

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)**  
 (A grant – in - aid institute under Department of Atomic Energy, Government of India)  
 Sector-22, Kharghar, Navi Mumbai – 410210  
[www.actrec.gov.in](http://www.actrec.gov.in)  
 Phone 022-27405000 Ext- 5551/5141

**NOTICE INVITING TENDER**

**“SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ETC. AT ACTREC, AS AND WHEN REQUIRED BY ACTREC” FOR THE PERIOD OF ONE YEAR.**



SR. NO.	PARTICULAR	AMOUNT
01	<p>EMD by Demand Draft to be Drawn in Favour of Director ACTREC</p> <p>Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof).</p>	7,200/-

Tender Notification and Documents are available on website:  
[www.actrec.gov.in](http://www.actrec.gov.in)

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Sector-22, Kharghar, Navi Mumbai – 410210

No. ACTREC/Admin/EM/Flowers/4340/2026

22<sup>nd</sup> May, 2026

**SUB :- CONTRACT SUPPLY OF CUT-FLOWERS, FLOWER BASKETS / BUNCHES, FLOWER POTS & FLOWER BOUQUETS, HAARS, DRAWING RANGOLIS WITH FLOWERS, ETC. AT ACTREC ,AS AND WHEN REQUIRED BY ACTREC**

Sealed limited tender is invited from reputed bidders for supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. at ACTREC, as and when required by ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410210.

Contact Person: - Mr. S. A. Anavkar, Dy. Administrative Officer (EM).

**CRITICAL DATE SHEET**

Published Date	22 <sup>nd</sup> May, 2026
Bid Document download/sale start date	22 <sup>nd</sup> May, 2026 at 01:00 pm.
Bid Online Submission Last Date & Time	05 <sup>th</sup> June, 2026 upto 01:00 pm.
Technical Bid Opening Date	05 <sup>th</sup> June, 2026 at 03:00 pm.
Hard copy submission Venue	Room no.332, Estate Management Section 3 <sup>rd</sup> Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai – 410210

**Dy. Admin. Officer (EM)**

**TATA MEMORIAL CENTRE**  
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Sector-22, Kharghar, Navi Mumbai-410210

**INDEX**

<b>SR. NO.</b>	<b>DESCRIPTION</b>
1	Notice for Invitation of Tender
2	Instructions to the Bidders
3	Tender acceptance undertaking
4	General Terms and Conditions
5	Acceptance
6	Financial Bid
7	Vendor Bank Details

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Phone 022-27405000 Ext-5141

No. ACTREC/Admin/EM/Flowers/4340/2026

22<sup>nd</sup> May, 2026

**NOTICE INVITING TENDER**

Sealed limited tender in single bid system Techno commercial is invited from reputed and experienced contractors / vendors for supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. at ACTREC, as and when required by ACTREC, Sector-22, Kharghar, Navi Mumbai-410210

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Estimated cost(Rs.)</b>	<b>EarnestMoney Deposit – EMD (Rs.)</b>
1	Tender for supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. at ACTREC, as and when required by ACTREC for the Period of One Year (Extendable for one-year subject to satisfactory performance).	Rs. 3,70,000/- (Exclusive GST)  (One year)  (Rupees Three Lakhs Seventy Thousand Only)	Rs. 7,400/-  (Rupees Seven Thousand Four Hundred Only)

The bidders have to apply through the ACTREC website [www.actrec.gov.in](http://www.actrec.gov.in). The bidder shall pay the **EMD Rs. 7,400/- (Rupees Seven Thousand Four Hundred Only)** through demand draft in favour of Director, ACTREC at the time of submission of tender to the Institute and submit the copy of receipt along with hard copy of the tender documents containing technical bid and financial bid.

The rates may be quoted in Indian Rupees exclusive Goods and Services Tax. The hard copy of complete tender-containing Technical bid & Financial bid along with all the documents must reach the ACTREC room no.332, Estate Management Section, 3<sup>rd</sup> floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai - 410210 on or before 05/06/2026 upto 01.00 pm. The hard copy of tender documents submitted in sealed envelopes will be opened on the technical bid opening 05/06/2026 at 03.00 pm. Incomplete or tenders submitted after the due date would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Dy. Admin. Officer (EM)

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**INSTRUCTION TO THE BIDDER**

Bidders are requested to take note of the following instructions while filling the tender form for submission of their offer.

