



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS

Office of the Principal Chief Conservator of Forests, (Wildlife)
& Chief Wildlife Warden, West Bengal.
Bikash Bhavan, North Block, Third Floor, Saltlake City, Kolkata-700 091.
Tel.No.2334-6900/2358-3208, Fax.91-033-23345946

e-mail < pccfwloffice.fd-wb@bangla.gov.in > , Visit us at www.wildbengal.com

NIQ No. 06/WL(HQ)/2026-27 vide memo. No.1934/WL/2W-654/26-27, dated. 08/06/2026

AMC for Photocopy machine for F.Y 2026-2027 at the office of the Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal, Bikash Bhawan, 3rd Floor, North Block, Salt lake City, Kolkata-700091.


Sealed Quotations

Sealed quotations are invited from reputed, reliable, experienced and resourceful Dealers/Registered Contractors/Agency/Farm etc. for AMC for Photocopy machine for F.Y 2026-2027 at the office of the Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal:

S.L No	Name of Work	Configuration of Work	Quantity
1	AMC for Photocopy machine for F.Y 2026-2027	FSMA(Full Service Maintenance Agreement)	1 No Machine

1. The sealed offers should only be submitted in the prescribed Quotation Form attached with the NIQ along with a forwarding letter addressed to the undersigned in own Letter Head of the Firm/Agency. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted on or before 18th June, 2026 at up to 02:30 PM.
2. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.
3. In the exigency of circumstances necessitating postponement of the date of opening the Quotations, a fresh date and time of opening of the Quotations will be notified and displayed in the Notice Board of the office of the undersigned.
4. Payment to be made after work measurement by the Authorized Range Officer followed by necessary checking by the Controlling Officer.
5. Canvassing in connection with the Quotation is strictly prohibited and Quotationer who resort to this, will render him liable to rejection.
6. The Quotationer shall be liable to pay compensation for any loss or damage caused to the property to P.C.C.F.WL & CWLW West Bengal by the engaged personnel of the Agency.
7. If some of the intending Quotationers enter into partnership business they shall have to produce registered deed of partnership to the undersigned before opening the Quotations. Representatives of the companies, corporate bodies or individuals authorized to represent the said companies, corporate bodies or individuals in contractual and financial matters shall have to produce the original registered deeds of the Power of Attorney.
8. Payment to be made on completion of work and no advance or part payment to be made. On completion, successful quotationer will submit bill to the undersigned through the Authorized Ranger Officer.

9. The Local Purchase Committee of the Office of the Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal will have the right to reject any or all the Quotations or any condition of the Quotation Notice having reasonable ground to do so.
10. If the successful Quotationer leaves the work midway or not doing satisfactory work, undersigned reserves the right to stop payment.
11. Income Tax and other deductions as applicable will be deducted from the bills as per norms.
12. The sealed quotation will be opened on **19th June, 2026 at 02:30 PM** in the office chamber of the undersigned.
13. Terms and Conditions of Quotation Notice shall also form a part of the Agreement from Item No. 1 to 12.



**Deputy Conservator of Forests,
Wildlife (HQ), West Bengal.**

Copy forwarded for Wide Publicity:-

1. Notice board of the O/O principal Chief Conservator of Forest (HOFF), Aranya Bhawan-LA, 10A, Sector -III, Saltlake City, Kolkata-700098.
2. Notice board of the O/O Principal Chief Conservator of Forest & Chief Wildlife Warden, West Bengal.
3. Notice board of the O/O Bidhanga Municipality.
4. Office of the Education Department, Bikash Bhavan, North Block, Kol-91.
5. Office of the Science & Technology, Bikash Bhavan, 4th floor North Block, Kol-91.
6. Office of the Fisheries Department, Bikash Bhavan, 1st floor North Block, Kol-91.
7. Office of the Higher Secondary Education Department, 2nd floor North Block, Kol-91.
8. The Assistant Wildlife Warden - I Wildlife (HQ), West Bengal.
9. The Assistant Wildlife Warden - II Wildlife (HQ), West Bengal.
10. Computer Section to upload in "www.wildbengal.com".



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QUOTATION FORM

I/We agree the rate offered for supply of Computer Printer Cartridges for the office of the Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal against NIQ No. 06/WL(HQ)2026-27. I have read the Terms and Conditions (1 to 13) thoroughly, understood its contents & agreed.

NIQ No	Name of Work	Configuration of Work	Quantity	Quoted Rate Including GST(in Rs.)
06/WL(HQ)2026-27	AMC for Photocopy machine for F.Y 2026-202)	FSMA(Full Service Maintenance Agreement)	1 No Machine	

1. Name of Authorized Dealer/ Contractor/ company/agency :
2. Full Postal address of Authorized Dealer/ Contractor/ Company/ agency :
3. Name of Bank & Branch :
4. Bank Account No. & Nature of Account :
5. PAN No. (Xerox to be attached) :
6. IFSC Code :
7. Valid Mobile no. :

Date:

Signature with Seal