

TELANGANA STATE HANDICRAFTS DEVELOPMENT CORPORATION LIMITED



**EXPRESSION OF INTEREST FOR EMPANELMENT OF TURN KEY
CONTRACTORS / SUPPLIERS FOR**

- 1. INTERIOR CIVIL WORKS / INTERIOR WORKS,**
- 2. MODULAR PARTITIONS,**
- 3. FURNITURE,**
- 4. FURNISHINGS**
- 5. STATIONARY & MISCELLANEOUS**

EOI No. 756/HDC/MKTG/IB/2016/3 dated 15 -07-2019

Valid upto 31-03-2020

**TELANGANA STATE 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 : 756/HDC/MKTG/IB/2016

Date : 15 -07 -2019

SHORT TERM NOTICE - INVITING EXPRESSION OF INTEREST

Sealed Expression of Interest are invited for empanelment of turnkey contractors and suppliers for the Year 2019 – 20 to execute the works related to i) Interior Civil Works / Interior works, ii) Modular partitions, iii) Furniture and iv) Furnishings Departments. V) Stationary and Miscellaneous items to various State Government Depts.

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 **16.07.2019 to 30.07.2019**

The last date for receipt of filled in Expression of Interest Schedules at the above registered office is **31.07.2019** up to **3.00 P.M.** and same shall be opened on the same day at **5.00 P.M.**

Details can be visited on our **website: www.golkondacrafts.telangana.gov.in**

For any further clarification, please contact P. Kishore, Manager (OS)
Mobile No: 040 – 27611957, Cell No: 7675003731

Place : - Hyderabad

**Sd/-
VC& Managing Director**

EXPRESSION OF INTEREST

INSTRUCTIONS TO BIDDERS

I. PREAMBLE / INTRODUCTION :-

Telangana State 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 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 and Execution of interior works, for the protection of traditional crafts of Telangana and welfare of the Artisans in the state of Telangana.

As part of such business Telangana State Handicrafts Development Corporation Limited also undertakes / executes the following works for various State Government Departments in order to facilitate coordination of such works through a single department.

NATURE OF WORK

Sl.No.	Nature of Work	Description
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.
2.	Modular Partitions	Modular partitions & Work Stations.
3.	Furniture	Branded / Customized / School Furniture
4.	Furnishings	Carpets, Tables / Bed Linen, Curtain Cloth, other fabric for interior furnishings.
5.	Stationary, etc	All Stationary Items & Miscellaneous

The average orders executed per annum are to the tune of Rs.25 Crores. This expression of Interest is intended to select / pre-qualify reputed turnkey contractors / suppliers having experience in similar works and having sizeable manpower / technical knowhow and turnover, for empanelment with TSHDC Ltd. The TSHDC Ltd., will call for competitive bids from empanelled eligible contractors / suppliers for every order from government agencies, on limited tender basis. The pre-qualified contractors / suppliers will be assessed on the lowest quoted rates as well as the

competitive service charges offered to the TSHDC Ltd., over and above 7% service charges of the total order.

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 separately for each item of work.

II. FIRMS ELIGIBLE TO TENDER :-

1. 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 i.e., 2017-18, 2016-17 and 2015-16.
- d. The bidder / firm shall have
 - i) valid GST,
 - ii) valid PAN,
 - iii) SSI / Factory / Workshop Registration certificate.
- e. The bidder should furnish data to support that he has financial capability to execute the contract within the stipulated time. The bidder should submit Profit & Loss account, Balance Sheet and Audit Report and bankers certificate for the last three years in support of his standing.
- f. The bidder must have experience of execution of government interior civil works with a minimum order of Rs.50.00 Lakhs in the past five years.

- g. The registered office should be located in Hyderabad or in any district of Telangana only.

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. In case of turnkey bidder, 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.
- 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
 - i) valid GST,
 - ii) valid PAN,
 - iii) 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.
- f) Audited accounts for past three financial 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 GHMC 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 after sales service and maintenance.
- 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
 - i) valid GST,
 - ii) valid PAN,
 - iii) SSI / Factory / Workshop Registration certificate.
- e) The bidder should submit
 - Audited accounts for past 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
 - i) valid GST,
 - ii) valid PAN,
 - iii) 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. STATIONARY & Miscelleonoues : -

- a) The bidder / firm preferably be a stationary Dealer and should have stationary shop / Office / Godown registration in Hyderabad / Districts of Telangana State.
- b) The bidder / firm shall have sufficient man power to capable on execution of Orders and for supply & service.
- c) The bidder / firm shall have annual turn over not less than Rs. 50.00Lakhs P.A for last 3 years.
- d) The bidder/firm shall have I) Valid GST, II) PAN NO & III) Shop / Godown registration certificates.
- e) The bidder / firm should submit 1) Audit accounts for the last 3 Years and 2) Experience atleast 5Years in supply of stationary items to the Govt., Depts.

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 separately for each item of work.
- b. The bidder shall submit pre-qualification bid with all 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 and Rs. 1,00,000/-(Rupees One Lakh Only) for Sl.No. 5, shall be paid in the form of Demand Draft drawn in favour of TSHDC 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 last date for submission of tender schedule is up to **3.00 P.M.** on 31.07.2019. The pre-qualification bid will be opened at **5.00 P.M.** on the same day.
- f. The EMD of disqualified bidders shall be returned on finalization of Expression of Interest.
- g. The EMD of successful bidders shall be retained by the corporation and refunded only after satisfactory completion of the period of agreement i.e.31-03-2020. The EMD shall be adjusted against the security deposit for the empanelled bidders. This deposit will not carry any interest.
- h. The TSHDC Ltd reserves the right to inspect the unit / workshop addresses during the process of evaluation of bid.

IV. GENERAL TERMS AND CONDITIONS :-

- 1. Earnest Money deposit of Rs.2,00,000/- and Rs 1,00,000/- based on the work will be retained and adjusted towards security deposit. The security deposit for Sl.No.1 and 2 is Rs.5.00 Lakhs and Sl.No. 3 &4 Rs.2.00 Lakhs and Sl. No. 5 is Rs.1.00 Lakh for each type of work. The additional amount is to be deposited by successful bidders before entering into agreement. This deposit will not carry any interest.
- 2. The agreement period will be up to 31-03-2020 from the date of signing the agreement. No Escalation charges will be paid for supply of items during 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 TSHDC 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 at the address indicated in the data sheet. 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 for one year from the date of supply against any defective manufacture / workmanship etc., 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 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.
7. TSHDC Ltd., reserves the right to award the pre-qualification bid either in part or full. TSHDC 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. The bidder shall be liable to be blacklisted and further prosecution, if they fail to adhere to the above conditions.

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. School Uniforms & Utilities
 - VI. Stationary & Miscellaneous
- (*Strike which is not applicable)

Demand Draft Details : -

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

1. Name of the Organization :

2. **Postal 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. In case of ii, iii & iv - the valid authorization letter of dealership distributorship for relevant manufacturer to be submitted : Yes / No
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.	2017-18	
2.	2016-17	
3.	2015-16	

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 :

Sl.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

18. Awards & Citations received by Firm.

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 TSHDC 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 Organization: