

KATAKA MUNICIPAL CORPORATION, KATAKA
GOVERNMENT OF ODISHA



EXPRESSION OF INTEREST

FOR EMPANELMENT OF VENDORS

**“FOR SUPPLY OF FLOWER GARLANDS, CUT FLOWERS, BOUQUETS AND
FLORAL ARRANGEMENTS TO KATAKA MUNICIPAL CORPORATION (KMC)”**

Office of the Kataka Municipal Corporation
Biju Bhawan, Choudhary Bazar
Kataka -753001

DETAILED TENDER CALL NOTICE

EOI Notice No.- 8517

Date: - 24.07.26

DATE SCHEDULE

1.	The Commissioner, Kataka Municipal Corporation (KMC) hereby invites Expression of Interest (EOI) from eligible firms/Agencies/Vendors/Proprietors, as per the terms and conditions described elsewhere in this tender document, with requisite financial, managerial and technical expertise and experience for “Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)” . The interested and eligible Agency/Firms, as specified in Detailed Tender Call Notice (DTCN), may apply for the same in OFF-LINE mode. (For details visit https://cmccuttack.odisha.gov.in)	
2	Nature of Works	Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)
3	Tender (Bid) Cost	Rs. 4720/- (Including GST); Rupees Four Thousand Seven Hundred Twenty Only (Non-Refundable). Deposited through DD in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack.
4	EMD	Rs.10,000/- Rupees Ten thousand only (Refundable). Deposited through DD in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack.
5	Availability of bid document in the website	From 05.00 P.M. of 28.07.2026 to 18.08.2026 up to 5:00 P.M.
6	Last date of Pre bid queries	03.08.2026 up to 5.00 P.M.
7	Upload Pre bid queries	04.08.2026 at 5.00 P.M.
8	Last date of Hardcopy receipt of Bid	18.08.2026 up to 5:00 P.M.
9	Mode of Receipt of Bids	Through Speed Post/ Registered Post (India Post)/Courier and by no other means.
10	Date of opening of Technical Bid	19.08.2026 at 12:00 P.M. at Biju Bhawan
11	Date of opening Financial Bid	21.08.2026 at 4:00 P.M. at Biju Bhawan
13		The Commissioner Kataka Municipal Corporation, Biju Bhawan, Choudhary Bazaar,

	Address for Business query and correspondence	Kataka -753001 Website- https://cmccuttack.odisha.gov.in , E-mail-Id- mccmc@nic.in ,
14	Contact Person	Asst Commissioner (Park & Plantation) Kataka Municipal Corporation Bikash Bhawan, Badambadi, Kataka -753012,

1. Mode of Submission: Bid documents should be submitted offline.
2. Other details can be seen in the bidding documents, which is available in website <https://cmccuttack.odisha.gov.in>
3. Subsequent corrigendum, if required, shall appear in the website.
4. Authority reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.
5. Please note that no liability will be accepted for difficulties in, and/or incomplete download of the Tender document.
6. If the bidders have any queries or require clarification regarding this tender, please submit your queries in mccmc@nic.in,



