



**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 – kfed@wbfdc.com



No.1214/ 2-40/22-23/P-II

Date: 23.12.2025

Scaled Quotation Notice No :77

Scaled Quotation is invited from bonafied experienced suppliers/Contractors/manufacture/agencies for **Supply of ITC Book** for official purpose use at Rupnarayan forest division & Khargapur under Mednipur Forest Corporation Division under Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd. which is located at Aranya Bikash, KB- 19, Sector – III, Salt Lake City , Kolkata – 700 106 for official use.

➤ **Details of Work :**

Items	Quantity	Estimated rate including GST	Total rate including GST	Quoted rate including GST	Total Quoted Amount including GST
ITC book GSM – 70 Size 8.5” (W)x 11.5 (L)	Approx quantity – 200 pcs	290.00	58,000.00		

**Note:**

- The ITC Book shall be printed in triplicate copy.
- The official seal and stamp of the Corporation shall be pre-printed on each ITC Book.
- Proper page numbering, book number, and serial numbering shall be maintained in all ITC Books.
- As the contents of the ITC Book are confidential in nature, strict confidentiality shall be maintained at all stages of printing, handling, and distribution.

- Rate should be quoted below the estimate rates.

➤ **Time & Date:**

SI NO.	Date	Time
Date forbeginning of distribution of Quotation Papers	23.12.2025	11.00 AM
Last Date of submission of quotation paper	30.12.2025	04.00 PM
Date of opening technical's bids & Financial Bids	30.12.2025	11.00AM

- The interested supplier/contractor/manufacture/agencies are requested to quote their rate for the aforesaid work by 30.12.2025 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 **15 days** of receipt of final work order.
- Rate to be quoted on above specifications and supply will be made at **Aranya Vikas, 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

**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 and Trade License and ITR Return of Last year. Please furnish self-attested on documents.
- **Final Samples, logo, design will be supplied on the basis of samples kept at Head Office at Aranya Vikas, KB- 19, Sector - III, Kolkata - 700 106.**
- 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 received copy of challan.
- Quotation Inviting Authority has full right to accept or reject any quotation on technical ground.
- The work order may be issued as and when required basis and the total bill value does not exceed 1 lakh.
- Supply will be made at **Head Office at Aranya Vikas, KB- 19, Sector - III, Kolkata - 700 106.**
- The rate should be valid till 31.03.2026.
- Pattern of Quotation : Invitation of quotations is purely indicative in nature. It is being floated in anticipation of administrative approval and subsequent **financial section**. 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) is so required.
- The undersigned reserves the right to cancel the quotation, at any stage of it, if necessary, without assigning any reason whatsoever.
- The undersigned is not bound to accept the lowest rate quoted by the quotations and he is not bound to assign any reason, whatsoever, for such non-acceptance.
- If produces get depreciated/ damage/ destroyed during supply or transportation or installation. it will be not be received. If such damaged products are found at a later stage, recovery will be made from n the quotationer(s) as per rates offered including imposing of necessary penalties/ fines as the undersigned deems fit.
- LI Bidder will be selected based on the overall rate quoted, not for individual items.

- Materials will have to be supplied by the quotationers by themselves following the standard and specification as fixed by the office of the undersigned or his higher official.
- 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, riot and acts of unsurpassed power. In the event of delay due to such causes the quotationer may apply for extension of time for that period. The undersigned as per direction received from The Managing Director, WBPDC in this regard may extent for a length of time equal to the period of force majeure or such period as he thinks suitable for that or may reject the application. Such cancellation would be without any liability what so ever on the part of the undersigned.
- The quantity mentioned against each quotation is purely tentative in nature. Work/supply order will be placed only after necessary administrative approval and financial sanction from appropriate authority that is too in actually required quantity. The undersigned reserves the right to increase/decrease the quantity amount up to 20% of what is mentioned in quotation.
- During the inspection by the undersigned, his superiors or his representatives, if the quality of the supply is not found up to the standard, the quotationer/ contractor/ supplier is bound to rectify the same up to the satisfaction of him. No additional payment will be made for that.
- The undersigned, his superior authorities or his representatives will inspect the works, take necessary measurements, and perform tests as and when required. The successful quotationers should render all co-operation in this regard, irrespective of time and place.
- After successful completion of works/supply up to the satisfaction of the undersigned, the payment will be made as per finance Department's G.O. No. 4679 F(Y) dated 21.11.2022, afie making all necessary deductions from the gross bill. The final 20% of bill amount will only be released after confirming that necessary GST returns have been duly filed by the supplier and the same is reflected against 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, or Kolkata Forest Corporation Division, or any staffs 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, happened in the field during the time of delivery of goods & articles. No liability of compensation can be fixed upon them.

(Satyajit Roy, WBFS)  
Divisional Manager

Kolkata Forest Corporation Division

No.1214/ 2-40/22-23/P-II

Date: 23.12.2025

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

