



West Bengal Forest Development Corporation Limited

(A Government of West Bengal Undertaking)

Office of the Divisional Manager, Kolkata Forest Corporation Division

KB- 19, Sector – III, Salt Lake City, Kolkata – 700 106

Phone & Fax – (033) 40644128/40010636 CIN: U02005WB1974SGC029535

Email – kfd@wbfdcl.com



No.1097/2-40/2025-26(P-III)

Date: 03.12.2025

Sealed Quotation Notice No : 61

Sealed Quotation is invited from bonafied experienced suppliers/Contractors/manufacturer for supply of **following stationeries papers** to the Registered Office of Divisional Manager, Kolkata Forest Corporation Division under WBFDCL, at Aranya Bikash, KB- 19, Sector – III, Salt Lake City , Kolkata – 700 106

➤ **Details of Work** :Rate quoted as per details given below :

Sl. No.	Description of items	Quantity	Rate
1	A4 Paper (Ream)	1	
1	Legal Paper (Ream)	1	
2	Note Sheet Paper (Ream)	1	
3	A3 Paper (Ream)	1	
4	Photo Paper (Pcs)	1	

➤ **Time & Date:**

SI NO.	Date	Time
Date for beginning of distribution of Quotation Papers	03.12.2025	11.00 AM
Last Date of submission of quotation paper	10.12.2025	02.00 PM
Date of opening technical's bids& Financial Bids	10.12.2025	04.00 PM

- The interested supplier/contractor/manufacturer/agencies are requested to quote their rate for the aforesaid work by **10.12.2025** in sealed envelope by the name of the undersigned.
- All quoted rate should be inclusive of all taxes .
- **Period of Work** : Work to be completed within **07 days** after giving order, work order will be given as and when required basis.

- 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

Terms & Conditions:

- Kolkata Forest Development Corporation 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. Please furnish self-attested on documents.
- Work order will be issued after approval of quotation inviting authority & payment will be made after satisfactory completion of work. Submit your bill with mentioning our GST No. with (two) copies of bill. (GST No. – **19AAACW3562A9ZC**) also including receipted copy of challan.
- The authority inviting quotations has full right to accept or reject any quotation without assigning any reason.
- All quoted rate should be inclusive of GST.
- In case of Each and Every bill initially 80% payment will be made and balance 20% payment will be made after proper reflection of GSTR- I and GSTR 3B in stipulated time, In case of failure of such payment (tax return) or mismatch of Tax Return Corporation will be recover the amount from the balance payment.
- The rate will be valid till 31.03.2026

(Satyajit Roy, WBFS)

Divisional Manager

Kolkata Forest Corporation Division

No.1097/2-40/2025-26(P-III)

Date: 03.12.2025

Copy forwarded to:

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

(Satyajit Roy, WBFS)

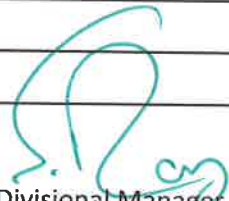
Divisional Manager

Kolkata Forest Corporation Division

Annexure - I

Quotation no. 61, 1097/2-40/2025-26(P-III) dated 03.12.2025

Sl. No.	Materials	Quantity	Rate/pc including GST
1	A4 Paper (Ream)	1	
2	Legal Paper (Ream)	1	
3	Note Sheet Paper (Ream)	1	
4	A3 Paper (Ream)	1	
5	Photo Paper (Pcs)	1	


Divisional Manager
Kolkata F.C. Division