Commissioner
Kataka Municipal Corporation

DISCLAIMER

- a) The information contained in this Expression of Interest (EOI) document and subsequently provided to applicants (firms), whether verbally or in written form, by or on behalf of Kataka Municipal Corporation (hereinafter referred to as "KMC" or "the Authority") or any of its employees, is provided to applicants on the terms and conditions set out in this EOI and any other terms and conditions as may be specified.
- b) This EOI is not an agreement and is neither an offer nor an invitation by KMC to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful in the formulation of their application for empanelment.
- c) While due care has been taken in the preparation of this document, KMC does not warrant or make any representation as to the accuracy, reliability, or completeness of the information contained herein. The applicants are advised to conduct their own investigations and analysis and satisfy themselves regarding the completeness and correctness of the information before submitting their applications.
- d) This EOI may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise, and needs of each party who uses or relies upon this EOI. Applicants are encouraged to conduct their own investigations and analysis, and to check the accuracy, adequacy, correctness, reliability, and completeness of the information provided in this EOI. They should obtain independent advice from appropriate sources as needed. The information provided in this EOI may include interpretations of applicable law. Such information should not be construed as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise of any such interpretation or opinion.
- e) The Authority and its employees or advisors make no representation or warranty and shall not be liable to any person, including any applicant, under any law, statute, rules, or regulations, or under the principles of equity, tort, restitution, or unjust enrichment for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability, or completeness of the EOI or any part of it.
- f) The Authority also accepts no liability for any errors, omissions, or inaccuracies resulting from reliance by any applicant on the information contained in this EOI, whether such reliance is due to negligence or otherwise. The Authority reserves the right, at its sole discretion, to update, amend, or supplement the information, assessment, or assumptions contained in this EOI at any time, without prior notice.
- g) The issuance of this EOI does not imply that the Authority is bound to empanel any applicant or to appoint any of the selected applicants. The Authority reserves the right to reject all or any of the proposals without assign.

A. OBJECTIVE

Kataka Municipal Corporation (KMC) is the Urban Local Body responsible for providing civic services, urban infrastructure development, public health, sanitation, environmental management, and various citizen-centric services within the city. As one of the oldest and most prominent cities of Odisha, KMC regularly hosts official functions, public events, cultural programmes, national celebrations, foundation stone laying ceremonies, inaugurations, conferences, meetings, and visits of dignitaries, government officials, and public representatives.

For the successful conduct of such events and ceremonial functions, floral items such as flower garlands, bouquets, wreaths, cut flowers, floral baskets, and decorative flower arrangements are frequently required. These floral items play an important role in welcoming guests, honouring dignitaries, commemorating occasions, and enhancing the aesthetic appeal of official events and public spaces.

To ensure the timely availability of fresh and quality floral materials at competitive rates, KMC intends to empanel experienced and reliable vendors for the supply of flower garlands, cut flowers, bouquets, floral decorations, and other related items. The empanelment will facilitate a transparent and efficient procurement process, enable quick procurement during routine as well as emergency requirements, and ensure uninterrupted supply for various official and public functions organized by KMC from time to time.

B. SCOPE OF WORK

The empaneled vendor(s) shall supply fresh flowers, flower garlands, bouquets, floral baskets, loose flowers, cut flowers, wreaths, decorative floral arrangements, and other related floral materials as required by KMC for official functions, meetings, public events, cultural programmes, inaugurations, ceremonies, VIP visits, festivals, and other municipal activities.

1. Supply of Floral Items

- i. Fresh flower garlands of various sizes, and designs, made from fresh flowers such as marigold, rose, jasmine, tuberose (rajnigandha), or any other flowers as required by KMC from time to time, suitable for official functions, felicitation ceremonies, cultural programmes, religious events, and other occasions.
- i. Fresh cut flowers for decoration and floral arrangements.
- ii. Flower bouquets for dignitaries, guests, and official ceremonies.
- iii. Floral baskets, wreaths, bouquets, bouquets with stands, and table arrangements.
- iv. Loose flowers and flower petals for ceremonial, religious, and decorative purposes.
- v. Customized floral decorations as per KMC requirements.

2. Delivery and Placement

- i. Supply and delivery of flowers, garland, bouquets at designated KMC offices, event venues, parks, community centres, public places, or any other location within the KMC jurisdiction as per required by KMC.

- ii. The vendor shall deliver, place, and arrange the flowers, garlands, bouquets, floral baskets, and other floral items at the location specified by KMC whenever required. All costs towards transportation, handling, placement, arrangement, manpower, and allied services shall be borne by the vendor, and no additional payment shall be made by KMC on this account.
- iii. The empaneled vendor shall maintain consistent quality and timely delivery throughout the contract period. KMC reserves the right to inspect supplied materials and reject substandard items.
- iv. All flowers, garlands, bouquets, and other floral items supplied by the vendor shall be fresh, hygienic, disease-free, and of premium quality, with good appearance, fragrance, and durability. Wilted, damaged, stale, discolored, insect-infested, or otherwise inferior-quality flowers and floral items shall not be accepted by KMC.
- v. The vendor shall ensure that all floral items are properly handled, transported, and delivered in a manner that preserves their freshness and quality.
- vi. Any floral item found to be defective, damaged, substandard, or not conforming to the specifications shall be rejected by KMC, and the vendor shall immediately replace the same at its own cost without any additional financial implication to KMC.
- vii. Repeated supply of substandard or poor-quality floral items may attract penalties and may lead to termination of empanelment as per the terms and conditions of the agreement.