1. The bidder must note that Tenders are accepted through offline mode and tender document copy available on ACTREC website: [www.actrec.gov.in](http://www.actrec.gov.in)
2. The bidder should read the general terms and conditions and take note of them and give their acceptance to that effect.
3. The bidder should ensure that the amount written in such a way that interpolation is not possible. No blank space should be left.
4. Failure to fulfill any of the conditions shall render the bid for rejection.
5. Bidder should consider any corrigendum published on the tender document before submitting their bids.
6. The bidders are advised to carefully understand the documents required to be submitted as part of the bid. Please note the no. of documents have to be submitted. Any deviation from these may lead to rejection of the bids.
7. The bidder is also advised to ensure that all the tender documents are signed by the authorized person and rubber stamp should be affixed wherever asked for.
8. The Director, ACTREC reserves the right of cancellation, adding, reducing, deferring the tender in total or partially without assigning any reason there of and claim in this behalf shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the EMD without any payment of interest within reasonable time.

Certified that I have read the above instructions carefully and taken note of them for compliance.

**Signature & Date**

**Name of the Bidder Rubber Stamp**

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**TENDER ACCEPTANCE UNDERTAKING**

Date: / /2026

To,

THE DIRECTOR,  
Advance Centre for Treatment Research & Education in Cancer  
Tata Memorial Centre  
Kharghar, Navi Mumbai - 410210

No. ACTREC/Admin/EM/Flowers/4340/2026

22<sup>nd</sup> May, 2026

**Nature of Services / Work: Supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. at ACTREC, as and when required by ACTREC**

Sir,

I / We read the conditions from the tender including general / special conditions and hereby agree by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 180 (One Hundred and Eighty Days) from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT / EMD" to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work within a week time from the date of issue of letter of award of contract/work order.

A sum of Rs. .... /- (.....) is forwarded herewith as Earnest Money Deposit in the form of DD / Bank's PO /through Receipt No. \_\_\_\_\_ dated\_\_\_\_\_.

The full value of the Earnest Money Deposit shall stand forfeited if – I / We do not undertake and commence the work within the specified time on receipt of the letter or failed to execute the work as required.

Signature of Bidder with stamp

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Phone 022-27405000 Ext- 5551/5141

**GENERAL TERMS AND CONDITIONS**

1. Sealed limited tender is invited from reputed bidders for supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. at ACTREC, as and when required by ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC), Sector-22, Kharghar, Navi Mumbai, for a period of one year on contract basis. The sealed cover containing the quotations super scribed as under and complete in all respect should be submitted to ACTREC, Tata Memorial Centre, Kharghar, **on or before 5<sup>th</sup> June, 2026, 1.00 pm**
2. The sealed quotations will be opened on **5<sup>th</sup> June, 2026 at 3.00 p.m.** The Tenderers, if they desire, may depute their representative to be present at the time of opening of tenders with an authority letter.
3. **Period:** The successful firm will be required to start working immediately upon award of the contract for a period of one year from the date of signing of the contract. The contract can be extended for one year on same rates, terms and conditions.
4. The bidders are requested to go through the requirement mentioned above by ACTREC and the same would be delivered at ACTREC campus on the specified dates as well as per requirement '**on as and when required bases.**
5. The actual requirement will be placed to you by ACTREC '**Supervisor Grade – II (Horticulture)**' through phone/mobile/E-mail contact, **two days earlier.**
6. The firm interested to supply cut-flowers etc. to the ACTREC should have an **experience of at least 1 years for providing this kind of service.** Experience certificate to be provided as a documentary evidence.
7. The cut-flowers to be supplied should be fresh and of very good quality. Only very fresh and healthy flowers will be accepted for the flower arrangement. The supply should be handed over to the designated Mali well in time. Flowers should be supplied partly in form of bunch (6-7 flowers) for ready placement and in loose form.
8. Flowers which show even slightest indication of wilting/staleness/artificial flowers or without the natural shine will not be accepted. **The firm will also be liable to pay penalty of Rs.100/- depending on the unit value (i.e. on number of stale flowers and its quantity) from their monthly bill for faulty supply.**
9. ACTREC reserves the right to reduce or increase the quantity of flowers as per requirement.

