



WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED

(A Govt. of West Bengal Undertaking)

Office of the Divisional Manager

Purulia Forest Corporation Division

Ranchi Road (Near Bus Stand), P.O & Dist. – Purulia, PIN-723101 (W.B)

e-mail : pfcd@wbfdc.com, CIN : U02005WB1974SGC029535

Quotation No: 01/WNEE/H&W/GPBK /PFCD of 2026-27

Date: 05.10.2026

NOTICE INVITING QUOTATION

In pursuance to the G.O No: 5400-F(Y) dated: 25.06.2012 and its subsequent amendment No:2254-F Dated: 24.04.2012, The Divisional Manager, Purulia Forest Corporation Division, Ranchi Road (Near Bus Stand), Purulia – 723101 invites sealed quotations for “**Supplying of welcome Kits materials for use at Garhpanchkot Prakriti Bhraman Kendra for the Financial Year 2026-27**” under Purulia Forest Corporation Division, from Reputed & Bonafide Agencies/Firms/Contractors.

The quotationers are requested to submit their quotations by name Shri Balaram Panja, WBFS, Divisional Manager, Purulia Forest Corporation Division, Ranchi Road (Near Bus Stand), Purulia – 723101 on or before 13.10.2026 up to 2.00 P.M. by Post / Courier / by hand.

The quotation will be opened on **13.10.2026 at 3.30 P.M** by authority in presence of the quotationers or their representatives who may like to be present.

The quotationers shall have to enclose valid I.T, GSTIN & Trade License certificate with their quotation.

FORMAT FOR SUBMITTING QUOTATION

Sl. No.	Particulars / Specification	Quantity	Location	Offered Rate Including all Taxes (In Rs.)
1.	Shampoo (20ml) with Logo Sticker	01 no. each	Garhpanchkot Prakriti Bhraman Kendra	
2.	Shower Gel (20ml) with Logo Sticker			
3.	Dental kit in pouch with Logo Sticker (1 no. Paste (Colgate) + 2 nos. brush)			
4.	Single brush in pouch with Logo Sticker			
5.	Comb in pouch with Logo Sticker			
6.	W.C. Band with Logo Sticker			

WHO CAN PARTICIPATE

Any Government contractor/ order supplier/ Government approved consumer co-operative/ authorized dealer/ distributor/ retailer who have valid GSTIN (See Finance Department's G.O. No: 4679 F(Y) Dated: 21.11.2022) may participate in bidding process before participation. It is advised to personally check the samples by contacting Range Manager, ARM & Raghunathpur Range. If any alteration is found at a later stage, products will not be received and no payment will be made. The intending quotationer (s), if selected, must be ready to supply ordered articles (s) within 30 (Thirty) working days of time in each & every case without fail. However, the quotation inviting committee reserves the rights to modify/reduce the quantity before placing any order as per direction of higher authority or administrative approval/ placement of fund.

Chanya
05/10/2026

Contd. to next page 02

OTHER TERMS & CONDITIONS

1. Under no circumstances, any rate to be quoted which is over & above the Maximum Retail Price (MRP) of the article. If such a thing comes to notice, it will be summarily rejected & quotationer will be barred to take part in any tender/quotation process of this Division thereafter. Please note, if such higher rates are found even at a later stage, no payment will be made beyond MRP.
2. The products, which normally come to the market in a sealed state, must be delivered in sealed state. If the sealed condition is found to be violated, it will not be accepted and no payment will be made against it.
3. 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.
4. It may also be possible that all articles may not be required in each and every month. In that situation, bills of only supplied articles may be submitted.
5. Dispute Resolution: In case of any dispute, the decision taken by the undersigned shall be final. Appeal can be made to the General Manager (H.Q), WBFDCI; whose decision shall be final and binding.
6. 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.
7. The undersigned reserves the right to place order for work for 20% more or less of the quantity (if mentioned here) is so required.
8. The undersigned reserves the right to cancel the quotation, at any stage of it, if necessary, without assigning any reason whatsoever.
9. 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.
10. All products should be of mentioned brand or reputed quality of certified standards. Their size and quality should be as per general norms. The undersigned reserves the right to accept or deny the supplied articles if those are not up to his satisfaction.
11. 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 the quotationer(s) as per rates offered including imposing of necessary penalties/ fines as the undersigned deems fit.
12. While engaging the labourers, if any, payment as per the Minimum Wage Act, must be made to them.
13. L1 Bidder will be selected based on the overall rate quoted, not for individual items.
14. All bidders are instructed to submit the quotation along with sample of the product as per Quotation notice.

Chaitanya
05/10/2026

Contd. to next page 03

15. 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.
16. 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.
17. 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.
18. Timely supply of all products 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 (H.Q), WBFDC, 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.
19. 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.
20. Royalty for any material supplied, if to be obtained from Forest area/other Government area, will have to be paid by the quotationer(s) only. No extra payment for such royalty etc. will be entertained by the undersigned.
21. 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. Dept./ P.H.E of the Govt. of W.B.
22. 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, after 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 Purulia Forest Corporation Division. (As per Office Order No: 932/1A-254/2022 Dated: 05.04.2022 of The Managing Director, WBFDC Ltd.)**
23. West Bengal Forest Development Corporation Limited, or Purulia 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 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 or compensation can be fixed upon them.

Contd. to next page 04

Chandra
08/10/2026

24. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque whichever is suitable to the undersigned.

B. Panja 05/10/2026
(Balaran Panja, WBFS)

Divisional Manager
Purulia Forest Corporation Division

Memo No. 764/ PFC-24

Dated, Purulia, the 05/ 10 / 2026

Copy forwarded for information, wide circulation in Notice Board & necessary action to:-

1. The Managing Director, West Bengal Forest Development Corporation Limited, Kolkata.
2. The General Manager (H.Q), West Bengal Forest Development Corporation Ltd., Kolkata.
3. The Divisional Forest Officer, Purulia Division, Purulia.
4. The Divisional Forest Officer, Kangsabati North Division, Purulia.
5. The Divisional Forest Officer, Kangsabati South Division, Purulia.
6. All Divisional Managers, West Bengal Forest Development Corporation Limited, Kolkata.
7. The Commercial Accountant, Purulia Forest Corporation Division.
8. The Budget, Accounts & Revenue Section Division Office.
9. All Range Managers, Purulia Forest Corporation Division.
10. Notice Board/Guard File Division Office.

B. Panja 05/10/2026
(Balaran Panja, WBFS)

Divisional Manager
Purulia Forest Corporation Division