

Receipt No. _____

TENDER DOCUMENT FOR

**SUPPLY OF FRESH FLOWERS, ARRANGEMENTS & DECORATION OF FRESH
CUT FLOWERS DURING STATE FUNCTIONS & CABINET MEETINGS AND HORTI.
DEPT. SHOWS / PROGRAMMES, DURING THE FINANCIAL YEAR 2026-2027 &
2027-2028.**

(Pages)

AUGUST- 2026

**DEPARTMENT OF HORTICULTURE
GOVERNMENT GARDENS WING
PUBLIC GARDENS
NAMPALLY, HYDERABAD
TELANGANA**

TECHNICAL BID FOR FLOWER DECORATION

E-TENDER REFERENCE NO.

DATE. -08-2026

SUPPLY OF FRESH FLOWER, ARRANGEMENTS & DECORATION OF FRESH CUT FLOWERS DURING STATE FUNCTIONS & CABINET MEETINGS AND HORTI. DEPT. SHOWS / PROGRAMMES, FOR THE FINANCIAL YEAR 2026-2027 & 2027-2028.

E - Tenders are invited by the undersigned from experienced Floweriest for the supply of items as mentioned above during the year 2026-2027 & 2027-2028 in the jurisdiction of GHMC, Hyderabad. The details of requirement are as detailed.

A – Flower Arrangement & Floral Decoration:

(In Rupees)

<u>Item Detailed Specification Description</u>			
	Floral Decoration to the occasions, Supply of Hand bouquets to VIPs & VVIPs and other organized functions/occasions etc., in twin cities and state.		
1	Flower arrangement With Special Cut Flowers with high quality & Supply Hand Bouquets, Table Bouquets, Hanging Bouquets for the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/Wall/Railing/Tables/Door/Gate/Pillar/Staircase/Trees/ Polls/Statue/ Samadhi/Name Plate Stones Frame & Other items conference with different style with:	<u>Rate s to be Quo ted in Unit</u>	
	(a) Oriental Liliu	Per flower	
	(b) Asiatic Liliu	-do-	
	(c) Anthurium	-do-	
	(d) Tuberose	-do-	
	(e) Orchids	-do-	
	(f) Carnation	-do-	
	(g) Chrysanthemum	-do-	
	(h) Gladiolus	-do-	
	(i) Gerbera	-do-	
	(j) Dutch Roses	-do-	
	(k) Mixed Flowers	-do-	
2	Fully Drop Without gaps/Thoranam/Back Wall/Screen/Flower Decoration with Marigold (Yellow & Orange), Kakada Malla, Green Leaves for the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/Wall/Railing/Tables/Door /Gate/Pillar/Staircase/Trees/Polls/Frame & Other items conference with different style with	Per Sq.ft	
3	Double Doom Torannam Floral Decoration with Marigold (Yellow & Orange) For the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/Wall/Railing/Tables/Door /Gate/Pillar/Staircase/Trees/Polls/Frame & Other items conference with different style with	R.fet	

4	Continue Arrangement with green aspergus & brick foams For the Statue/Samadhi/Dias/Stage/Podium/Backdrop/Pedestal / Door /Name Plate Stones Frame & Other item Etc....	R.fet	
5	Rangoli Flower Petels decoration on Samadhi upper side, down sides with suitable different design / styles.	Per Sq.ft	
6	<u>Fancy Petels Garlands</u> with Special Cut Flowers fresh & high quality	Each	
7	<u>Garlands of (6feet Hight & 4inch Thick)</u> with mixed flowers like Banthi, Chamanthi, Leaves etc., with fresh &high quality flowers	Each	
8	<u>Garlands of (4feet Hight & 2inch Thick)</u> with mixed flowers like Banthi, Chamanthi, Leaves etc., with fresh &high quality flowers	Each	
9	Loose Flowers (Roses, Chamanthi, Banthi, Leaves, Petels Motiya mala & Kamkamral malla Etc...)	PerBasket	
10	Wreaths = 2 feet dia with mixed flowers	Each	

The rate quoted should be inclusive of transportation to the site as per purchase order in the twin cities, loading unloading charges and excluding statutory taxes with in the limits of GHMC & HMDA. The GST & I.T. Deduction shall be applicable as per rule.

