



West Bengal Forest Development Corporation Limited

Office of the Divisional Manager, Kolkata Forest Corporation Division
ARANYA BIKASH, KB- 19, Sector – III, Salt Lake City, Kolkata-700 106
CIN: U02005WB1974SGC029535, GSTIN:19AAACW3562A9ZC



No.651 /31-1/2025-26

Date: 07.08.2026

Sealed Quotation Notice No : 19

Sealed Quotation is invited from bona fide Insurance Companies/Authorized Insurance Service Providers/Authorized Insurance Agents/Brokers registered with the Insurance Regulatory and Development Authority of India (IRDAI) for providing Comprehensive Motor Insurance Coverage for the official vehicle bearing Registration No. WB-08E-8335 under Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited (WBFDC), for official use under the office of the Divisional Manager, Kolkata Forest Corporation Division, located at Aranya Bikash, KB-19, Sector-III, Salt Lake City, Kolkata – 700 106.

Details of Work :

Vehicle Details make	Model	Virant	Type of Body	Chasis Number	Engine Motor No.
TOYOTA KIRLOSKAR MOTOR	INNOVA CRYSTA	2.4 V PACKAGE x 7 S	MPV	MBJGB8EM602043483	2GDA194090

- Year of Manufacturing: 2018
- Fuel Type : Diesel
- Seating Capacity : 7
- Registration Date : 31.05.2018
- RTO Name & City : Salt Lake RTA & Kolkata
- Registration No. WB 08 E 8335

➤ Time & Date:

SI NO.	Date	Time
Date for beginning of distribution of Quotation Papers	10.08.2026	11.00 AM
Last Date of submission of quotation paper	17.08.2026	02.00 PM
Date of opening technical's bids& Financial Bids	17.08.2026	04.00 PM

• The interested Insurance Companies/Authorized Insurance Service Providers/Authorized Insurance Agents/Brokers registered with the Insurance Regulatory and Development Authority of India (IRDAI) are requested to quote their rate for the aforesaid work by 17.08.2026 in a sealed envelope in the name of the undersigned.

• **Period of Work/Supply Time:** Period of work one year after receiving order.

• Rate to be quoted on above specifications and supply will be made at Aranya Bikash, KB-19, Sector-III, Kolkata – 700 106.

• Quotation will be submitted with authorized seal & signature, addressed in the name of the Divisional Manager, Kolkata Forest Corporation Division under WBFDC Ltd., at Aranya Bikash, KB-19, Sector – III, Kolkata – 700 106, in sealed condition only.

Terms & Conditions



West Bengal Forest Development Corporation Limited

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- Kolkata Forest Corporation Division shall not be responsible for any untoward or accidental incident in the course of work or maintenance.
- **PAN, GST & IRDAI Documents:** The quotationer shall submit self-attested copies of valid PAN Card, GST Registration Certificate (if applicable), IRDAI Registration/Authorization Certificate, and ITR Acknowledgement of the last Financial Year, wherever applicable.
- Work order will be issued after approval of the quotation inviting authority and payment will be made after satisfactory completion of work. Submit your bill mentioning our GST No. with two (02) copies of bill (GST No. – 19AAACW3562A9ZC) also including receipted copy of challan.
- Supply will be made at Head Office at Aranya Bikash, KB-19, Sector-III, Kolkata – 700 106.
- Quotation Inviting Authority has full right to accept or reject any quotation on technical grounds.
- **Pattern of Quotation:** Invitation of quotations is purely 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.
- Validity of the quotation will be 1 (One) year from the date of submission. The validity can be extended up to another 6 (Six) months subject to satisfactory performance of the successful bidders.
- The undersigned reserves the right to cancel the quotation at any stage, if necessary, without assigning any reason whatsoever.
- The undersigned is not bound to accept the lowest rate quoted by the quotationers and is not bound to assign any reason whatsoever for such non-acceptance.
- L1 bidder will be selected based on the overall rate quoted, not for individual items in case of more than 1 item.
- After successful completion of works/supply up to the satisfaction of the undersigned, 80% payment will be made as per Finance Department's G.O. No. 4679-F(Y) dated 21.11.2022, after necessary deductions. The remaining 20% will be released only after confirming that necessary GST returns have been filed by the supplier and reflected against the GSTIN of Kolkata Forest Corporation Division (as per Office Order No. 932/1A-254/2022 dated 05.04.2022 of the Managing Director, WBFDC Ltd.).
- West Bengal Forest Development Corporation Limited, Kolkata Forest Corporation Division, or any staff of the Division shall in no way be held responsible under any circumstances for accident/death of any labourer/driver etc., due to any reason whatsoever, or damage of vehicle/other property engaged by the contractor during delivery of goods & articles. No liability of compensation can be fixed upon them.

Special Terms & Conditions

1. The quotation is invited for renewal of Comprehensive Motor Insurance Policy of the official vehicle Registration No. WB-08E-8335. The insurance policy shall be issued in the name of West Bengal Forest Development Corporation Limited (WBFDCCL).
2. The successful quotationer shall issue the insurance policy strictly in accordance with the provisions of the Motor Vehicles Act, 1988, the Insurance Act, and the guidelines issued by the Insurance Regulatory and Development Authority of India (IRDAI), as amended from time to time.