10. **For payment purpose, the bills should be submitted month-wise on the prescribed format along with the delivery challan/user certificate duly signed by the users.** ACTREC will make payments on submission of bills by the bidder every month and after its due verification by Supervisor Grade-II(Horticulture). **The material supplied or brought like flowers, bouquets etc. challan should be duly signed and stamped at ACTREC main gate security.**
11. Erasing & overwriting in the quotation will render the same invalid.
12. The cut flowers should be delivered to ACTREC, Kharghar, Navi Mumbai which may be decorated at the prescribed locations by given time and concern person of institution or as per the requirement.
13. The firms participating in the tender must possess valid PAN in the quotation along with a documentary proof of the same, failing which the quotation will be liable to be rejected.
14. **The rates may be quoted as per Annexure 3, excluding GST** if any, may be specifically and separately indicated in the quotation. In case Govt. notifies any other Tax during the period of contract the same shall be made applicable as mutually decided. Bidders are required to submit Annexure-2 with signature and stamp.
15. It is mandatory to fill all the items rates in Annexure - 3 with signature and stamp, incomplete rates /Quotation rejected.
16. For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director- ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.
17. The institute can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the institute will be final and binding on the contractor. The institute reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
18. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by the institute.
19. **It is necessary to provide copy of the statutory requirement documents, duly stamped and signed on each page of the document with numbering on it, such as:**
  - a) Registration under the shops and Establishment Act/ Companies Act/Society Act (If applicable)
  - b) PAN Number
  - c) GST Number (if applicable)
  - d) Bidder should have Minimum 01-year relevant experience in Horticulture & Flowering Services.
20. The bidder has to deploy his own manpower for delivery and making decoration of the requisitioned items. (For e.g. On 15<sup>th</sup> August and 26<sup>th</sup> January etc.)

21. The quoted monthly charges will be inclusive of all taxes and permissible taxes such as TDS @ 2% or as per Govt. norms will be deducted from the bills.
22. The agreed/approved rates will be valid for one year. In case institute requires to extend the tenure of contract for one more year the rates, terms and condition will be same.
23. The Centre (ACTREC) shall not pay any compensation in respect of any injury or death caused to the deployed workers by the successful bidder or the contractor. It will be sole responsibility of the contractor.
24. The bidder should quote rate contract amount for the above referred work.
25. The institute can terminate the contract at any time without assigning any reason by giving a notice of one month and if contractor wishes to discontinue or terminate he has to give 03 months' notice. The contract can also be terminated in case the work is not found satisfactory. In this respect the decision of the institute will be final and binding on the contractor. The institute reserves the right to reject any quotation in whole or in part without assigning any reason thereof.

Date:

Signature of bidder

**SCOPE AND SCHEDULE OF WORK**

<b>S.NO.</b>	<b>SCOPE OF WORK</b>	<b>SCHEDULE DATES</b>
1	Republic Day is being organized at ACTREC.	26 <sup>th</sup> January
2	Independence Day	15 <sup>th</sup> August
3	ACTREC Annual Day	Schedule will be provided
4	Science & Society Oration	Schedule will be provided
5	National Research Scholars Meeting	Schedule will be provided
6	Conferences, Symposia & Workshop	Schedule will be provided
7	BTIS Workshop	November-December
8	Cancer Genetics Workshop	November-December
9	Animal House Workshop	November-December
10	As and when required Bouquets, Table flowers etc. at the time of any urgent meetings/workshops etc.	Requirement Basis

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Sector-22, Kharghar, Navi Mumbai - 410210**

**TENDER APPLICATION FORM**

No. ACTREC/Admin/EM/Flowers/4340/2026

22<sup>nd</sup> May, 2026

Name of the Work	Tender for supply of cut-flowers, flower baskets / bunches, flower pots & flower bouquets, haars, drawing rangolis with flowers, etc. At ACTREC, as and when required by ACTREC, for the period of one year. (Extended for one-year subject to satisfactory performance)
Due Date of the submission of the tender	
Demand Draft / Cash Receipt No. for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	_____
	E-Mail
	Tel. No & Mobile No.
	Fax
a) Registration No. (I) under Shop/Estt. Act  (II) Companies Act  (III) Society Act	b) Authority with whom registered  (i) License No.  (II) Granted by  (III) For the purpose of
Name & Address of the Bankers of the bidders	
a) Registration under the shops and Establishment Act/ Companies Act/Society Act	
b) PAN Number	
c) GST Registration Number	
d) Bidder should have Minimum 01-year relevant experience for providing above services.	

