

Tender Enquiry No. :	GLK/TE18/127
Date :	24.07.18
Due Date :	04.08.18

Sub : Annual Maintenance of all Gardens of 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 G&L-Kolkata premises	1 yr.		
2	Annual Maintenance Contract for all gardens located within ARL 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			
	Grand Total			
A	Payment : 15 days from the date of submission of monthly bill, duly certified.			
B	Period of Contract : 15.08.2018 to 14.08.2019. Or one year from placement of Contract/LOI. On mutual consent contract may be further extended for another one year at the same rate.			
C	Statutory obligations : All statutory liabilities will be borne by the vendor for execution of the above order.			
D.	Minimum Rates of Wages : 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 items in totality.			
F.	The bid of any tenderer may be rejected, if a conflict of interest between the bidder and the company is detected at any stage.			
G.	Validity of the offer – 30 days from due date of tender.			

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 Susanta Kumar Sethi, Asst. Manager (Human Resources) at the above address on any working days on or before the due date.