C. TERMS AND CONDITIONS

1. The Kataka Municipal Corporation (KMC) reserves the right to accept or reject any or all EOIs, either in part or in full, without assigning any reason thereof, and its decision in this regard shall be final and binding.
2. KMC reserves the right to relax, amend, modify, or withdraw any of the terms and conditions contained in this EOI document at any stage, without assigning any reason. No queries or representations shall be entertained after submission of the proposal.
3. KMC reserves the right to modify, add, or delete any terms and conditions of the EOI prior to issuance of the Purchase Order, as deemed necessary in the interest of the organization.
4. Conditional proposals, in any form, shall be summarily rejected.
5. KMC reserves the right to include additional vendors in the empaneled list at any stage or to place work Orders with any of the empaneled vendors at its discretion.
6. At any point, if any of the documents furnished by the vendors/suppliers are found to be false, it shall be treated as a breach of the terms of the contract, making the concerned firm liable for legal action, termination of empanelment, and forfeiture of the security deposit.
7. Incomplete forms will not be considered for the empanelment of the vendor.

8. Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Kataka.
9. The empanelment shall initially remain valid for a period of **two (2) years** from the date of issuance of the empanelment order, which may be extended of **one (1) year** at the sole discretion of KMC based on satisfactory performance.
10. The empanelment of a vendor shall not confer any right or guarantee for award of any work order, purchase order, or minimum quantity of business.
11. KMC reserves the right to empanel **one or more vendors** and place orders on any empaneled vendor based on availability, performance, quality, urgency, location, and requirement.
12. The vendor shall supply the required floral items within the stipulated time mentioned in the work order or requisition issued by KMC.
13. The vendor shall be capable of supplying floral items on short notice, including holidays, weekends, emergency requirements, VIP visits, and special events.
14. Payment shall be released after satisfactory supply and certification by the concerned officer of KMC, subject to submission of bills and supporting documents.
15. No advance payment shall be made by KMC under any circumstances.
16. The empaneled vendor shall comply with all applicable statutory requirements, including GST and other applicable laws and regulations.
17. Any delay in supply without valid justification may attract penalty and may adversely affect the vendor's performance evaluation.
18. In case of repeated failure in quality, delayed supply, non-performance, or violation of any terms and conditions, KMC may suspend or cancel the empanelment without assigning any reason.
19. The vendor shall not assign, transfer, or sublet any part of the empanelment without prior written approval of KMC.
20. KMC shall not be responsible or liable for any difficulties, delays, failures, or inability on the part of the bidder/vendor in downloading, accessing, viewing, uploading, submitting, or processing the EOI/Tender documents due to internet connectivity issues, technical glitches, system failures, server problems, power interruptions, or any other reason beyond the control of KMC. Incomplete, corrupted, or unsuccessful submission of applications/documents arising from such circumstances shall be solely at the risk and responsibility of the bidder/vendor, and no request for extension of time or reconsideration shall be entertained on this account.

21. KMC reserves the right to accept or reject any or all applications, cancel the EOI process, modify the scope of work, or empanel additional vendors at any stage without assigning any reason.
22. The decision of KMC regarding interpretation of any clause, quality assessment, vendor performance, or any matter related to empanelment shall be final and binding on all parties.
23. KMC reserves the right to withdraw, amend, modify, or add any terms and conditions of the empanelment at any stage without assigning any reason.
24. Separate Work Orders may be issued for individual events. The Agency shall commence work immediately upon receipt of the Work Order.

