Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer, Rupnarayan Division.
Rangamati, Midnapore. PO-Vidyasagar University, Dist – Paschim Medinipur. Pin-721102.
Ph. No.03222-275494, e-mail id :: dforupmid-wb@nic.in/dforupnarayan@rediffmail.com

No. 875 / **2B- (Quotation)** **Dated The Midnapore** 29 / 04 /**2022**

NOTICE INVITING QUOTATION FOR SUPPLY OF "STATIONARY ARTICLES" AT OFFICE OF DIVISONAL FOREST OFFICER, RUPNARAYAN DIVISION FOR FY 2022-23

Different stationary articles / goods are required from time to time for smooth running of office works. Thus, in pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, the Divisional Forest Officer, Rupnarayan Division , Rangamati, Midnapore, on behalf of Governor of West Bengal, invites **Item wise Quotation (Rate Contract)** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Rupnarayan Division following estimates.

Sl. No	Item of Works	Unit	Location *Division HQ*
1	Xerox Paper (A-4) Copy Power	Ream	
2	Xerox Paper (A-4) J. K. Sparkle	Ream	
3	Xerox Paper (Legal/FS)	Ream	
4	Xerox Paper (A-3)	Ream	
5	Photo Paper	Ream	
6	Good quality pen (Parkar etc.)	Pcs.	
7	Pen (U & T)-Black, Blue & Red	Pcs.	
8	Paper Weight	Per Pcs.	
9	Envelop Big (White)	100 Pcs	
10	Envelop (5"X 12")	100 Pcs	
11	Envelop (4"X 11")	100 Pcs	
12	Envelop Cloth (Big)	Per Pcs.	
13	James Clip (Korse)	Per Box	
14	Blender Clip (Big)	Per Box	
15	Blender Clip (Medium)	Per Box	
16	Envelop Cloth (Small)	Per Pcs.	
17	Carbon Paper (Double)	Per Pkt.	
18	Register (4 no.)	Per Pcs.	
19	Register (6 no.)	Per Pcs.	
20	Register (8 no.)	Per Pcs.	
21	Register (16 no.)	Per Pcs.	

Sl. No	Item of Works	Unit	Location *Division HQ*
22	Cello Tap (Medium)	Per Pcs.	
23	Wood Pencil (Apsara)	Per Box	
24	Key Bag	Per Pcs.	
25	Duster	Per Pcs.	
26	Stamp Pad	Per Pcs.	
27	Stamp Ink (100ml)	Per Bottle	
28	High Lighter	Per Pcs.	
29	Punching Machine Bag	Per Pcs.	
30	Eraser	Per Box	
31	Calculator 12 Digit	Per Pcs.	
32	Peon Book	Per Pcs.	
33	Cover File (4 Fold)	Per Pcs.	
34	Whitener	Per Pcs.	
35	Stapler (Small)	Per Pcs.	
36	Stapler (Big)	Per Pcs.	
37	Candle Medium Size	Per Pkt.	
38	Marker Red, Green , Blue, Black	Per Pcs.	
39	Tag (9")	Per Bundle	
40	Brown Paper	Per Pcs.	
41	Scale Big size (2ft.)	Per Pcs.	
42	Scale 12"	Per Pcs.	

Sl. No	Item of Works	Unit	Location *Division HQ*
43	Register (18 no.)	Per Pcs.	
44	Register (20 no.)	Per Pcs.	
45	Pencil Cutter	Per Box	
46	Pin cushion	Per Pcs.	
47	Gum Stick (Fevi stick)	Per Pcs.	
48	Gum tube	Per Pcs.	
49	Less (Big size)	Per bundle	
50	Flap/Bundle	Per Pcs.	
51	File (Best Quality)	Per Pcs.	
52	Gala/Packet	Per Pkt.	
53	Stapler Pin (small)10	Per Box	
54	Stapler Pin (Big) 24/26	Per Box	
55	Knife	Per Pcs.	
56	Phorni	Per Pcs.	
57	Scissors	Per Pcs.	
58	Thread Ball	Per Pcs.	
59	Page Sticker Notes	Per Pkt.	
60	T-Alpin	Per Box	
61	Fiber Writing Board	Per Pcs.	
62	Poly Cover File	Per Pcs.	
63	Herpic 500ml.	Per Pcs.	

