



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.650/4-40/2026-2027

Date: 07.08.2026

Sealed Quotation Notice No.: 18

Sealed Quotation is invited from the bona fide experienced suppliers/contractors/manufacturers/agencies for supply of Sanitary and sweeping materials for official use under Kolkata Forest Corporation Division under WBFDC located at Aranya Bikash, KB-19, Sector – III, Kolkata – 700 106.

Details of Work: Annexure – I,

Note :

- The total amount of the quoted rate shall be clearly mentioned below in Annexure I, L-1 should be selected on the basis of the total amount.
- The L-1 (Lowest) bidder shall be determined on the basis of the Grand Total Amount quoted for all items taken together as specified in Annexure - I. The lowest rate quoted for any individual item shall not be considered for determining the L-1 bidder. Bidders are therefore required to quote rates for all items included in the Annexure -I, and evaluation shall be made on the aggregate total value of all items.
- The bidder shall quote rates for all items mentioned in the Annexure -I. Failure to quote the rate for any item shall render the bid incomplete and liable to be rejected summarily.

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 bids & financial bids	17.08.2026	04.00 PM

- The interested suppliers/contractors/manufacturers/agencies 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: Work to be completed within 07 days of receipt of final Work Order.
- Rate should be quoted including all kind of taxes like GST
- 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.



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Terms & Conditions

- **Kolkata Forest Corporation Division** shall not be responsible for any untoward or accidental incident in the course of work or maintenance.
- **PAN, GST & Trade License:** Suppliers should provide valid PAN, GST Number, Trade License and ITR return of last year. Please furnish self-attested documents.
- All the Articles to be delivered must be according to the sample. The representatives are advised to visit this division to inspect the sample.
- 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.
- The concerned bidder whose quotation will be accepted, must supply the articles within 07 (seven) days from the date of requisition of the same, failing of which their order will be cancel at any time.
- Final samples, logo, design will be supplied on the basis of samples kept at Head Office at Aranya Bikash, KB-19, Sector-III, Kolkata – 700 106.
- 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.
- The work order may be issued on an as and when required basis.
- **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 place order for work for 20% more or less of the quantity (if mentioned here) if so required.
- 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.
- If products get depreciated/damaged/destroyed during supply or transportation or installation, they will not be received. If such damaged products are found at a later stage, recovery will be made from



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the quotationer(s) as per rates offered including imposing necessary penalties/fines as the undersigned deems fit.

- **L1 bidder** will be selected based on the **overall rate quoted**, not for individual items in case of more than 1 item.
- Materials will have to be supplied by the quotationer themselves following the **standard and specification or brand** as fixed by the office of the undersigned or his higher officials.
- Timely supply of all products will be the sole responsibility of the successful quotationer. 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, riots**, etc.
- 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.
- Supply will be made as timely manner, as and when required basis.

(Satyajit Roy, WBFS)

Divisional Manager

Kolkata Forest Corporation Division

No.650/4-40/2026-2027

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

Annexure - I
Quotation no. 18 , memo no. 650 /4-40/2026-2027 dated 07.08.2026

List of Sanitary and sweeping Materials

Sl. No.	Materials	UOM	Quantity	Rate/pc including GST
1	Hand Wash Dettol 200ml pump	pkt	1	
2	Hand Wash Lifebouy 675ml	pkt	1	
3	Lysol 2ltr	jar	1	
4	Lysol 5ltr	jar	1	
5	Nimayl 1 ltr	jar	1	
6	Nimayl 5 ltr	jar	1	
7	Napthaline Ball B.C.1kg	pkt	1	
8	Goodnight Oil(1+1) Box	box	1	
9	Harpic 1ltr	pcs	1	
10	Hapric 500ml	pcs	1	
11	Paper Napkin Normal	pkt	1	
12	Paper Napkin Good Quality	pkt	1	
13	Room Freshner	pcs	1	
14	Vim bar 500gm	pcs	1	
15	Vim Liq. 250ml	pcs	1	
16	Vim liq. 500ml	pcs	1	
17	Pril 425ml	pcs	1	
18	Phenyle 5 ltr Jar	jar	1	
19	Aer Pocket	pcs	1	
20	Phenyle 5 ltr Jar	jar	1	
21	Bathroom Cleanner	pcs	1	
22	Colin	pcs	1	
23	Flooe Cleanner Hypchlorite	pcs	1	
24	Hand Wash	pcs	1	
25	Hand Wash Dettol	pcs	1	
26	Harpic	pcs	1	
27	Harpic Flash Matic	pcs	1	
28	Lysol	pcs	1	
29	Pril 425ml	pcs	1	
30	Pril 750ml	pcs	1	
31	Sanitiser	pcs	1	
32	Savlon Liq.	pcs	1	
33	Soap	pcs	1	
34	Sunlight Powder 1kg	pcs	1	
35	Sunlight Powder 500gm	pcs	1	
36	Vim Liq. 250ml	pcs	1	
37	Vim Liquid	pcs	1	
38	Napthalene Ball 1kg	pcs	1	
39	Napthalin Ball	pcs	1	
40	Toilet Cube	pcs	1	
41	Scatting Brush	pcs	1	
Grand Total including GST				

Divisional Manager
Kolkata F.C. Division