D. ELIGIBILITY CRITERIA

Technical Eligibility

1. The vendor shall be a Proprietorship Firm /Partnership Firm/ Limited Liability Partnership (LLP)/ Company/ Cooperative Society/ Florist/ Nursery, or any legally registered business entity.
2. The vendor shall have a minimum of **three (3) years' experience** in supplying flower garlands, bouquets, cut flowers, floral decorations, or similar items to Government Departments, Public Sector Undertakings, Urban Local Bodies, Autonomous Institutions, Educational Institutions, Corporate Organizations, Event Management Agencies, or other reputed organizations.
3. The vendor shall submit an **Affidavit/Undertaking on a non-judicial stamp paper** stating that the firm/agency has not been blacklisted/debarred by any Central Government Department, State Government Department, Public Sector Undertaking, Urban Local Body, or any other Government or Private Organization during the last five years.

4. Financial Eligibility

1. The bidder must have an average annual turnover of at least Rs. 10 lakhs over the last three financial years (i.e., 2022–23, 2023–24, and 2024–25).
2. The bidder must be submitted IT returns for last three financial years (i.e., 2022–23, 2023–24, and 2024–25).
3. The bidder must be submitted PAN and GST.

E. EVALUATION CRITERIA

1. A Bid Evaluation Committee (BEC) will be constituted by the KMC for the purpose of evaluation the proposals.
2. The BEC shall open & evaluate the Technical Proposals on the basis of their responsiveness to the

Terms of Reference and by applying the evaluation criteria, sub-criteria. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.

3. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this EOI. The decision of the Committee shall be final and binding on all the Bidders.
4. A Proposal may be rejected at any stage if it does not respond to important aspects of the DTCN and particular the Terms of Reference.
5. Only technically qualified bidders will be considered for financial evaluation.

F. SUBMISSION OF PROPOSAL

The proposal shall be submitted in two parts –

Part A - Technical Proposal

Part B - Financial Proposal

1. Technical Proposal should be as per attached format with all relevant/ supporting duly signed documents as mentioned in the EOI document. The detailed format is attached as **Annexure-A1, A2, A3, A4, & A5**.
2. The technical proposal should be submitted in a sealed envelope with superscription **Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)**
3. The Applicant's Name & address shall be mentioned in the left-hand corner of the envelope. The right-hand corner of the envelope shall be addressed to the Commissioner, KMC at the following address.

**The Commissioner,
Kataka Municipal Corporation,
Biju Bhawan, Choudhary Bazaar,
Kataka -753001
E-mail Id- mccmc@nic.in**

4. The proposals shall be valid for acceptance by KMC for a period of ninety (90) days from the Bid Due Date.
5. The Financial Proposal shall be submitted strictly in the format prescribed in **Annexure-B1**. The Financial Proposal shall be placed in a separate sealed envelope clearly superscribed as "Financial

Proposal". The sealed Financial Proposal envelope shall then be enclosed inside the Technical Proposal envelope along with all documents required for the Technical Proposal.

6. **Proposal Evaluation:** i. Prior to evaluation of proposals submitted, KMC will determine whether each proposal is responsive to the requirements of the EOI. KMC may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
- a. Proposal prepared have been as per the format specified in the EOI.
 - b. It is received by the due dates and time stipulated in the EOI including any extension thereof granted by KMC.
 - c. It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this EOI.
 - d. It contains all the information (complete in all respects) as requested in the EOI.
 - e. It does not contain any condition or qualification and
 - f. It is not non-responsive in terms thereof.
- ii. KMC will carry out the evaluation of all responsive proposals in the manner stipulated in the EOI document.
- iii. KMC shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- iv. Bidders are advised that, the selection process shall be entirely at the discretion of the KMC. Bidders shall be deemed to have understood and agreed that KMC shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- v. Bidders shall be deemed to have understood and agreed that KMC shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- vi. Any information contained in the Proposal shall not in any way be construed as binding on KMC, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.
- vii. The KMC reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by KMC in respect of such proposals.
- viii. Kataka Municipal Corporation (KMC) reserves the right to empanel one or more technically qualified bidders with item-wise lowest (L1) Rates derived through the tender process. KMC may, at its discretion, offer empanelment to the **L2, L3 so on bidders**, subject to their willingness to match the corresponding item-wise L1 Rate in writing within the stipulated period specified by KMC.
- ix. Empanelment shall not confer any exclusive right upon any empaneled agency and shall not

guarantee issuance of any work order, minimum quantity of work, or assured revenue during the contract period.