Date of issuing of e-tender schedule, submission, opening & other details are as follows:

Cost of Tender Document	₹5,000/- (Non-Refundable)
Date and time of Issue	From 24-08-2026 to 30-08-2026 (bdi)
Date of Submission	31-08-2026 up to 3:00 PM
Date & Place of Opening	31-08-2026 at 4:00 PM in the premises of O/o. Director of Horticulture, Public Gardens, Nampally, Hyderabad.
E.M.D	EMD of Rs 25,000/- (Rupees Twenty five thousand only) to be paid other wise tender will be rejected outright. EMD amount of un-successful tenderers shall be refunded.
Bank Account	Details shall be linked to e-tender site.

Tender Conditions:

- 1) The cost of the tender schedule towards the purchase of tender schedule shall not be refunded under any circumstances and receipt No. should be recorded in tender document, otherwise it will be rejected outright without consideration.
- 2) The undersigned reserve the right to accept or reject any or one or all the tenders at any time without assigning any reason thereof.
- 3) Firm/ Individual / Agencies having minimum experience of (3) years in supply of Fresh Flowers arrangements, Bouquets & Garlands, are eligible for participation either in Government Institutions / Private Limited Companies.
- 4) Contractor should be paid EMD other wise tender will be rejected outright.
- 5) In the event of date of submission and opening is declared as holiday, submission and opening will be on the next working day. No communication will be sent separately.

For further information may be contacted to The Dy. Director Technical(i/c), Government Gardens wing, Public Gardens, Hyderabad in person or Cell. No. 8977714523.

Director of Horticulture

To

The Director of Horticulture,
Department of Horticulture,
Public Gardens, Nampally
Hyderabad.

E-mail: governmentgardens@gmail.com

Web : <http://horticulture.nic.in>

Dear Sir,

Sub: SUPPLY OF FRESH FLOWER & ARRANGEMENTS OF FLOWER
DECORATION DURING STATE FUNCTIONS & HORTI. DEPT. SHOWS / PROGRAMMES,
CABINET MEETINGS, DURING THE FINANCIAL YEAR 2026-27 & 2027-2028.

Name and details of Applicant and its representative authorized to file:	
Full Name	
Designation	
Name of Organization	
Address	
Phones	
Fax	
Mobile	
Email	
Website	
Current nature of work: (Not exceeding four lines)	

Last 3 (three) year's Turnover of the Applicant

FY 2023-2024 :

FY 2024-2025 :

FY 2025-2026 :

Net Worth of the Applicant

(Computed from the latest Audited Balance Sheet)

2025-2026:

EMD (to be paid)

in Rs. 25,000/-

in words. (Rupees Twenty Five Thousand only)

Payee Bank

Transaction No.

Date:

Note: Clearly indicate item of works/segment of e-tender.

Note: Applicants shall attach copies experience certificates / Pan Card /IT returns / Audited Balance Sheets etc., which ever applicable.

I/We declare that the information stated herein above is accurate.

Signature:

Full Name:

Organization:

Address:

Office Seal:

Date:

SUPPLY OF FRESH FLOWER BOUQUETS & FLOWER ARRANGEMENT DURING STATE FUNCTIONS & DEPT. SHOWS/PROGRAMS

Name of the Firm / Agency: _____

To be quoted by the firm in Rupees

<u>Item Detailed Specification Description</u>			
	Floral Decoration to the occasions, Supply of Hand bouquets to VIPs & VVIPs and other organized functions/occasions etc., in twin cities and state.		
1	Flower arrangement With Special Cut Flowers with high quality & Supply Hand Bouquets, Table Bouquets, Hanging Bouquets for the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/ Wall/Railing/Tables/Door/Gate/Pillar/Staircase/Trees/ Polls/Statue/ Samadhi/Name Plate Stones Frame & Other items conference with different style with:	<u>Rate s to be Quo ted in Unit</u>	
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	(e) Orchids	-do-	
	(f) Carnation	-do-	
	(g) Chrysanthemum	-do-	
	(h) Gladiolus	-do-	
	(i) Gerbera	-do-	
	(j) Dutch Roses	-do-	
	(k) Mixed Flowers	-do-	
2	Fully Drop Without gaps/Thoranam/Back Wall/Screen/Flower Decoration with Marigold (Yellow & Orange), Kakada Malla, Green Leaves for the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/Wall/Railing/Tables/Door /Gate/Pillar/Staircase/Trees/Polls/Frame & Other items conference with different style with	Per Sq.ft	
3	Double Doom Torannam Floral Decoration with Marigold (Yellow & Orange) For the Dias/Stage/Podium/Pandal/Gazibo/Backdrop/Pedestal/Wall/Railing/Tables/Door /Gate/Pillar/Staircase/Trees/Polls/Frame & Other items conference with different style with	R.fet	
4	Continue Arrangement with green aspergus & brick foams For the Statue/Samadhi/Dias/Stage/Podium/Backdrop/Pedestal / Door /Name Plate Stones Frame & Other item Etc....	R.fet	

