सत्यमेव जयते

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.1099/2-40/22-23/P-III/ 26-27 Date: 05.11.2026

Sealed Quotation Notice No.: 38

Sealed Quotation is invited from bonafied experienced suppliers/Contractors/manufacturer/agencies for **supply of tonner and cartridge of different specification at the official use of the** registerd office of the West Bengal Forest Development Corporation Ltd. which is located at Aranya Bikash, KB_ 19, Sector – III, office of the Divisional Manager, Kolkata Forest Corporation Division.

- **Details of Work** : details given in **annexure – I**
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Time & Date:

SI No.	Date	Time
Date for beginning of distribution of Quotation Papers	06.11.2026	11.00 AM
Last Date of submission of quotation paper	20.11.2026	02.00 PM
Date of opening technical bids & financial bids	20.11.2026	04.00 PM

• The interested **suppliers/contractors/manufacturers/agencies** are requested to quote their rate for the aforesaid work by **20.11.2026** 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 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

• **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.** Please furnish **self-attested documents.**

• 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.**

• 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** and the total bill value shall **not exceed Rs. 1 lakh.**

• **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 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.

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• 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.

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

No.1099/2-40/22-23/P-III/ 26-27

Date: 05.11.2026

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 WBFDCL
4. Notice Board

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

Annexure – I

Quotation No :- 38, 1099/2-40/22-23/P-II

04/11/2026

Proposal of the following Computer Consumable accessories (Cartridge & Tonner) urgently required for official use mentioned below.

Sl No	Description of Goods	Required Quantity
1	HP 119A Tonner Black	1 pc
2	HP 119A Tonner Cyan	1 pc
3	HP 119A Tonner Magenta	1 pc
4	HP 119A Tonner Yellow	1 pc
5	HP 12A Black Compatible Toner Cartridge	6 pc
6	HP 88A Black Compatible Toner Cartridge	12 pc
7	HP 110 Black Compatible Toner Cartridge with chip	1 pc
8	Ink Canon 790 Black	1 pc
9	Ink Canon 790 Cyan	1 pc
10	Ink Canon 790 Magenta	1 pc
11	Ink Canon 790 Yellow	1 pc

Submitted for his kind perusal.

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