



WEST BENGAL ELECTRICITY REGULATORY COMMISSION



Ref No: WBERC/C-19/Indoor Plant/873

Dated, Kolkata, the 09th January 2026

Notice Inviting Offer/Quotation

Name of work: Annual comprehensive maintenance of Supply of Indoor Plant and Supply of Flower Bouquets at the West Bengal Electricity Regulatory Commission, 2nd & 4th Floor, Plot No-AH/5, Premises No. MAR 16-1111, Action Area- 1A, New Town, Kolkata-700163.

1.0 Scope of work for Indoor Plants

- The selected bidder shall have to supply any plant variety of the flower beds with the seasonal flowers plant/green plant as per direction of the authority.
- The selected bidder shall keep the Indoor Plant in a tip-top condition by cleaning, washing, fertilizing, watering etc. around the contract period.
- The selected bidder shall have to supply total 100 (Hundred) Nos. flower/plant pot (at least 8"-12") with various seasonal flowers and decorative leaves. All pots shall have to be replaced, if necessary as per direction of the authority time to time.
- The selected bidder shall regularly maintain all indoor plants with proper nutrition and pesticides when required for maintaining healthy conditions.
- Daily waste to be disposed of every day shall be responsibility by the selected bidder.
- The Selected bidder is also liable to change all trees at an interval 03 month period.

2.0 Scope of work for Supply of the flower bouquets

- The selected bidder shall have to supply flower bouquets with various seasonal flowers and decorative leaves. All pots shall have to be replaced, if necessary as per direction of the authority time to time.
- Supply of good quality/healthy condition of flower bouquets at the respective office address as per order of the authority.
- Regular supply of flower bouquets before commencement of the office hours (10 AM to 10: 30 AM) and also daily waste to be disposed of every day by the selected bidder.
- Monthly payment will be made after submission of claim in bill/ invoice.
- PAN, AADHAR, Bank details will have to be submitted by the selected bidder.

The quotations may be dropped in the Tender Box kept at the Office of the Commission within 30.01.2026 at 3:00 PM.

Sd/-

Deputy Director (Engineering)