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3. The insurance policy shall provide **Comprehensive (Package) Coverage**, including Own Damage (OD) and Third Party (TP) Liability, along with all mandatory statutory coverages applicable to the vehicle.
4. The quotation shall clearly indicate the **premium amount**, applicable **GST**, and the **total amount payable**. No additional charge shall be entertained after acceptance of the quotation.
5. The quotationer shall clearly mention the **Insured Declared Value (IDV)** of the vehicle and furnish a detailed breakup of the premium, including OD premium, TP premium, GST, and any applicable add-on covers.
6. The insurance policy shall be issued immediately after receipt of the Work Order and completion of the required formalities, ensuring that there is **no break in the insurance coverage**.
7. The policy document shall be supplied in both **hard copy and soft copy (PDF)** to the office of the Divisional Manager, Kolkata Forest Corporation Division.
8. The successful quotationer shall provide necessary assistance in processing insurance claims, endorsement of policy, transfer of No Claim Bonus (NCB), if applicable, and any other insurance-related services during the validity period of the policy.
9. The successful quotationer shall be an **Insurance Company registered with IRDAI** or an **authorized intermediary/agent/broker** duly authorized by an IRDAI-registered insurance company. Documentary proof of such authorization shall be submitted along with the quotation.
10. Payment shall be made only after successful issuance and submission of the valid insurance policy, subject to verification and certification by the competent authority.
11. The Quotation Inviting Authority reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
12. The undersigned reserves the right to cancel the quotation process at any stage without assigning any reason.
13. Any dispute arising out of or relating to this quotation shall be subject to the jurisdiction of the competent courts at **Kolkata** only.
14. The successful quotationer shall ensure that the policy contains all statutory requirements and applicable endorsements. Any omission or deficiency noticed after issuance of the policy shall be rectified by the quotationer at no additional cost to WBFDCL.

Scope of Insurance Coverage

The successful Insurance Company/Authorized Agent shall provide a **Comprehensive Motor Insurance Policy** covering the following:

A. Own Damage (OD) Cover

- Accidental damage to the insured vehicle.
- Fire, explosion, self-ignition or lightning.
- Burglary, housebreaking or theft.
- Riot, strike and malicious damage.
- Earthquake.
- Flood, cyclone, storm, tempest, inundation and other natural calamities.
- Landslide and rockslide.
- Terrorism cover.
- Damage during transit by road, rail, inland waterways, lift or elevator.

B. Third Party Liability

The policy shall include Third Party Liability as prescribed under the Motor Vehicles Act and IRDAI guidelines covering:

- Bodily injury/death of third party.
- Third party property damage.
- Legal liability.

C. Personal Accident Cover

Personal Accident Cover for Owner-Driver as per prevailing IRDAI norms.

D. Accessories Covered

The policy shall cover, wherever applicable:



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- Electrical accessories.
- Electronic accessories fitted in the vehicle.
- Audio system fitted by manufacturer.
- Standard accessories.

E. Add-on Covers (where applicable)

The quotation shall include the following add-on covers:

- Nil Depreciation (Zero Depreciation) Cover.
- Engine Protection Cover.
- Consumables Cover.
- Key Replacement Cover.
- Return to Invoice Cover (if applicable).
- Roadside Assistance (24x7).
- Tyre Protection (if applicable).

F. No Claim Bonus (NCB)

The applicable No Claim Bonus shall be provided strictly as per IRDAI Rules.

G. Cashless Facility

The Insurance Company shall provide cashless repair facility through its authorized network garages throughout West Bengal and other parts of India.

H. Claim Settlement

- Easy and hassle-free claim procedure.
- Surveyor appointment within the prescribed timeline.
- Settlement as per IRDAI guidelines.

I. Policy Delivery

The successful bidder shall issue:

- Insurance Policy
- Tax Invoice
- Premium Receipt
- Policy Schedule

within 07 (seven) working days from receipt of the Work Order.

J. Validity

The Insurance Policy shall remain valid for one (01) year from the date of commencement of insurance coverage.

K. Premium

The quoted premium shall include:

- Own Damage Premium
- Third Party Premium
- Personal Accident Premium
- Applicable GST
- All statutory charges

No additional amount shall be payable by WBFDCCL beyond the quoted premium.

L. Mandatory Documents to be Submitted

The bidder shall submit:

- Valid IRDAI Registration Certificate/Authorization.
- PAN Card.
- GST Registration Certificate.
- Authorization Letter (where applicable).
- Details of Branch Office/Regional Office in West Bengal.
- Contact details for claim assistance.



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M. Basis of Evaluation

The L-1 bidder shall be determined on the basis of the lowest total premium (including GST and all applicable charges) quoted for the comprehensive insurance coverage specified in this Annexure.

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

No.651 /31-1/2025-26

Date: 07.08.2026

Copy forwarded to:

1. The Accounts Section, Kolkata Forest Corporation Division.
2. The Range Manager, Attached Range, is **directed** to distribute the Quotation form to the bidders in favour of the Divisional Manager, Kolkata Forest Corporation Division.
3. Official website of WBFDC
4. Notice Board

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division