5	Rangoli Flower Petels decoration on Samadhi upper side, down sides with suitable different design / styles.	Per Sq.ft	
6	<u>Fancy Petels Garlands</u> with Special Cut Flowers fresh & high quality	Each	
7	<u>Garlands of (6feet Hight & 4inch Thick)</u> with mixed flowers like Banthi, Chamanthi, Leaves etc., with fresh &high quality flowers	Each	
8	<u>Garlands of (4feet Hight & 2inch Thick)</u> with mixed flowers like Banthi, Chamanthi, Leaves etc., with fresh &high quality flowers	Each	
9	Loose Flowers (Roses, Chamanthi, Banthi, Leaves, Petels Motiya mala & Kamkamral malla Etc...)	PerBasket	
10	Wreaths = 2 feet dia with mixed flowers	Each	

1. The rates quoted should be inclusive of transportation to the site, loading Un loading charges, excluding of taxes if any GST, Service Tax etc, within the limit of GHMC. The I.T. Deduction shall be applicable as per rule.
2. All the arrangement should be placed / supplied on or before 6 AM every day to destination with their own transport & workforce only.

CHECK LIST

S.No.	Particulars	YES/NO
1	EMD	
2	EXPERIENCE CERTIFICATE FOR (3) YEARS i.e. FROM 2023-24, 2024-25 & 2025-26. From any Government or Private Institution (RELEVANT DOCUMENTS SHOULD BE FURNISHED)	
3	PAN CARD XEROX	
4	IT RETURNS FOR 3 YEARS i.e. FROM 2023-24, 2024-25 & 2025-26. (RELEVANT DOCUMENTS SHOULD BE FURNISHED)	
5	TURN OVER 20.00 LAKHS DURING LAST 3 YEARS (RELEVANT DOCUMENTS SHOULD BE FURNISHED)	
6	SIGNATURE ON EACH PAGE OF TENDER DOCUMENT	
7	ORIGINAL TENDER SCHEDULE	
8	DECLARATION ON 10/- NON-JUDICIAL STAMP PAPER	

DECLARATION

(To be submitted on Rs.10/- Non-judicial Stamp Paper)

I / we have read and understood the terms and conditions of Tender schedule relevant to tender notification dated. ____-08-2026 and I / we have submitted the Annexures/Schedules in accordance with the terms and conditions of the above notification and tender schedule.

The information furnished in the Annexure/Schedule are true and factual and I /we clearly understand that our tender schedule is liable for rejection, if any information furnished is found not true and factual, at any point of time.

I / we also hereby declare that the Firm / Individual / Agency is neither blacklisted nor debarred any time by any organization / Department of State & Central Government.

Tender Terms and Conditions:

- 1) **E-Tenders** are invited for supply of fresh flower arrangements & flower decoration during state functions & Horti. Dept. Shows / programmes, cabinet meetings, during the financial year 2026-2027 & 2027-2028 in the prescribed form duly signed only be considered.
- 2) The offers should reach on the last date and time prescribed.
- 3) Tender Schedule is not transferable.
- 4) Firms / Individuals / Agencies having a minimum experience of (3) years in supply of above items are eligible for participation.
- 5) The Firms/ Individuals/ Agencies should have a minimum turnover of Rs. 20.00 lakhs during the last preceding (3) years i.e. from 2023-24, 2024-25 & 2025-2026. (The relevant documents should be furnished).
- 6) Participation of tenders shall not confer any right to the tenderers to insist for work orders.
- 7) Failure of successful tenderer to comply with the requirements shall constitute sufficient grounds for annulment of the order and forfeiture of E.M.D. In such an event Department of Horticulture reserves the right to invite the next highest tenderer for negotiations and entrust the allotment.
- 8) Incomplete tender and conditional offers submitted shall be summarily rejected.
- 9) After opening of the bid offer, if it is found that the highest rate quoted is not satisfactory and not acceptable, the Department shall have the right to call for negotiations and fix up the rates of all above mentioned items, within the terms and conditions of tender.
- 10) The Successful bidder have to deposit / Security Deposit @ 10% of total tender amount by way of FDR of any nationalized bank in favour of Director of Horticulture, Government gardens within (7) days from the date of confirmation in full together with Agreement. Otherwise will forfeit the EMD and no correspondence shall be entertained.
- 11) EMD shall be paid online. Tenders without paying E.M.D shall be summarily rejected.
- 12) The successful bidder shall execute an agreement on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only).
- 13) The EMD/Security Deposit of the successful bidder shall be retained and refunded only after satisfactory completion of Agreement period.
- 14) The E.M.D of unsuccessful bidder shall be refunded after finalization of the tender and execution of agreement by the successful bidder / bidders online only to the account of EMD paid.
- 15) It would be deemed that the bidder have made a complete and careful study of this tender document.

