

No. GEN(037)/PRO/14/04/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

East Block-VII, R.K. Puram,  
New Delhi- 110 066.

Dated: 01.05..2012

To

As per list attached

**Subject: Quotation for upkeep and maintenance of Potted plants and arrangements of cut flower in the NCRB, East Block-7.**

Sir,

Sealed quotations are invited for upkeep and maintenance of potted plants and arrangements of cut flowers in the NCRB East Block-7, R.K. Puram, New Delhi. The vendor should have minimum five years experience of Horticulture. Total 250 potted plants and cut flowers for 8 senior officers are required for the period of one year. The premises where the said arrangements is to be made can be inspected between 10.00 AM to 5.00 PM with prior appointment with JAD(G) at telephone no. 26172324 Ext. 208 on any working day. The quality / type of potted plants required are plants like Aerocaria, Raphis Palm, P. Oxycodium, Areca Palm, Aurocaria, Raphis Palm, Ph. Zanadu, Areca Palm (specimen) etc. Agloneama Varr., Crotons phonix palm, provision of arrangement of cut flowers on alternate days for 8 officers and summer/ winter seasonal Annual and other small foliage plants.

2. Quotations received after due date and time will not be entertained.
3. EMD in the form of a Demand Draft @ 4% of total estimated cost drawn in favor of AO, PAO, DCPW, payable at New Delhi should accompany the quotation.
4. The rates quoted should include taxes like VAT, service tax WC and education cess etc.
5. Quotations should reach the AD(A&G), NCRB, East Block- VII, R.K. Puram, New Delhi- 110 066 on or before 15.05.2012 by 1700 Hrs. The envelope should be superscribed with '**Quotation Potted Plants**'. Director, NCRB reserves the right to accept or reject any quotation without assigning any reason.
6. A copy of last Income Tax return filed and copy of TIN No. should be enclosed.
7. A documentary proof giving details of firm for existence in the field for more than 3 years should be enclosed.

Yours faithfully,

**(N.K.SINGH)**  
Asstt. Director(A&G)