- x. Kataka Municipal Corporation (KMC) reserves the right to place work orders on any of the empaneled agencies based on its requirements, performance of the agency, urgency of service, and administrative convenience.

7. Bid Security:

- i. A Bid Security of Rs.10,000.00 (Rupees Ten Thousand Only) deposited through DD in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack. No interest shall be payable by KMC for the sum deposited as Bid Security.
 - ii. Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
 - iii. The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of work order issue to the successful Bidder.
 - iv. The Bid Security shall be forfeited by the Kataka Municipal Corporation (KMC) in the following events:
 - a. If the proposal is withdrawn during the validity period or any extension thereof.
 - b. If the proposal is varied or modified in a manner not acceptable to KMC after opening of tender during the validity period or any extension thereof.
 - c. If the Agency tries to influence the evaluation process.
 - d. If the Preferred Agency withdraws his proposal during negotiations.
8. **Bid Processing Fee (Non-Refundable):** All bidders are required to pay INR 4720.00 (Rupees Four Thousand Seven Hundred Twenty Only) towards Bid Processing Fee deposited through DD in favour of Commissioner, Cuttack Municipal Corporation, Cuttack payable at Cuttack. The Bid Processing Fee is non-refundable and shall be deposited along with the Technical Proposal.

G. PAYMENT CLAUSE

- 1. No advance payment shall be made under any circumstances.
- 2. Payment shall be made only after satisfactory supply, delivery, and acceptance of the floral items by the authorized officer of Kataka Municipal Corporation (KMC).
- 3. The vendor shall submit the original bill/invoice along with the delivery challan and duly certified supply acknowledgement from the concerned officer for processing of payment.
- 4. KMC shall endeavor to release payment within **45 days** from the date of receipt of complete and correct bills along with all supporting documents.
- 5. Payments shall be released through electronic transfer (NEFT/RTGS) to the bank account of the vendor after verification of the submitted documents and subject to availability of funds.

6. Any statutory deductions such as Income Tax (TDS), GST-TDS, or any other deductions as applicable under prevailing Government rules shall be made from the vendor's bills.
7. In case of any discrepancy in the bill, supporting documents, quantity, quality, or rates, the payment shall be withheld until the discrepancies are rectified by the vendor.
8. No interest shall be payable by KMC on account of any delay in payment arising due to incomplete documentation, disputes, verification requirements, or administrative reasons.

H. PENALTY CLAUSE

1. If the supplied flowers or floral items are found to be wilted, stale, damaged, inferior in quality, or not conforming to the specifications or requirements of KMC, the vendor shall immediately replace the same at its own cost. Failure to do so may attract a penalty of up to **10% of the value of the concerned order**, in addition to replacement of the rejected items.
2. In the event of non-supply, partial supply, delayed supply, or failure to deliver the required items within the stipulated time, KMC shall have the right to procure the same items from any other empaneled vendor or from any other source at the risk and cost of the defaulting vendor. Any additional expenditure incurred by KMC in this regard shall be recovered from the Performance Security/Security Deposit or from any pending bills of the defaulting vendor.
3. Repeated instances of delayed supply, poor quality, non-performance, or failure to comply with the terms and conditions of the empanelment on three or more occasions may result in suspension or cancellation of empanelment.
4. KMC reserves the right to recover any penalty amount from the vendor's pending bills, Security Deposit, or any other dues payable to the vendor.

