



1867

## **Balmer Lawrie & Co. Ltd.**

*Administration Department  
21 Netaji Subhas Road  
Kolkata – 700 001.*

- *fax (033) 2222 5656.*

**Tender Ref. No.:- Admin/36 (Indoor decorative plant)**

**Tender No. :- BL/HR/ADM/36/LT/201920/0015**

**Date : - 09.09. 2019.**

**Sub:- Comprehensive Contract for supply and maintenance of Indoor Decorative plants and Gardens at 21, N. S. Road and 39 B. C. Road, Kolkata.**

Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

Interested service provider having requisite amenities with adequate manpower are requested to submit their competitive offer together with the copies of up to date Trade License, Service Tax Number and PAN Registration Number for providing services as above.

Please note that the offer should be submitted in consideration with the Terms & Conditions as per Annexure I, II, III & IV in a sealed cover super scribing **‘Comprehensive Annual Maintenance Contract for Providing and maintenance of Indoor decorative Plants & Gardens** to the office of **The Head (Administration & CSR), Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001** it should be reaches by 4:00 p.m. on or before 19.09.2019. The Tender opening date is 20.09.2019.

- **Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.**
- **BL reserves the right to cancel the tender/offers without assigning any reason whatsoever.**
- **Company reserves the right to increase the quantity or numbers may be reduced during the period of the contract.**

**NB: Submission of credentials and Tender bids through web site will not be accepted**



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ANNEXURE – I

**General Terms and Conditions**

**CONTRACT FOR SUPPLY OF INDOOR DECORATIVE PLANTS & MAINTENANCE OF GARDEN.**

1. Supply and periodical maintenance various type of seasonal plants at 21, Netaji Subhas Road, and 39, B. C. Road.
2. Supply and periodical replacement every 15 days approximately 130 / 135 nos various type of seasonal decorative plants / creepers / bushes etc. at 21, Netaji Subhas Road.
3. Approximate 30 flower vase per week [14 big and 16 smalls] have to be decorated with seasonal flowers / plants etc. at our Corporate Head Office as per directives.
4. Plants should be supplied in tubs and maintained in a proper manner.
5. This service contract should be valid for TWO YEARS and may be extended subsequently for a period of one year.
6. Offers should be inclusive of all rates, taxes & duties.
7. Offer should be a firm price contract. No price escalation will be entertained during the contractual period.
8. Company reserves the right to accept or reject any offer without assigning any reason whatsoever.
9. While offering, please be informed that, in the event of your non-compliance to any of the stipulations as specified herein above, company also reserves the right to take appropriate action including termination of contract.
10. Replacement of various types of plants "AS WHEN REQUIRED."
11. Contractor has to maintain the garden by administrator necessary manure / fertilizer. as when as required including daily watering.
12. Vendors / Service providers are advised to visit the site at 21, Netaji Subhas Road, Kolkata – 700 001, and 39, B. C. Road, Kolkata – 19, , before submitting their offer.

**Special Terms & Conditions of the contract are furnished in Annexure - II enclosed.**



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ANNEXURE – II

### **Special Terms and Condition (as applicable)**

1. Safety and security of the material at site shall be solely the responsibility of the contractor during the contract period. The contractor shall take all necessary precaution to prevent wastage, damage or theft or loss whatsoever.
2. The contractor shall abide by the security regulation at site promulgated by the company from time to time.
3. The contractor at his own cost arrange for the safety provision stipulated by the Government or local authorities in respect of all laborers directly or indirectly employed for the performance of the work.
4. Payment will be made on monthly basis on production of bill within 30 days.



***Administration Department  
21 Netaji Subhas Road  
Kolkata – 700 001.***

### ANNEXURE – III

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ANNEXURE – IV

**Please furnish the following Price Bid.**

Sl. No.	Location	Monthly Rate for the plants maintenance at 21, N. S. Road. (Main Bldg & ROBC Training Centre).	Monthly Rate for the plants / garden maintenance at 39, B. C. Road.
		Rs.      p.	Rs.      P.
1	21, Netaji Subhas Road, Kolkata-700 001		
2	39, B. C. Road, Kolkata-700 019		
	<b>Total amount for Garden →</b>		

Sl. No.	Location	Description	Approx Quantity	Rate [per month] Rs.      p.	Total amount Rs.      P.
1	Head Office	Monthly rate for big size & best quality / different quality of plants including earthen pots and maintenance at CHO.	155 nos		
		Big size flower arrangement in vase at Directors' / Ante Room on alternate day and as per requirement, but at Board Room as per advise.	14 nos per week.		
		Small size flower arrangement at GMs' Room on alternate day.	16 nos per week.		
		<b>Total amount for plants &amp; flowers →</b>			

Sl. No.	List of Plants to be supply at 21, Netaji Subhas Road, Kolkata – 700 001 and other locations as mentioned above.
1	T. Chicas palm, Arica Palm, Fistol Palm, China Palm, Orkairy Koke, Fladondon, Singhnaia, Fladondon Black, Golden Fladondon, Monistora Creper, Monistora Dlokorla, Green Dracina, Dracina Agasto Feily, Dracina Rojena, Dracina Kedarnath, Yalo Dracina, Feladondon, Dracina Vectoria, Sonal India, Manic Plant, Manick Plant Marbol Queen, Aglonem Surofektatum, Aglonema Silverqueen, Bangalora Croton, Challenger Croton, Mando Lolium Aglonema, Redicroton, Aglonema Tiger, Chicas Khroma, Torfic Sono, Nolina Palm, Forcariya, China Keya, Aglonema Paradise.

