



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.  
Email: mfc@wbfdc.com  
CIN02005WB1974SGC029535

Quotation no.7/MFCD/2023-24\_2<sup>nd</sup> call

Dated, Kharagpur, July 25, 2023

**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 and government orders, Sri Arup Mukherjee, WBFS, Divisional Manager, Medinipur Forest Corporation Division, hereby invites Cluster wise (Location wise) QUOTATIONS for **supply of stationery articles** as listed below from bonafied, resourceful Government suppliers/contractors/distributor/retailer. The quotation to be submitted on or before 04.08.2023 within 5pm, by hand/by post in sealed cover 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 all applicable taxes. The date of opening of quotations will be 07.08.2023 at 11am in presence of the quotationers.

Sl. No.	Item	Unit	Offered Rate (including all taxes)
1	Good knight mosquito repellent	Per bottle	
2	Plastic Dampener	Per pcs.	
3	Battery (Pencil AA)	Per pcs.	
4	Bound Register 4 No.	Per pcs.	
5	Bound Register 6 No	Per pcs.	
6	Bound Register 8 No	Per pcs.	
7	Bound Register 10 No	Per pcs.	
8	Carbon Paper	Per box.	
9	Sello Tape 24mm/ 1 inch 42 Micron Thickness	Per pcs.	
10	Calculator 10-digit Casio	Per pcs.	
11	Calculator 12-digit Casio	Per pcs.	
12	Carbolic Acid	Per bottle.	
13	Dusting cloth 27"x27"	Per pcs.	
14	Fevi stick (small 8 gm)	Per pcs.	
15	Gel Pen (Ocean)	Per pcs.	
16	Gel Refill (ocean)	Per pcs.	
17	Harpic toilet cleaner	Per bottle.	
18	James clip (metal)	Per box	
19	Paper cutting Knife	Per pcs.	
20	Naphthalene	Per packet.	

21	New Receipt File (Plastic)	Per pcs.	
22	Odonil deodorizer big size	Per packet.	
23	Paper weight (glass)	Per pcs.	
24	Ball point pen (use & throw)	Per pcs.	
25	Permanent marker Pen	Per pcs.	
26	Phenyl	Per bottle	
28	Ball point pen (Refillable) Rorito	Per pcs.	
29	Pin	Per packet	
30	Odonil Room Freshener	Per bottle.	
31	Camlin Stamp Pad (110mm x 69mm)	Per pcs.	
32	Stapler Machine (Big) Kangaroo	Per pcs.	
33	Stapler Machine (Small) Kangaroo	Per pcs.	
34	Scale 12" Camlin	Per pcs.	
35	Stapler Pin Kangaroo	Per packet.	
36	Tag Big size best quality	Per packet.	
37	Xerox paper A4 (Bilt Copy Power)	Per ream.	
38	Xerox paper A3 (JK Copier)	Per ream.	
39	File Cover	Per pcs.	
40	Camlin Pencil	Per packet.	
41	Camlin Eraser	Per Pcs.	
42	Reynolds Racer Gell Pen	Per Pcs.	
43	Reynolds Racer Gell Pen Refill	Per Pcs.	
44	Camlin Highlighter Pen	Per Pcs.	
45	Candle	Per Pcs.	
46	Binder Clip (32 mm)	Per Box.	
47	Binder Clip (51 mm)	Per Box.	
48	Camlin/ Faber Castle Sharpener	Per Pcs.	
49	Page Marker	Per Packet	
50	Fevicol paper Gum	Per Pcs.	
51	4 folded Cover File	Per Pcs.	
52	Pin/ Clip Container	Per Pcs.	
53	Medium quality Plain Paper (White)	Per Dista	
54	Medium quality Plain Paper (White)	Per Dista	

55	Camlin Stamp Ink	Per Pcs.	
56	Guard File (Big)	Per Pcs.	
58	Kangaroo Paper Punch Machine (1.0mm)	Per Pcs.	
59	Poker (Phoron)	Per Pcs.	
60	White paper envelops	Per Pcs.	
61	Paper envelops with netted inner lining	Per Pcs.	

**N.B.** Sample checking: Before quoting rates, interested bidders may check samples of products which are required to be provided in the office of the undersigned on weekdays from 26-07-2023 to 03-08-2023 at the office of the undersigned. Any alteration will not be allowed after that and if found, payment will not be made.

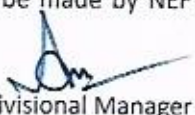
### Who can participate

Any government contractor/order supplier/ government approved consumer co-operative/ authorized dealer/distributor/retailer who have valid GSTIN (See Finance Department's G.O. no. 4679 F(Y) dated 21.11.2022) may participate in bidding process. But before participating, it is advised to personally check the Samples by contacting Range Manager, Lodhashuli & Godapiyasal Range. If any alteration is found at a later stage, products will not be received and no payment will be made. The intending quotationer(s), if selected, must be ready to supply ordered article(s) within 07 working days of time in each & every case without fail. However, the quotation inviting committee reserves the rights to modify/reduce the quantity before placing any order as per direction of higher authority or administrative approval/ placement of fund.

### Other terms and conditions

1. Only those quotations will be accepted, where the intending bidder quotes his rates against each and every article. If rates against all articles are not given, quotation will be rejected. L1 will be selected on the cumulative total only.
2. 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 of this division thereafter. If such higher rates are found even at a later stage, no payment will be made beyond MRP.
3. 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.
4. 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.
5. 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, WBFDCI; whose decision shall be final and binding.
6. 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.
7. The undersigned reserves the right to place order for work for 20% more or less of the quantity (if mentioned here) is so required.
8. The undersigned reserves the right to cancel the quotation, at any stage of it, if necessary, without assigning any reason whatsoever.
9. 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.

10. All products should be of mentioned brand or reputed quality of certified 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.
11. If produces get depreciated/damaged/destroyed during supply or transportation or installation, 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.
12. While engaging the labourers, if any, payment as per the Minimum Wage Act, must be made to them.
13. 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.
14. 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.
15. The quantity mentioned against each quotation is purely tentative in nature. Work/supply order will be placed only after necessary administrative approval and financial sanction from appropriate authority, that is too in actually required quantity. The undersigned reserves the right to increase/decrease the quantity amount up to 20% of what is mentioned in quotation.
16. Timely supply of all products 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.
17. 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.
18. 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.
19. 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.
20. After successful completion of works/supply up to the satisfaction of the undersigned, the payment will be made as per Finance Department's G.O. no. 4679 F(Y) dated 21.11.2022, after making all necessary deductions from the gross bill. The final 20% of bill amount will only be released after confirming that necessary GST returns have been duly filed by the supplier and the same is reflected against GSTIN B2B of Medinipur Forest Corporation Division. (As per memo no. 932/1A-254/2022 dated 05.04.2022 of the Managing Director, WBFDC Ltd.)
21. West Bengal Forest Development Corporation Limited, or Medinipur Forest Corporation Division, or any staffs 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.
22. 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

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.
10. All Range Managers, Medinipur Forest Corporation Division.
11. Head Clerk, Budget & Accounts Section, Medinipur Forest Corporation Division.

  
Divisional Manager

Medinipur Forest Corporation Division