



**GOVERNMENT OF WEST BENGAL**  
**Directorate of Forests**  
**Office of the Divisional Forest Officer,**  
**RUPNARAYAN DIVISION.**  
Rangamati, Midnapore. PO-Vidyasagar University,  
Dist – Paschim Medinipur. Pin-721102.

E\_mail ::  
dforupnarayan@rediffmail.com

No. 691 /2- Quot      Dated      The      Midnapore      18/05/18

**QUOTATION FOR PURCHASE OF VARIOUS OFFICE STATIONARY ARTICLES**

In order to run an office it is required to purchase/procure some office stationary along with some store equipments like chair, almirah, book case etc. Thus considering safety and smooth operative measures, some equipments are required to be procured or purchased. Further, as the carriage of the materials varies from places to places, the total materials to be procured is required to be broken down cluster wise. Thus, In pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, the Divisional Forest Officer RUPNARAYAN Division, Rangamati, Midnapore, on behalf of Governor of West Bengal, invites **clusterwise quotation** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Rupnarayan Division as per following location details & estimates in the tables below,

Sl No	Item of Works	Unit	Qty	Rate(Rs)	Amount (Rs)	Cluster/Location	Remarks
1	Purchase/Procurement of office files of different shape and sizes as per requirements	No	500	40	2000	Garbeta Hq-1	Rate and inclusive of all taxes and statutory deductions.
2	Purchase and procurements of various vouchers	No	5000	2	10,000	Amlagora Hq-1	
3	Purchase/Procurement of muster rolls	No	5000	2	10,000	Hoomgarh Hq-3	
4	Purchase procurement of Blue and Black Boll Pint pens	No	200	10	2000	Mahalisai Hq-4	
5	Purchase procurement of marker pens- good quality	No	50	50	2500	Goaltor hq-5	
6	Purchase /Procurement of best quality A3/A4 computer papers	Pack	50	350	17,500	AFR-6	Payments should be made as per actual works implemented in the field.
7	Purchase/Procurement of Supreme Ornate Red-Black Chairs	No	20	400	8000		
8	Purchase/Procurement of Double door Steel Almirah of Good quality	No	6	6500	39,000		The total amount paid to the successful bidder shall never exceed the maximum admissible amount; however, it may be the less than or equal to the accepted offered
9	Purchase Procurement of Gum, Alpin, Games Clips, Steptels pin etc	LS			2000		

							rates; based on actual implementation
					93,000		

Intending quotationers are requested to submit their quotations by name "Shri Arnab Sengupta, W.B.F.S, D.F.O., Rupnarayan Division", Rangamati, Midnapore from **21 /05//2018 to 07 /06/2018** from 11.00 AM to 4.00 PM on the working days and will be **opened on 07 /06/2018 at 5.00 p.m** in the presence of the quotationers as remain present. Quotations shall be submitted at the quotation box only, ear-marked for the purpose. The quotationers shall have to enclose valid I.T., VAT/GST Clearance certificate with their quotation.

### FORMAT OF SUBMISSION OF QUOTATION

Quotation No	Location & Cluster	Area	Maximum Adm Amount inclusive of all taxees and statutory deduction	Offered rate

### Terms & Conditions.

1. Quotation is floated with an anticipation of administrative and financial approval from appropriate authority. If approval is not received or fund is not there, the quotation shall be cancelled outright without assigning any further reason. Work order, after completion of due formalities shall be issued accordingly. Payment for availing quotation paper, if any shall not be refunded under any circumstances.
2. The intending bidders shall be allowed to participate in any or all of the clusters of his/her own choice. However, he must possess credentials of similar nature of job not more than 3 years old. The financial credentials should be at least 60% of the maximum admissible rate for maximum 3 contracts within this 3 years span. He must also possess sufficient manpower to implement the work.
3. The cluster and location shown in the tender notice are indicative in nature. Location may vary as per exact field situation. Successful bidder/s shall have to make their own arrangement to carry out the works in new location (Nearest possible location from the cluster for which he/she has opted) on their own. No claim of excess payment shall be entertained in such cases.
4. Rate quoted should be inclusive of all Taxes and statutory deductions for the time being in vogue.
5. Intending bidder shall be allowed to participate in any or all of the clusters, subject to having the requisite financial potential which should be at least 60 % of estimated costs of the cluster/s he/she is willing to participate calculated for a single contract. It is expected that the intending bidders should be conversant with the similar nature of jobs.
6. In general the lowest rate will be accepted for each cluster. However, the undersigned is not bound by the lowest rate.
7. It is mandatory to pay Minimum Wage, if any, as per the latest Minimum Wage Act.
8. The Divisional Forest Officer, Rupnarayan Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.
9. The requisite certificate such as PAN, VAT/GST, Bank A/c Details shall have to submitted along with quotation.
10. Security, as applicable, shall have to be deposited by the successful bidders.
11. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted only, subject to the limit mentioned in the table above.



12. Work should be done as per requirement. The successful bidder/s should be in a position to carry out orders within 7 days from the information received from concerned range Officers. On receipt of information works should be carried out as per direction of concerned range Officer.
13. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted subject to the limit mentioned in the table above.
14. It shall be the discretionary power of the undersigned to impose penalty to the tune of 10% of the total value of the work in case of poor quality of work implementation.
15. The quotationer/supplier/contractor should have valid license from concerned authority.
16. Sample, if applicable, should be supplied to the AFR section before quoting the rate through quotation.
17. Delivery of the materials should be free of cost.
18. The rate offered should be valid for 6(Six) months. However the same can be increased up to 1 year subject to satisfactory service of the quotationer.
19. Actual work at field level shall be dependent on the field level situation as per recommendation of the concerned Range Officer. Payment will be made based on actual supply / work done.
20. It shall be the responsibility of the successful bidder to pay minimum wages to the labourers engaged for the work. In no case minimum wages shall be compromised under any circumstances.
21. Concerned Range Officer will be at his liberty to engage skill labourers from among the FPCs; but payment as per minimum wage act, shall be required to be made by the contractor concerned.
22. If required, and if decided by the Range Officer concerned, payment to the labourers shall be given directly to the respective bank accounts of the labourers. Successful bidder shall not have any say regarding the matter.
23. In that case bill shall be prepared accordingly based on the certificate provided by the concerned Range Officer in this regard referring the same quotation no. & work order no.
24. Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.
25. In no case, the Department of Forest, any staffs of Rupnarayan Division, shall be held responsible for any accident/death of the labourer engaged in the field during the time of work. Safety and security shall be exclusively the concern of the successful bidders and he/she shall have to pay the compensation for such incidences as per existing rules.

Divisional Forest Officer,  
Rupnarayan Division  
Rangamati, Midnapore

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1. The Chief Conservator of Forests, Western Circle, West Bengal.
2. The District Magistrate, Paschim Medinipur.
3. The Superintendent of Police, Paschim Medinipur.
4. The Sub-Divisional Officer, Sadar, Paschim Medinipur.
5. All Divisional Forest Officer's, Western Circle, West Bengal.
6. The Treasury Officer, Midnapore Treasury.
7. The Block Development Officer, \_\_\_\_\_ Block.
8. The Assist. Divisional Forest Officer, Rupnarayan Division.
9. The Head Clerk, Rupnarayan Division.
10. The Budget, Accounts & Revenue Section.
11. AFR, Rupnarayan Division.
12. All Range Officers (Territorial), Rupnarayan Division.
13. Notice Board, Rupnarayan Division.

Divisional Forest Officer,  
Rupnarayan Division,  
Rangamati Medinipur