Items etc., for the survival of Corporation in turn the surplus / returns utilized for protection of traditional crafts of Telangana and welfare of the Artisans in the State of Telangana.

As part of business, the Telangana Handicrafts Development Corporation Limited executing the following works in various State Government Departments of Telangana.

NATURE OF WORK

S.No.	Nature of Work	Description	Security Deposit
1	Interior Civil Works/Interior Works	Audio, Video, Air Conditioners, Furniture, Furnishings, Flooring, Ceiling, Wall Paneling, Electrical & Lighting, Cable networking for Computers, CCTV's etc.	Rs.5.00 lakhs
2	Modular Partitions	Modular partitions & Work Stations	Rs.5.00 lakhs
3	Furniture	Branded / Customized/ School Furniture	Rs.2.00 lakhs
4	Furnishings	Carpets, Tables / Bed Linen, Curtain Cloth, other fabric for interior furnishings and Uniforms	Rs.2.00 lakhs
5	Stationery	All office & school stationery and election material	Rs.1.00 lakhs

The average orders executed to the tune of Rs.100.00 crores. This expression of Interest is intended to select / pre-qualify reputed turnkey contractors / suppliers having experience in similar works and having sufficient technical manpower machinery etc., and turnover for empanelment with TGHDC Ltd. The TGHDC Ltd., will call for competitive bids from empanelled eligible contractors / suppliers, on limited tender basis for every order from government agencies. The pre-qualified contractors / suppliers will be assessed on the lowest quoted rates alongwith the Corporation service charges @ 7% on total value of works.

The Firms may offer proposal for all S1.No.1, 2, 3, 4 & 5 (**See Nature of work**) types of works or for any one or more and submit the prequalification bids based on the relevant eligibility criteria.

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II. FIRMS ELIGIBLE TO TENDER :-

1. INTERIOR & INTERIOR CIVIL WORKS :-

- a. The bidder should have a minimum of five years of experience in execution of Interior Civil works / interior works for government institutions.
- b. The bidder shall have sufficient technical personnel on rolls capable of executing works as per prescribed specifications.
- c. The bidder shall have annual turnover of not less than Rs.3.00 crores for the past three financial years and furnish audited annual accounts.
- d. The bidder / firm shall have valid GST, PAN and SSI / Factory / Workshop registration in the State of Telangana & India.
- e. The bidder must have experience of execution of interior works with a minimum order of Rs.50.00 Lakhs in the Government Department for the past three years.
- f. The registered office/factory/warehouse/showroom should be located in Hyderabad or in any where in Telangana.

2. MODULAR PARTITIONS :-

- a) The bidder should preferably be a manufacturer of ISI standard, PVC / Plywood Modular Partitions & workstations who also takes up execution of works. The agency should have showroom / office / warehouse registration in Hyderabad or in any district of Telangana and a letter of authority issued by the manufacturer.
- b) The bidder shall have a full fledged workshop with sufficient technical personnel capable of executing works as per prescribed specifications and also attend service maintenance during warranty period.
- c) The bidder shall have annual turnover of not less than Rs.1.00 crore for the past 3 financial years and furnish audited annual accounts.
- d) The bidder / firm shall have GST, PAN, SSI / Factory / Workshop Registration certificate.
- e) The bidder should have atleast 5 years of experience in executing Modular Partitions in government departments, with atleast one order of above Rs.25.00 lakhs in the past 5 years.

3. FURNITURE :-

- a) The bidder must be a manufacturer of office furniture / customized furniture . In case of authorized distributor / dealer the bidder should have showroom / office / Warehouse registration in Telangana area and a letter of authority issued by the manufacturer.
- b) The bidder shall have a full fledged workshop with sufficient technical personnel capable of executing works as per prescribed specifications and also to attend service maintenance during warranty period.
- c) The bidder shall have annual turnover of not less than Rs.1.00 crore for the past 3 financial years.
- d) The bidder / firm shall have GST, PAN, SSI / Factory / Workshop Registration certificate.
- e) The bidder should submit
 - Audited accounts for last 3 Financial years.
 - Experience of atleast 5 years in supplying furniture to Government Departments.