Sl. No	Item of Works	Unit	Location *Division HQ*
65	Phenyl 1 Ltr.	Per Ltr.	
66	Sanitizer 100 ml. Branded Company	Per Pcs.	
67	Sanitizer 500 ml. Branded Company	Per Pcs.	
68	Room Freshener	Per Pcs.	
69	N95 Mask per Pcs.	Per Pcs.	
70	Mosquito Oil with Machine	Per Pcs.	
71	Agarbati (Dhup) 10 Unit/Box	Per Box	
72	Water Soaker (Sponge)	Per Pcs.	
73	Pencil Battery Size A & AA	Per Pcs.	
74	Bleaching Powder	Per Kg.	
75	Carbolic Acid (100ml.)	Per Bottle	
76	Medium Quality Pen	Pcs.	
77	Clour Paper	Per Pkt.	
78	Carbon Paper (Single)	Per Pkt.	
79	Note Book (Dairy)	Per Pcs.	
80	Cello Tap (Big)	Per Pcs.	
81	Writing Board Duster	Per Pcs.	
82	Writing Board Pen	Per Pcs.	
83	Punch less file	Per Pcs.	
84	Pen cabinet	Per Pcs.	
85	Office Stamp	Per Pcs.	

Intending bidders/quotationers are requested to submit their quotations by name "**Shri Manish Kumar Yadav** WBFS, Divisional Forest Officer ,Rupnarayan Division", Rangamati, Midnapore from **02/05/2022 to 10/05/2022** from 11.00 AM to 4.00 PM on the working days and will be **opened on 10/05/2022 at 11.00 AM in** the presence of the quotationers as remain present. Quotations shall be submitted at the quotation box only, ear-marked for the purpose. The quotationers shall have to enclose valid I.T., VAT/GST Clearance certificate with their quotation.

NB:- Work Order will be issued after getting approval from appropriate authority & placement of fund.

ANALYSIS OF THE ESTIMATE

1. The quoted rate is inclusive of carriage of the materials up to the site. Intending bidders are required to quote their accordingly. All statutory deductions, as applicable, shall be deducted from the accepted quoted rate.
2. Sample of all the materials to be supplied are required to be placed before Tender/Quotation Committee constituted for the purpose. Only the approved materials shall be allowed to supply. No deviation from the sample shown and accepted by the tender/quotation committee shall be allowed under any circumstances; subject to discretionary power of the undersigned.
3. **Work should be completed within 07 (seven) days from the date of issue of work order. Payment shall be made based on the accepted rate and actual supply of the materials at field. A security deposit to the tune of 10% of the accepted offered rate shall have to be provided by the successful bidder/s concerned. In case of any delay or supply of poor quality of the materials, penalty to the tune of 15% in shall be awarded subject to the discretionary power of the undersigned. Prayer of reduction of security can also be accepted subject to the discretionary power of the undersigned.**

FORMAT FOR SUBMISSION OF QUOTATION

Sl. No	Item of Works	Unit	Rate (Rs.)	Remark
1	Xerox Paper (A-4) Copy Power	Ream		
2	Xerox Paper (A-4) J. K. Sparkle	Ream		
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7	Pen (U & T)- Black, Blue & Red	Pcs.		
8	Paper Weight	Per Pcs.		
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10	Envelop (5"X 12")	100 Pcs		
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15	Blender Clip (Medium)	Per Box		
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27	Stamp Ink (100ml)	Per Bottle		
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29	Punching Machine Bag	Per Pcs.		
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38	Marker Red, Green , Blue, Black	Per Pcs.		
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85	Office Stamp	Per Pcs.		

TERMS AND CONDITIONS

1. Quotation is floated with an anticipation of administrative and financial approval from appropriate authority. If approval is not received or fund is not there, the quotation shall be cancelled outright without assigning any further reason. Work order, after completion of due formalities shall be issued accordingly. Payment for availing quotation paper, if any shall not be refunded under any circumstances.

2. The intending bidders shall be allowed to participate in any or all of the clusters of his/her own choice. However, he must possess credentials of similar nature of job not more than 3 years old. The financial credentials should be at least 60% of the maximum admissible rate for maximum 3 contracts within this 3 years span. He must also possess sufficient manpower to implement the work.