G. PERFORMANCE SECURITY DEPOSITE

1. The successful bidders shall deposit a Security for Rs.10,000/- (Rupees Ten Thousand only) in the form of FD/BG from any scheduled bank in favour of “Commissioner, Kataka Municipal Corporation, Kataka” payable at Kataka. The validity of the FDR/BG shall be equal to or more than the period of the contract plus 60 days.
2. If the vendor withdraws his candidature after the empanelment, the whole performance security deposit will be forfeited.
3. The security deposit shall be refunded by KMC to the contractor after 60 days of the expiry of the contract. The security deposit shall not carry any interest.
4. No vendor/supplier/distributor will be allowed to withdraw the performance security deposit during the period of empanelment.
5. The Security Deposit shall be liable to be forfeited, wholly or partially, at the discretion of Kataka Municipal Corporation, in the event of the Contractor's failure to fulfil any of the terms and conditions or obligations under the Contract/Agreement.

H. TERMINATION OF EMPANELMENT

Kataka Municipal Corporation reserves the right to terminate the empanelment of any vendor at any time, either wholly or partially, under the following conditions:

1. If at any stage it is found that the Vendor has provided **false, misleading, or forged information/documents**, the empanelment shall be terminated immediately.
2. In case of breach of any terms of an agreement on the part of the vendor.
3. If the Vendor becomes insolvent, bankrupt, or goes into liquidation, the empanelment shall be terminated.
4. In case of Repeatedly failure to supply floral items within the stipulated time.
5. In case of repeatedly supplies substandard, stale, damaged, or inferior-quality flowers and floral materials.
6. In case of **unsatisfactory performance**, including poor service, non-responsiveness, or inability to meet requirements, the empanelment may be cancelled after due evaluation.

I. FORCE MAJEURE

Should any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

J. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by the laws of the Union of India. The High Court of Orissa at Kataka shall have exclusive jurisdiction over all matters arising out of or in connection with this Agreement.

K. CHECKLIST FOR SUBMISSION

A	Technical Proposal	Format
1	Covering Letter	Annexure-A1
2	Bid Processing Fee (non-refundable) of Rs. 4720/- (Rupees Seven thousand Eighty only)	Fee Deposited through DD in favour of Commissioner, Kataka Municipal Corporation, Kataka payable at Kataka.
3	Bid Security of Rs.10,000/- (Rupees fifty thousand only)	Fee Deposited through DD in favour of Commissioner, Kataka Municipal Corporation, Kataka payable at Kataka.
4	PAN	

5	GST	
6	Signing copy of Tender Document	
7	Provide last 3 years (2022-23,23-24,24-25) turn over certificate duly certified by Chartered Accountant	Annexure-A3
8	Filed IT return of last 3 years (2022-23,23-24,24-25)	
9	Particulars of Bidder	Annexure-A2
10	Details of Experience in supplying flower garlands, bouquets, cut flowers, floral decorations, or similar items to Government Departments, Public Sector Undertakings, Urban Local Bodies, Autonomous Institutions, Educational Institutions, Corporate Organizations, Event Management Agencies, or other reputed organizations.	Work order/Purchase order and completion certificate
11	Power Attorney	Annexure-A4
12	Affidavite/Undertaking for Non-Blacklisting/debarred by any Central Government Department, State Government Department, Public Sector Undertaking, Urban Local Body, or any other Government or Private Organization during the last five years.	Annexure-A5

ANNEXURE - A1
COVERING LETTER
(On the Letterhead of the applicant)

To,
**The Commissioner,
Kataka Municipal Corporation,
Biju Bhawan, Choudhary Bazaar,
Kataka -753001**

Sub: EOI for Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)

Dear Madam/Sir,

Being duly authorised to represent and act on behalf of
(hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements of the EOI, for your evaluation. We confirm that our Proposal is valid for a period of 90 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects, and we agree to the terms and conditions of the EOI.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

ANNEXURE - A2

Particulars of the Bidder

General Information about the Firm:

- a. Name of Company/Firm/Proprietor:
- b. Legal status (e.g. Incorporated private company, Proprietor, Partnership etc.):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. GST:
- g. PAN:
- h. Name, designation, address and phone numbers of contact person of the Bidder:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Mob. No.:
 - vi. E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