4. FURNISHINGS :-

- a) The bidder preferably be a manufacturer of furnishing fabrics. In case of distributor / dealer the bidder should have showroom / office / warehouse registration in Hyderabad / districts of Telangana and a letter of authority issued by the manufacturer.
- b) The bidder shall have a full fledged workshop with sufficient technical personnel capable of executing works as per prescribed specifications and also to attend after sales service.
- c) The bidder shall have annual turnover of not less than Rs.1.00 crore for the past 3 financial years.
- d) The bidder / firm shall have GST, PAN,SSI / Factory / Workshop Registration certificate.
- e) The bidder should submit
 - Audited accounts for past 3 Financial years.
 - Experience of at least 5 years in supplying furnishings to Government Departments.

5. STATIONERY & ELECTION MATERIAL ETC.,

- a) The agency / firm preferably be a Stationery dealer and should have Stationery shop / office / godown with registration in Hyderabad or in the State of Telangana and also dealership certificate from manufacturer if they are authorized dealer.
- b) The bidder shall have sufficient manpower to capable to execution of orders for supply and service.
- c) The bidder shall have annual turnover not less than Rs.50.00 lakh for last 3 years and submit audited annual accounts.
- d) The bidder should have valid GST / PAN / Shop and Godown registration certificates.

III. INSTRUCTIONS ON FILLING UP BID DOCUMENT: -

- a. Firms may offer proposal for all Sl.No.1, 2, 3, 4 & 5 (**See Nature of work**) types of works, or for any one or two or three, based on the relevant eligibility criteria. The pre qualification bids are to be submitted work wise or total works as per eligibility.
- b. The bidder shall submit pre-qualification bid alongwith relevant documents indicated in application in a separate sealed cover duly superscribing “pre-qualification Bid for (Name of the work) with name and address of the bidder. The pre-qualification Bid should be submitted along with covering letter and EMD.
- c. Earnest Money Deposit for an amount of Rs.2,00,000/- (Rupees Two Lakhs only) for Sl.No. 1, 2, 3, & 4, Rs.1,00,000/- for S.No.5 shall be paid in the form of Demand Draft drawn in favour of TGHDC Ltd, payable at Hyderabad along with a covering letter. Pre-qualification Bid without EMD is rejected.
- d. The authorized person representing the firm who has signed on the tender document and also participating in pre-bid opening shall invariably attach a copy of authorization from the competent authority of the firm / company.

- e. The submission of EOI schedule is up to **3.00 P.M.** on every working day on or before 31.07.2024.
- f. The pre-qualification bid will be opened at **5.00 P.M.** on the same day.
- g. The EMD of disqualified bidders shall be returned on scrutiny of Bids.
- h. The Corporation will be retained the EMD of qualified bidders scrutiny of bid. The EMD shall be converted to interest free security deposit.
- i. The TGHDC Ltd reserves the right to inspection the unit / workshop etc., addresses during the process of evaluation of bid.

IV. GENERAL TERMS AND CONDITIONS :-

- 1. Earnest Money deposit of Rs.2,00,000/- based on the work will be retained and converted to security deposit. The security deposit for Sl.No.1 and 2 is Rs.5.00 Lakhs and Sl.No. 3 and 4 Rs.2.00 Lakhs and S.No.5 is 1.00 lakh for each type of work. The balance amount is to be deposited the successful bidders before entering into agreement. This deposit will not carry any interest. The entire amount will be converted into interest free security deposit.
- 2. The agreement period will be up to 31-03-2026 from the date of signing the agreement. No Escalation charges will be paid for supply of items during execution of works in the agreement period.
- 3. The empanelled bidders will be directed to submit open competitive bids for every order received from government departments. The empanelled bidders will be assessed on the lowest quoted rates as well as the competitive service charges offered to TGHDC Ltd over and above 7% minimum service charges on the total order.
- 4. Negotiations will be held with "L1" as per the decision of the Technical Committee. The aim is to reach agreement on all the points and sign a contract for relevant Government order.
- 5. In case of furniture and furnishings must be covered with warranty period for one year from the date of supply. Any defective noticed due to manufacture / workmanship etc., the Repairs / Replacements / Servicing shall be attended free of cost within the warranty period.
- 6. In any case, the indenting Department insists any security deposit on execution works, the Contractors / Supplier should deposit required amount on behalf of Corporation / GHE. Further the Corporation / GHE will be retained the amount from the bills of Contractors / Suppliers to the extent of amount recovered / retained by the indenting Department towards security deposit IT and GST from the R.A bills of Corporation / GHE. The entire security deposit will be released to the Contractor on receipt of the same from respective Department after completion of defective period if any. Regarding, IT & GST amounts will be released on receipt of certificates from respective Department.
- 7. TGHDC Ltd., reserves the right to award the pre-qualification bid either in part or full. TGHDC Ltd., as its sole discretion and without assigning any reason thereof, reserves the right to accept / reject any or all bids at any stage of the Expression of Interest.

