

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-110066,

Dated: 02.07.2014

**Subject: Quotation for upkeep and maintenance of Potted Plants and arrangements of cut flower in the O/o of NCRB East Block-7.**

Sir,

Sealed quotations are invited for upkeep and maintenance of potted plants and arrangements of cut flowers in the office of NCRB, East Block-7, R.K. Puram, New Delhi. The vendor should have minimum three years experience of Horticulture. Total 250 potted plants and cut flowers for 6 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 telephonic 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 6 Officers and summer / winter seasonal Annual and other small foliage plants. The term and conditions of the quotation are as below:

1. Quotations received after due date and time will not be entertained.
2. The successful firm shall have to deposit a refundable security deposit equivalent to the one month cost of potted plants / flowers before awarding the work.
3. The rates quoted should include taxes like VAT, Service Tax WC and educations cess etc.
4. Quotations should be accompanied by an EMD for an amount of Rs. 5000/- in the form of Bank draft drawn in favour of A.O. PAO, DCPW at New Delhi. Cheaque will not be entertained.
5. A copy each of last three year ITR filed and copy to TIN No. should be enclosed.
6. Rates should be quoted per day for cut flowers and for plants per month.
7. Quotations should reach to Asstt. Director(A&G), NCRB, East Block-VII, R.K. Puram, New Delhi-110066 on or before 14.07.2014 by 1700 hrs. The envelop should be superscribed with **“Quotation for Potted Plants”** Director General, NCRB reserves the right to accept or reject any quotation without assigning any reason.

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