

Tender Enquiry No. : GLK/TE17/102

Date : 13.07.17

Due Date : 24.07.17

**Sub : Annual Maintenance of all Gardens for GDK & ARL**

Quotations are invited for the following jobs within our premises at P-43, Hide Road Extn, Kolkata – 700088. Details of jobs, payment and other terms & conditions etc. are mentioned as under :

SN	Items	Quantity/Period	Rate (per year)	Amount
1	Annual Maintenance Contract for all gardens located within <b>G&amp;L-Kolkata</b> premises	1 yr.		
2	Annual Maintenance Contract for all gardens located within <b>ARL</b> premises	1 yr.		
3	Supply & Maintenance of House Plant in front of Admin. Building & inside the building.	1 yr.		
4	Supply & arrange flower in flower vase in the chamber of COO trice in a week	1 yr.		
5	GST, if any			
	<b>Grand Total</b>			
A	<b>Payment</b> : 15 days from the date of submission of monthly bill, duly certified.			
B	<b>Period of Contract</b> : 01.08.2017 to 31.07.2018 or one year from the date of LOI.			
C	<b>Statutory obligations</b> : All statutory liabilities will be borne by the vendor for execution of the above order.			
D.	<b>Minimum Rates of Wages</b> : The vendor will have to comply with the minimum rates of wages as per latest circular issued by Joint Labour Commissioner, Govt. of West Bengal.			
E.	The selection of L1 bidder will be on the basis of lowest landed cost quoted for the above.			
F.	The bid of any tendered may be rejected, if a conflict of interest between the bidder and the company is detected at any stage.			
G	Please provide SAC Code against for this service.			

The quoted rate should be inclusive of supply of materials required to keep the garden in beautiful shape. Before submission of the rate, the vendor may visit the locations & area of gardens to be maintained.

Interested vendor may submit their quotation, in the above format, **in a sealed envelope** superscribing the above '**Tender No. and Date**' to Shri Prasenjit Roy, Deputy Manager (Human Resources) at the above address on any working days on or before 24.07.17 up to 15:00 hours IST.