ANNEXURE- A3

Financial Capacity of the Applicant duly certified by Chartered Accountant

Sl. No.	Financial Year	Annual Turnover
1.	2022-23	
2.	2023-24	
3.	20224-25	
4.	Average	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

ANNEXURE- A4

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, Firm and address of the registered office) do hereby constitute, nominate,

9. Appointment and authorize Mr./Mrs. _____ son/ Daughter/ wife and presently residing at _____, who is presently employed with us and holding the position of _____ as or true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **“Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)”** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the Kataka Municipal Corporation(KMC), representing us in all matters before the KMC, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the KMC in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the **Commissioner, Kataka Municipal Corporation.**

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL

HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2023

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

ANNEXTURE-A5
Undertaking for non-blacklisting

**(On the Stamp Paper of appropriate value in shape of affidavit from the Notary
regarding non-blacklisting)**

I/We hereby undertake that our Firm/Agency/Organization has not been **blacklisted, debarred, or banned** by any Central Government Department, State Government Department, Public Sector Undertaking, Urban Local Body, or any other Government or Private Organization during the last five years.

Yours sincerely

Authorised Signature
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

ANNEXURE – B1

FINANCIAL PROPOSAL FORM

To,

**The Commissioner,
Kataka Municipal Corporation,
Biju Bhawan, Choudhary Bazaar,
Kataka -753001**

Dear Madam/Sir,

We, the undersigned, offers to provide the services for the assignment of **“Empanelment of Vendors for Supply of Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements to Kataka Municipal Corporation (KMC)”** in accordance with your Express of Interest (EOI) No. _____ dated _____ and our Financial Proposal.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 90 (ninety) days from the bid due date or such further period as may be mutually agreed upon.

Our Financial Proposal is as per below mentioned:

Sl. No.	Description	Unit	Rate (₹) Inclusive of all Taxes, GST, Transportation, Loading, Unloading, Packing & Delivery Charges
1	Marigold Flower Garland (appx. 1 Mtr)	Each	
2	Marigold Flower Garland (appx. 2 Mtr)	Each	
3	Jasmine Flower Garland	Each	
	Rose Flower Garland (Approx. 1-2 Meter)	Each	
4	Rajnigandha (Tuberose) Garland	Each	
5	Mixed Flower Garland	Each	
6	Bouquet (Normal)	Each	
7	Bouquet (Large/VIP)	Each	
8	Fresh Rose Flower (Cut Flower)	Per Stem	
9	Fresh Gerbera Flower (Cut Flower)	Per Stem	
10	Fresh Carnation Flower (Cut Flower)	Per Stem	
11	Fresh Orchid Flower (Cut Flower)	Per Stem	
12	Loose Marigold Flowers	Per Kg	
13	Loose Rose Flowers	Per Kg	
14	Loose Mixed Flowers	Per Kg	
15	Flower Petals (Rose/Marigold/Mixed)	Per Kg	

16	Table Flower Arrangement	Each	
17	Podium Flower Arrangement	Each	
18	Stage Flower Decoration	Per Sq. Ft.	
19	Gate Flower Decoration	Per Gate	

*Note:

- i. The quoted rates are inclusive of all applicable taxes, GST, duties, transportation, loading, unloading, packing, labour, delivery charges, Installation and all other incidental expenses required for the complete and satisfactory execution of the work. No additional payment whatsoever shall be admissible.
- ii. The rates shall remain valid throughout the empanelment period unless otherwise approved by KMC.
- iii. No additional charges shall be payable by KMC beyond the quoted rates.
- iv. **Item-wise L1**(Lowest rate) quoted for each item shall be considered
- v. No conditional bid shall be accepted.

I/We hereby declare that the above rates are **true and correct** and inclusive of all costs and GST. I/We agree to supply the Flower Garlands, Cut Flowers, Bouquets and Floral Arrangements at the above quoted discount rates.

Authorized Signatory

Name: _____

Designation: _____

Signature with Seal: _____

Date: _____