



WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

OFFICE OF THE DIVISIONAL MANAGER

MEDINIPUR FOREST CORPORATION DIVISION

HIJLI CO-OPERATIVE, KHARAGPUR - 721306.

Tel.: 03222-277324 (O), 03222-277138 (fax)

CIN02005WB1974SGC029535

Quotation no. 08

Dated, Kharagpur, 22nd February 2022

NOTICE INVITING QUOTATION

In pursuance to the Finance department's G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dated 24/4/14, Sri Arup Mukherjee, WBFS, Divisional Manager, Medinipur Forest Corporation Division, hereby invites **QUOTATION** from bonafied, resourceful Government suppliers/contractors & Government approved wholesale Consumers' Co-operatives/Retailers **to quote the rate of A4 & A3 size 75 GSM photocopier** for supply of the same on issuance of work orders to the office of the undersigned. The quotation is to be submitted in sealed cover **within 04th of March 2022 till 4pm** clearly mentioning the name & official designation of the inviter over it and not by his official designation only. The rate so quoted should be inclusive of G.S.T. & other applicable taxes. The date of opening of quotations will be 04.02.2022 at 11am in presence of the quotationers.

Sl. No.	Item	Quantity	Offered Rate (including all applicable taxes & deductibles)
1	Supply of A4 size photocopier (75 GSM), 500 sheets packet. (Bilt/Copy power)	415 Packets	Rs. 95000.00
2	Supply of A3 (Legal) size photocopier (75 GSM), 500 sheets packet. (Bilt/Copy power)	10 Packets	Rs. 4000.00
	TOTAL		Rs. 99,000.00

Understanding the estimate

To understand the items in estimate for supplying, any interested bidder may visit office of the undersigned on 24/02/2022 between 11am to 4pm to get a notice of the products desired. Beyond this time, no prayer for detailing of estimate will be entertained.

Who can participate

Any government contractor/order supplier/ government approved consumer co-operative who have credential for similar nature of works executed within last three (03) financial years may participate in bidding process. The intending quotationer(s), if selected, must be ready to supply ordered articles within 07 working days of time in each & every case without fail. However, the quotation inviting committee reserves the rights to allow such reputed contractors/suppliers/bidders who has successfully executed construction or other types of works in this division or within the district of Paschim Medinipur/Jhargram in last three financial years.

Other terms and conditions

1. ***Under no circumstances, any rate to be quoted which is over & above the Maximum Retail Price (MRP) of the article. If such a thing comes to notice, it will be summarily rejected & quotationer will be barred to take part in any tender/quotation process. If such higher rates are found to be at a later stage, even after acceptance of it, no payment will be made beyond MRP.***
2. The products, which normally come to the market in a sealed state, must be delivered in sealed state. If the sealed condition is found to be violated, it will not be accepted and no payment will be made against it.
3. **Pattern of Quotation:** - Invitation of quotations is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval and fund the quotation shall be cancelled outright without assigning any further reason.
4. **Dispute Resolution:** - In case of any dispute, the decision taken by the undersigned shall be final. Appeal can be made to the General Manager, HQ, WBFDCL; whose decision shall be final and binding.
5. **Validity of the quotation** will be 1 (One) Year from the date of submission. The validity can be extended up to another 6 Months subject to satisfactory performance of the successful bidders.
6. The undersigned reserves the right to place order for work for 20% more or less of the quantity (if mentioned here) without providing any additional remuneration.
7. The undersigned reserves the right to cancel the quotation, at any stage of it, if necessary, without assigning any reason whatsoever.
8. The undersigned is not bound to accept the lowest rate quoted by the quotationers and he is not bound to assign any reason, whatsoever, for such non-acceptance.
9. **All products should be of branded or reputed quality of international standards. Their size and quality should be as per general norms. The undersigned reserves the right to accept or deny the supplied articles if those are not up to his satisfaction.**
10. **If Produces get depreciated/damaged/destroyed during supply or transportation, it will be not be received. If such damaged products are found at a later stage, recovery will be made from the quotationer(s) as per rates offered including imposing of necessary penalties/ fines as the undersigned deems fit.**
11. **While engaging the labourers, if any, payment as per the Minimum Wage Act, must be made to them.**
12. The undersigned, his superior authorities or his representatives will inspect the works, take necessary measurements, and perform tests as and when required. The successful quotationers should render all co-operation in this regard, irrespective of time and place.
13. During the inspection by the undersigned, his superiors or his representative, if the quality of the supply is not found up to the standard, the quotationer/contractor/ supplier is bound to rectify the same up to the satisfaction of him. No additional payment will be made for that.
14. **All timely carriage & transportation will be the sole responsibility of the successful bidder.** But, the quotationer shall not be held responsible in default, if delay in execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the quotationer may apply for extension of time for that period. The undersigned, as per direction received from the

General Manager, HQ, West Bengal, in this regard, may extend for a length of time equal to the period of *force majeure* or such period as he thinks suitable for that or may reject the application. Such cancellation would be without any liability whatsoever on the part of the undersigned.

15. Materials will have to be supplied by the quotationers by themselves following the standard and specification as fixed by the office of the undersigned or his higher official.
16. Royalty for any material supplied, if to be obtained from Forest area/other government area, will have to be paid by the quotationer(s) only. No extra payment for such royalty etc. will be entertained by the undersigned.
17. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants shall be as per the specification of the P.W. Deptt/ P.H.E of the govt. of WB.
18. All statutory deductions and cess as applicable shall be deducted from the Gross amount of Bill.
19. West Bengal Forest Development Corporation Limited, or Medinipur Forest Corporation Division, or any staff of the Division, shall in no way be held responsible under any circumstances for any accident/death of any laborer/ driver etc, due to any reason whatsoever, or damage of vehicle/other property engaged by the contractor, happened in the field during the time of delivery of goods & articles. No liability or compensation can be fixed upon them.
20. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque/Cash whichever is suitable to the undersigned.


Divisional Manager

Medinipur Forest Corporation Division

No. – 1472/ 28-38 (Quotation)

Dated. 22/02/2020

1. The Sabhadhipati, Jhargram/Paschim Medinipur Zilla Parishad.
2. The Managing Director, West Bengal Forest Development Corporation Limited.
3. The General Manager, HQ/ North, West Bengal Forest Development Corporation Limited.
4. The Chief Conservator of Forests, Western Circle, west Bengal.
5. The District Magistrate, Paschim Medinipur/Jhargram.
6. The Superintendent of Police, Jhargram/Paschim Medinipur.
7. The Divisional Forest Officer, Jhargram/Medinipur/Kharagpur/Rupnarayan & Purba Medinipur.
8. The Divisional Manager, Bankura Forest Corporation Division.
9. The Sub-Divisional Officer, Jhargram/Kharagpur/Medinipur/ Contai.
10. All Range Managers, Medinipur Forest Corporation Division.
11. Head Clerk, Budget & Accounts Section, Medinipur Forest Corporation Division.


Divisional Manager

Medinipur Forest Corporation Division