8. In case of any dispute or difference arising out of the agreement between the two parties relating to any aspect of the agreement, the parties should attempt to settle the dispute through mutual and amicable discussions. If the dispute is not settled through such discussions, the matter shall be referred / settled as per provisions of Arbitration and Conciliation Act.1996.
9. All differences and disputes if not resolved as above, shall be got remedied through the court of law of Hyderabad jurisdiction only.
10. The pre-qualification bid can be rejected if at any stage of the expression of interest process, if it comes to knowledge that any bidder is involved in any fraudulent practice or misrepresentation of the facts or tried to influence the selection process or indulged in any corrupt activities in competing with others.
11. If bidder fail to adhere to the above conditions, the bidder shall be blacklisted and also prosecuted.

SD/-

VC & MANAGING DIRECTOR

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF :

(Write correct choice Turnkey contractors / suppliers)

Category (Type of Work) : -

- I. Interior Civil Works / Interior Works
- II. Modular Partitions
- III. Furniture
- IV. Furnishings
- V. Stationery & Election material

(*Strike which is not applicable)

Demand Draft Details : -

DD Number : - _____ Amount Rs. _____ Issuing Bank _____

1. Name of the Organization :

2. **Postal / Permanent Address**
 - Office Address :
 - Factory Address :
 - Warehouse / Godown Address :
 - Showroom Address :

3. **Telephone No.**
 - Office :
 - Residence :
 - Mobile :

4. Fax No :

5. E-mail ID :

6. a. Status of the firm :
(Whether Company /partnership / Proprietary
b. Name of the proprietor/Partners / :
Directors :
i.
ii.
iii.
c. Year of establishment :
7. Whether registered with registrar of companies :
/ firms if so, no & Date :
8. The valid authorization letter of : Yes / No
dealership distributorship for relevant
manufacturer to be submitted

9. Registration with Tax Authorities

- a. valid PAN / GIR No. :
(Furnish latest copies of income tax clearance
certificate)
- b. valid GST Registration No. :
(copy to be enclosed)
10. Name & address of the Bank with :
bank a/c details
11. Turnover of the company / firm (please attach copy of audited sheet, profit and loss account
and Balance sheet for three years, attested by Chartered Accountant).

Sl.No.	Year	Turnover
1.	2021 – 22	
2.	2022 - 23	
3.	2023-24	

12. Previous experience with Government agencies in past 5 years : (Please enclose copy of
work order / work completion certificate signed by Executive Engineer cadre & above or Head
of office.

Name of Organization	Nature of Works	Value of Works taken up	Date of Completion of work

13. Details of the works executed during the last 5 years (Please mention only such works which qualifies for eligibility criteria).

SI. No	Name of the work	Work executed for (Name of the organization with address, concerned office telephone no.	Nature of Work (in brief)	Location of the Work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (Furnish reason)

Note : - Copies of satisfactory completion certificate obtained from the client should be enclosed.

14. Details of Present Works under execution (enclose copies of work orders issued by clients)

Type of Work	Value	Location Address	Date of commencement

15. Key Personnel permanently employed in your organization :

SI.No	NAME	Qualifications	Experience	Particulars of work done	Employed in your firm since	Mobile No. / Contact No.

16. Furnish the names of three government agencies to whom the major works carried out by the applicant with address and telephone number of responsible senior officer who will be in a position to certify about the quality as well as past performance of your organization.

Name of the official	Organisation and address	Contact numbers

17. Furnish the details of litigation / Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

Year	Award for or against applicant	Name of clients, cause of litigation and matter of dispute	Disputed amount	Actual awarded amount

Note : -Relevant copies of attested documents related to Sl.No.6, 7, 8, 9, 10, 11,12, 13, 14, 16, 17, 18.

DECLARATION :

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We have no objection if enquiries / inspections are made about the work listed by me / us in the accompanying sheets / annexure.
3. I/ We agree that the decision of TGHDC in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Corporation.

Place :

Date :

Signature of the Applicant

Name & Designation :

Seal of Organisation :