



आयकर आयुक्त का कार्यालय, (टीडीएस) कोलकाता ।
OFFICE OF THE COMMISSIONER OF INCOME TAX, (TDS), KOLKATA.
भवन-प्रभारी
BUILDING- IN-CHARGE
10बी, मिडलटन रो कोलकाता -700071 10B, MIDDLETON ROW KOLKATA -700071

फा.सं. CIT/TDS/MR Building/ Indoor oxygenpotted plant/2025-26/196 दिनांक: 13/06/2025

NOTICE

SUBJECT: Seeking quotation for Annual maintenance contract of Indoor Potted Plants at Income Tax Office Building, 10B Middleton Row, Kolkata-700071 for 1(one) year starting from 01/07/2025- mattere regarding.

The office of the CIT(TDS) & Bldg.-in-Charge, Middleton Row Kolkata has decided to float a fresh tender notice for Annual maintenance contract of Indoor Potted Plants at income tax office Building, 10B Middleton Row, Kolkata-700071 for 1(one) year starting from 01/07/2025.

The following Plants are placed at Income Tax Office Building 10B Middleton Row, Kolkata-700071

Sl No	Potted Plants	Quantity
1.	Indoor Oxygen Potted Plants	140 Pcs

The above-mentioned Oxygen Potted Plants require regular maintenance such as **watering, manuring, applying of good quality soil, application of pesticides, cutting, pruning of the plants & replacing dead plants if needed.** In absence of proper regular maintenance, the plants would either wilt or die without proper care on regular basis.

The participant/bidder must fulfill the following criterias: -

1. The participants/bidder must have minimum experience (Certificate to be Produced) of 3 years in maintenance of plants in different government offices.
2. Maintenance/nursing of the plants should be done before the office hours on regular basis.
3. The Participants must have Trade License, GST Certificate and PAN No.
4. The maintenance of plants must be done by trained employees who are expert in handling these plants.
5. All interested persons/concern are hereby requested to **submit sealed quotations at office of the AO Building, 6th floor, Middleton Row Kolkata-700071** quoting a single rate for the entire process (**inclusive of GST & all other taxes**) within **03:00 p.m. of 24/06/2025.**
6. Interested persons/concerns should submit the bid in **closed envelop**, superscribing **"Tender for annual maintenance contrat of indoor oxygen potted plants Income Tax Office, Middleton Row Building, Kolkata"** and addressed to the **Tender Committee at office of the Administrative Officer(Building), Room No. 616, 6th floor, 10B, Middleton Row, Kolkata-71.**



The bids should be submitted at the aforementioned office. The envelope should contain the following: -

- 1) **Photo copy of Trade License.**
- 2) **Photo Copy of GST Certificate.**
- 3) **Certificate of plant handling/ nursing experience.**
- 4) **Photo copy of PAN No.**


7. The **interested parties may contact the Care Taker (Md. Shahabuddin, contact no. 8902198205)** of Income Tax Office, 10B Middleton Row, Kolkata-700071 **for inspection** of the building space/location where oxygen potted plants are placed in total 8 floors including entrance of the building within **20/06/2025 between 11:00 a.m. to 4:00p.m.** with proper authorization only. Multiple inspections by a single party/concern shall not be entertained.

8. **Sealed quotation will be opened in presence of Tender Committee Members for selection of L1 bidder on 26/06/2024 at 03:00 p.m** at the **Conference Hall at the 5th floor, Income Tax Office Building at 10B, Middleton Row, Kolkata-71.** The interested persons/concerns may remain present in person or through their authorized representatives at the time of opening of quotations. The lowest bidder(**L1-bidder**) will be awarded the right to collect offer letter, in compliance with all terms and conditions mentioned in this notice.

9. Any violation in rule and regulation in respect of maintenance of potted plants will lead to cancellation of work order anytime during the contract period.

10. The Tender Committee reserves the right to reject any application/quotation or the entire process without assigning any reason whatsoever.

11. Quotation/estimates will not exceed **Rs. 2,10,000/- p.a.** (Rupees Two lakh Ten thousand only) inclusive of GST, all other Taxes and incidental charges.


(Prabhakar Prakash Ranjan)
Addl. CIT, Range-3, TDS, Kolkata,
Building-in-charge, Middleton Row,
Kolkata-71

(PRABHAKAR PRAKASH RANJAN)
Addl. CIT, TDS, Range-3 & BIC
10B, Middleton Row, Kolkata-700071

