



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
&

Ex- Officio Manager, Green Projects Wing, West Bengal Forest Development Corporation
Parks and Gardens (North) Division

32, Girish Ghosh Sarani, Hakimpara, Siliguri-1

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Visit us at: www.westbengalforest.gov.in

Memo No. 1814/2-13

Date. 16.10.2023

**Quotation for purchase of various computer accessories for the use of Office of the undersigned during
2023-24 under Parks & Gardens (North) Division**

Quotation No.- 75/P&G(N)/Siliguri/23-24 (2nd Call) dated. 16.10.2023

Sealed quotations are invited from bonafide agencies/companies/ Individuals having valid license and PAN card for Quotation for purchase of various computer accessories for the use of Office of the undersigned during 2023-24 under Parks & Gardens (North) Division.

List of Items				
SL No.	Name of the Article	Required (In Piece)	Estimated Rate including all applicable Tax	Rate Quoted including all applicable Tax
1	UPS Battery	1	969	
2	KEYOCERA 1800 TONER	1	2622	
3	ZEBRONICS UPS	1	1938	
4	LOGITECH MOUSE	1	684	
5	LOGITECH KEYBOARD	1	1140	
6	EXTENTION CODE	1	513	
7	WIFI ADAPTER	1	684	
8	TONER 88A REFILLING ALONG WITH DRUM	1	912	
9	ZEBRONICS SMPS	1	684	
10	TONER RIFFILING	1	456	
11	HP PEN DRIVE 32 GB	1	342	
12	SANDISK CRUZER BLADE CZ50 32 GB PEN DRIVE	1	342	

The following conditions will be applicable for quoting the rates for the above said purpose:


1. The materials should be supplied in good quality & condition.
2. The lowest quotation may not be accepted if all conditions are not fulfilled.
3. Income Tax, other Taxes and GST registration, will be dealt with as per existing rules, as applicable.
4. The Department will not take any responsibility if any accident happens during works and agency will be solely responsible for this.
5. The quotation may be submitted by hand in a closed paper cover/envelop (duly sealed by wax) super scribed as "Quotation for the work regarding " (as mentioned above) and addressed to

Divisional Forest Officer, Parks & Gardens (North) Division, 32, Girish Ghosh Sarani, Hakimpara, Siliguri- 734001.

6. The agency will submit bill in triplicate to the under signed through the concerned Range Officer mentioning GST Registration No., address of the recipient & address of delivery, HSN/SAC Code No., description of goods, rate of Tax etc, as applicable.
7. The payment will be made after receiving the satisfactory completion report from concerned Range Officer & Payment will be made only after receipt of fund from Competent Authority.
8. The Quotationer may visit the place of work before quoting rate, if applicable.
9. Maximum time limit for completion of work 15 days for any supply related work and 25 days for any construction related works.
10. On demand sample of items may have to be produced during the opening day of quotation and will be kept in the Office from the L1 Bidder till the final supply.

Last date for submission of Quotation: 01.11.2023 till 02:00 pm.

The Quotation will be opened on 01.11.2023 at 03.00 pm onwards.


**Divisional Forest Officer
Parks & Gardens (North) Division
Date. 16.10.2023**

Memo No. 1814(6)/2-13

Copy forwarded for information to:

1. The APCCF, Conservation & Extension, West Bengal
2. The Chief Conservator of Forests, MIS & e- Governance.
3. The Conservator of Forests, Parks & Gardens Circle, West Bengal.
4. The Range Officer concerned.
5. Notice Board.
6. Office Guard file.


**Divisional Forest Officer
Parks & Gardens (North) Division**