**SREE MAHA GANAPATHY TEMPLE**

**PAZHAVANGADI, THIRUVANANTHAPURAM-23**

Email : pazhavangadiganapathi@gmail.com

**TENDER FORM FOR SUPPLY OF FLOWER**

**DAILY POOJA & UDAYASTHAMANA POOJA**

For the period from 1st April 2025 to 31ST Mar 2026( One Year)

**For E-mailing Filled Tender Format** : Use MS Word 2007 compatible to WINDOWS7, WINDOWS XP

|  |  |  |
| --- | --- | --- |
| Ser No | Particulars required | All Particulars to be Filled by the Contractor |
| **I Particulars of Bidder/Contractor** | |  |
| 1 | Name |  |
| 2 | Mobile No |  |
| 3 | **Address** |  |
|  | House No/Name/TC |  |
|  | Village |  |
|  | Post |  |
|  | State |  |
|  | PIN |  |
| **II. EMD Details of Rs 10,000/- (Rupees Five Thousand) in the Name of SreeMahaGanapathy Temple Pazhavangadi,\*** | | |
| 5 | DD Number  DD Date  In favour of  Name Bank  Branch   * **\*Original DD to be produced at the time of Opening of Tender, Otherwise Tender will be treated as cancelled.** |  |
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**Page 2...**

**-2-**

**IV.Tender Details for Quoting Amount**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser**  **No** | **Required Items** | **Approx**  **Quantity**  **Per day** | **Rate per Unity**  **(Per Kg /Gram /No /Set)** | **Total Amount** |
| **(a)**  ***Nithya Pooja*** (Daily Pooja) | | | | |
| **1.** | **Thetti** | **2 Kg** |  |  |
| **2.** | **Uthir Poovu** | **1 Kg** |  |  |
| **5.** | **Haram Big (Jamanthi, Thamara)** | **5 Nos**  **( 4 feet)** |  |  |
| **6.** | **Kutty Haram (Jamanthi, Thamara, Tetti)** | **7 Nos**  **(1 feet)** |  |  |
| **7.** | **Rose Haram** | **2 Nos**  **(2 feet)** |  |  |
| **(b) *Udayasthamana Pooja*** | | | | |
| **(1)** | **Kattiset** | **2 Set**  **(Each set 3 Nos)**  **(2.5 feet)** |  |  |
| **(2)** | **Thookumala** | **2 Nos**  **(5 feet)** |  |  |
| **(3)** | **Kattamala** | **160 Nos**  **(1 feet)** |  |  |

Date : Feb 2025

Palce : Sd/---

Step wise details of Simple Method for Sending a Encrypted Documents through Microsoft Office Word Document.

**Step -1**  - Download Word Quotation Format from our Website and fill the fields

**Step -2** -Go to the File Menu and select ‘**Save As**’ this document in **MS WORD 2007,** (compatible to WINOWS 7, WINDOWS XP,) and go to **‘Prepare’**of the same Menu for preparation of the document for distribution and select **‘Encrypt document’**. Enter password for ensuring encryption of the document.

**Step -3** -Compose mail with subject on which item your quoting (eg : Tender for Supply of Flower for daily pooja & Udayasthamana Pooja “ and send the tender documents to our mail address as under:-

Page 3

-3-

[**pazhavangadiganapathi@gmail.com**](mailto:pazhavangadiganapathi@gmail.com)

**Note :-**

1. Please note that the tender documents can be opened only on production of password created by you.

2. Please ensure the secrecy of password.

3. If any clarification required, please contact office (Phone 0471-2461929)