3. Detail estimate is enclosed herewith. Payment shall be made for only those items of the said estimate which have actually utilised/required/supplied in the field. No payment shall be made under any circumstance, if the work is not completed.

4. Rate quoted should inclusive of all other taxes for the time being in vogue.

5. No intending bidder shall be allowed to participate in any or all of the clusters, subject to having the requisite financial potential which should be at least 60 % of estimated costs of the cluster/s he/she is willing to participate calculated for a single contract.

6. Intending bidders shall have to quote the overall rate. However, if any of the items is not required to be implemented works in the field; bills should be prepared accordingly on pro rata basis based on the offered rate of the successful bidders and item wise allocation of the maximum admissible cost.

7. It is mandatory to pay Minimum Wage, if any, as per the latest Minimum Wage Act. It shall be the discretionary power of the Range Officer to deply labourers from among the JFMC members having the requisite skills to raise the nursery seedlings.

8. The Divisional Forest Officer, Rupnarayan Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.

9. The requisite certificate such as PAN, VAT/GST, Bank A/c Details shall have to submitted along with quotation.

10. Security, as applicable, shall have to be deposited by the successful bidders.

11. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted only, subject to the limit mentioned in the table above.

12. Work should be done within 07 (seven) days from the date of issue of work order.

13. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted subject to the limit mentioned in the table above.

14. It shall be the discretionary power of the undersigned to impose penalty to the tune of 10% of the total value of the work in case of delay in completing the work, if applicable

15. The quotationer/supplier/contractor should have valid license from concerned authority.

16. Sample, if applicable, should be supplied to the AFR section before quoting the rate through quotation.

17. Broken / Damaged materials / materials of below quality against the sample supplied, if found after receiving by this office, the same should be replaced with new one / fresh supply at the earliest.

18. Guarantee / Warranty of the supplied materials if any, should be indicated in the quotation.

19. Delivery of the materials should be free of cost.

20. The rate offered should be valid for 3(three) months. However the same can be increased up to 1(one) year subject to satisfactory service of the quotationer.
21. Actual work at field level shall be dependent on the field level situation as per recommendation of the concerned Range Officer. Payment will be made based on actual supply / work done.

22. It shall be the responsibility of the successful bidder to pay minimum wages to the labourers engaged for the work. In no case minimum wages shall be compromised under any circumstances.

23. Concerned Range Officer will be at his liberty to engage skill labourers from among the FPCs; but payment as per minimum wage act, shall be required to be made by the contractor concerned.

24. If required, and if decided by the Range Officer concerned, payment to the labourers shall be given directly to the respective bank accounts of the labourers. Successful bidder shall not have any say regarding the matter.

25. In that case bill shall be prepared accordingly based on the certificate provided by the concerned Range Officer in this regard referring the same quotation no. & work order no.

26. Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.

27. In no case, the Department of Forest, any staffs of Rupnarayan Division, shall be held responsible for any accident/death of the labourer engaged in the field during the time of work. Safety and security shall be exclusively the concern of the successful bidders and he/she shall have to pay the compensation for such incidences as per existing rules.

Divisional Forest Officer
Rupnarayan Division

No. 875 / **2B- (Quotation)** **Dated The Midnapore** 29/09/**2022**

Copy forwarded for kind information & wide circulation

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Chief Conservator of Forest, MIS & e- Governance –with a request for publishing on Departmental website.
3. The District Magistrate, Paschim Medinipur.
4. The Superintendent of Police, Paschim Medinipur.
5. The Sub-Divisional Officer, Sadar, PaschimMedinipur.
6. The Treasury Officer, Midnapore Treasury
7. The Divisional Manager, Medinipur Forest Corporation Division.
8. All Divisional Forest Officer's, Western Circle, West Bengal.
9. The Treasury Officer, Midnapore Treasury.
10. The Block Development Officer, _____ Block.
11. The Assist. Divisional Forest Officer, Rupnarayan Division.
12. The Head Clerk, Rupnarayan Division.
13. The Budget, Accounts & Revenue Section.
14. AFR, Rupnarayan Division.
15. Range Officers of Rupnarayan Division.
16. Notice Board, Rupnarayan Division.

Divisional Forest Officer
Rupnarayan Division