The following points will be considered for **technical eligibility to assess the suitability of bidders:-**

- a) PAN Number
- b) Bidder should have Minimum 01-year relevant experience in supply flowering Services.
- c) Compulsory to fill all the rates in Annexure-3 (with proper rates)

**Note:- Bidders must attach copy of valid certificate of the above documents along with tender documents. Mandatory to fill Annexure 2 and 3 with duly signed and stamp of the bidder while submitting.**

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false or fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same for and behalf of bidder.

Signature

Name of authorized person for bidder  
with seal

Date:

**PROFORMA FOR FURNISHING RATES/QUOTES****Name of the Firm:****Schedule of quantity and rates of flowers, Bouquet etc. at ACTREC in a year :-**

SR. NO.	PARTICULARS	APPROX. QUANTITY (OF FLOWERS)	UNIT	RATES TO BE QUOTED/ PER UNIT
<b>1</b>	<b>Loose Flowers</b>			
	a) Merry gold	40	kg	
	b) Shewanti	10	kg	
	c) Rose petals/Green leaves	5	kg	
<b>2</b>	<b>Cut Flowers</b>			
	a) Rose( 40 cm) (Red)	15	Bundle(20 nos in a bunch)	
	b) Gerbera	10	Bundle (10 no in a bunch)	
	c)Single rose and drapery with paper wrapping (Red Colour)	20	No	
<b>3</b>	<b>Flower Bouquet</b>			
	a) Big Size(Hand Bouquet)	20	No	
	b)Big Size(Table Bouquet)	10	No	
	c)Medium Size(Hand Bouquet)	25	No	
	d)Medium Size(Table Bouquet)	10	No	
	e)Small Size( Hand Bouquet)	30	No	
	c)Small Size(Table Bouquet)	10	No	
<b>4</b>	<b>Others</b>			
	a) Oasis	10	Per piece	
	b) Green foliage	05	Bundle	
	c) Decorative items such as balls, threads etc.		Depends on choice of theme	
	d)Merry gold Mala	200	Running feet	
	e)Mogara thick mala	100	Running feet	
	f) Combination of Nishigandha/Merry gold/Green Foliage/Rose (Har 2-3 feet for photo/statues etc.)			
<b>5</b>	Decoration around flag post on 15 <sup>th</sup> August /26 <sup>th</sup> January (Including Supply, decoration of flowers etc. – please find attached photographs for reference).			
<b>6</b>	Flower patti with different colour and type of flowers, fillers and green leafy things. (Unit- Running Feet) (for stage and door decoration)			
Total				

The above quantity may be increased or decreased as per requirement of institute.

The Basis of Evaluation of The Tenders of Financial Bids Would Be Based on The Following Parameters for Consideration of L1: -

The Items Quoted Against the Each of the Following Items Would Be Averaged As (Sr. No-1+2+3+4+5+6): -

**IMPORTANT NOTE:** The above rates must also include material, manpower, delivery and transportation cost at ACTREC site. Photographs are must with mentioned rate.

Signature with sign, seal & stamp.

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**APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS**  
**IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE/NEFT**

1. Name of the vendor :
2. Vendor Address & Other particulars :
- a) PAN NO. :
- b) Good & Service Tax No. :
- c) Mobile No :
- d) E-mail Id :
3. Account Holder's Name :  
(Title of the Account)
4. Bank Account No :
5. Bank Name, Branch & Address :
6. 9- Digit MICR code of the bank :
7. Account type (SB / CURRENT) :
8. IFSC Code :

**(Attach xerox copy of cheque)**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme.

(\_\_\_\_\_)

Signature of the Vendor with seal

Certified that the particulars furnished above are correct as per our records.

(\_\_\_\_\_)

Signature of the authorized official from the bank

Bank's stamp :

Date :

---

**Note: Xerox copy of cheque may be attached, without which the form will not be accepted.**

## Small Hand Bouquet



S1



S2



S3



S4



S5



S6



S7



S8

## Big Hand Bouquet



BT1



BT2



BT3



BT4



BT5



BT6



BT7



BT8



BT9

Medium Hand Bouquet



M1



M2



M3



M4



M5



M6



M7



M8

Big Table Bouquet



BT1



BT2



BT3



BT4



BT5



BT6



BT7



BT8



BT9



BT10



BT11



BT12

Big Hand Bouquet



BT1



BT2



BT3



BT4



BT5



BT6



BT7



BT8



BT9

## Flower Haar





