



WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

OFFICE OF THE DIVISIONAL MANAGER

MEDINIPUR FOREST CORPORATION DIVISION

HIJLI CO-OPERATIVE, KHARAGPUR - 721306.

Tel.: 03222-277324 (O), 03222-277138 (fax)

CIN02005WB1974SGC029535

Quotation no.2/MFCD

Dated, Kharagpur, April 25, 2023

NOTICE INVITING QUOTATION

In pursuance to the Finance department's G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dated 24/4/14, Sri Arup Mukherjee, WBFS, Divisional Manager, Medinipur Forest Corporation Division, hereby invites **QUOTATION** for below mentioned works from bonafied, resourceful and experienced Tax Consultants having experience in similar types of works. The quotation to be submitted by hand / post in sealed cover **26.04.2023 to 04.05.2023** clearly mentioning the name & official designation of the inviter over it and not by his official designation only. The rate so quoted should be inclusive of G.S.T. and all other applicable taxes. The quotations will be opened on 05.05.2023 at 11am in presence of the interested quotationers.

Sl. No.	Item	Location	Quantity	Maximum acceptable rate (Inclusive of all taxes) Rs.	Offered Rate (including all applicable taxes & deductibles) Rs.
1	Preparation and filing of quarterly return of Form 24Q, 26Q and 27EQ data entry	Medinipur Forest Corporation Division	1	Rs. 15/- per deductee	
2	P. Tax preparation and filing.		1	Rs. 2000/- Annually	
3	Generation of Form 16 and 16A and revised return.		1	Rs. 500/- per return	

Other terms and conditions

- 1. Under no circumstances, any rate to be quoted which is over & above the Maximum admissible rate. If such a thing comes to notice, it will be summarily rejected. If such higher rates are found to be at a later stage, even after acceptance of it, no payment will be made beyond MRP.**
- 2. Pattern of Quotation:** - Invitation of quotations is 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. **QUOTED BID TO BE SUBMITTED IN PROPER LETTERHEAD MENTIONING**

COMPLETE ADDRESS, GSTIN & PAN DETAILS. FORMAT FOR BID SUBMISSION WILL BE THE SAME AS MENTIONED ABOVE.

3. **Dispute Resolution:** - In case of any dispute, the decision taken by the undersigned shall be final. Appeal can be made to the General Manager, HQ, WBFDC; whose decision shall be final and binding.
4. **Validity of the quotation** will be 1 (One) Year from the date of submission. The validity can be extended up to another 6 Months subject to satisfactory performance of the successful bidders.
5. The undersigned reserves the right to place order for work for 10% more or less of the quantity (if mentioned here) without providing any additional remuneration.
6. The undersigned reserves the right to cancel the quotation, at any stage of it, if necessary, without assigning any reason whatsoever.
7. The undersigned is not bound to accept the lowest rate quoted by the quotationers and he is not bound to assign any reason, whatsoever, for such non-acceptance.
8. While engaging the labourers/ workers, if any, payment as per the Minimum Wage Act, must be made to them.
9. 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.
10. During the inspection by the undersigned, his superiors or his representative, if the quality of work is not found up to be satisfactory, the quotationer/contractor/ supplier is bound to rectify the same up to the satisfaction of him. No additional payment will be made for that.
11. **All timely execution of works will be the sole responsibility of the successful bidder.** 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 General Manager, HQ, West Bengal, in this regard, may extend 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 whatsoever on the part of the undersigned.
12. Royalty & taxes for any material supplied, will have to be paid by the quotationer(s) only. No extra payment for such royalty etc. will be entertained by the undersigned.
13. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants shall be as per the specification of the P.W. Deptt/ P.H.E of the govt. of WB.
14. All statutory deductions and cess as applicable shall be deducted from the Gross amount of Bill.
15. West Bengal Forest Development Corporation Limited, or Medinipur Forest Corporation Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident/death of any laborer/ driver/ workers 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 or compensation can be fixed upon them.

16. ONLY TAX INVOICE WILL BE ACCEPTED FROM L1 BIDDER AFTER SUCCESSFUL DELIVERY, INSTALLATION AND TESTING OF PRODUCT. No other form of BILL will be entertained.
17. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque/Cash whichever is suitable to the undersigned.



Divisional Manager
Medinipur Forest Corporation Division

No. 326/28-38 (Quotation)

Dated. 25.04.2023

1. The Sabhadhipati, Jhargram/Paschim Medinipur Zilla Parishad.
2. The Managing Director, West Bengal Forest Development Corporation Limited.
3. The General Manager, HQ/ North, West Bengal Forest Development Corporation Limited.
4. The Chief Conservator of Forests, Western Circle, west Bengal.
5. The District Magistrate, Paschim Medinipur/Jhargram.
6. The Superintendent of Police, Jhargram/Paschim Medinipur.
7. The Divisional Forest Officer, Jhargram/Medinipur/Kharagpur/Rupnarayan & Purba Medinipur.
8. The Divisional Manager, Bankura Forest Corporation Division.
9. The Sub-Divisional Officer, Jhargram/Kharagpur.
10. All Range Managers, Medinipur Forest Corporation Division.
11. Head Clerk, Budget & Accounts Section, Medinipur Forest Corporation Division.



Divisional Manager
Medinipur Forest Corporation Division