- 16) Information regarding litigation, expulsions and blacklisting if any shall be submitted with details and declaration should be submitted on the Rs.10/- non-judicial stamp paper.
- 17) Successful firm shall not assign or transfer his contract or any part of it to any other agency.
- 18) Any violation of the above terms and conditions will be seriously dealt with.
- 19) The Department is not responsible for the loss /theft damages due to any calamities.
- 20) The Department of Horticulture shall have the right to terminate the tender by giving (30) days notice in violation of any prescribed conditions and non-performance.
- 21) The successful bidders shall obtain the necessary permission if any from the statutory authorities etc., and shall pay the payable taxes to all the statutory authorities/bodies/public authorities under different enactments, etc, as applicable in GHMC/HMDA jurisdiction.
- 22) The tenderer should sign on each paper and affix the seal.
- 23) Supplier should submit delivery challans and other required documents within one week after delivery of products.
- 24) The successful bidder has to supply the required inputs to the destination or location indicated in the supply order by the competent authority in the jurisdiction of GHMC / HMDA.
- 25) The purchase orders shall be placed by the concerned authority duly indicating the quantity place of supply and officer to whom to be supplied.
- 26) The bidders should submit the bills in duplicate to the Joint Director of Horticulture, Govt. Gardens together with delivery challan for arranging payment along with advanced stamped receipt.
- 27) The competent authority shall arrange payment after obtaining the necessary stock certification of the concerned officer i.e. Supervisor / Asst. Director Technical/ H.O duly following the procedure prescribed.
- 28) All the successful bidders should supply the material within (7) days from the date of orders as per the technical specifications approved for the purpose.
- 29) The rates quoted once by firm are valid up to 31-08-2028 or till completion of supply whichever is earlier with the condition that the undersigned shall have all the rights to continue or discontinue the tender agreement. The Department of Horticulture will not entertain any upward price revisions during the validity period of tender/agreement.
- 30) On placement and acceptance of purchase order, if the supplier dose not perform his obligation as per the order, such supplier will be black listed and

Department of Horticulture reserves all rights to make alternative arrangements to procure them from any short listed source and the difference of cost paid, if any will be recovered from the defaulting supplier through appropriate action.

- 31) In the event of any supplies /material failing to confirm to the specifications of quality parameters, The Director of Horticulture have the right to reject them out rightly and the payment to the stocks liquidated shall be with held.
- 32) The quantity notified is only tentative and may increase or decrease as per the requirement.
- 33) The rate quoted should be inclusive of transportation to the site, (i.e. as per the purchase order) loading, un loading charges, taxes if any., within the limits GHMC/HMDA.
- 34) The Arbitrator for fulfilling the duties set forth in the arbitration clause shall be the Director of Horticulture, Hyderabad, and his decision shall be final and binding. The provisions of Indian Arbitration Act 1940 or any statutory amendment, modifications or re-enhancement thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings. In case of dispute if any, it shall be subject to the Jurisdiction of Courts at Hyderabad only.
- 35) The Director of Horticulture or his/her nominee reserves the right to accept, reject or cancel the tenders at any time without assigning any reasons thereof.
- 36) The decision of the Director of Horticulture will be final and binding to accept, reject and cancel the tender no further correspondence will be entertained.
- 37) The bidder should furnish Trade License of GHMC, Labour License and must enclosed evidence of Flower Shop License.

I have read and understood all the terms and conditions laid down in the Tender document and abide to them.

Signature:

Designation:

Full Name of Firm/Individual/Agency:

Organization:

Address:

