



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
Phone - Fax:: (033) 2335 8581/7751, e-mail : pccfwb@vsnl.net
Visit us at: www.westbengalforest.gov.in



O.O. No. : 60-MISC/STC/18

OFFICE ORDER

11.06.2018

To streamline the tendering process in the Forest Directorate and to comply with the various laws governing the tender procedure, to facilitate on-time publication of tender notice, the following procedure should be strictly followed:

- 1) Henceforth, all the officers of the Directorate floating the tenders should send the "Notice Inviting e-tenders" in soft copies to the e-mail address mistenders04@gmail.com. The mail sent to any other e-mail address may not be entertained from this office. The mail should be sent at least 3 working days prior to the date "uploading the NIT and other documents (online publishing date)" as mentioned in the NIT tender document.
- 2) Sri Sagar Biswas (9062461919) will upload the tender document immediately on the date of receipt on-to the "www.westbengalforest.gov.in" website. The concerned DFO may remain in touch with him for any clarification in this regard.
Sri Biswas should print out the "**abstract of the tender uploaded on the previous day**" and submit the same to the Administrative Officer on the subsequent day. The abstract should be filed properly for record.
- 3) CCF, MIS should review the uploading record at least once in a week for proper monitoring.
- 4) All tender documents, 3 months from last date of downloading of financial bids, should be filed in soft copies for future reference and deleted from the website.

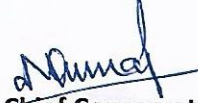
All concerned should comply with above instructions.

(N K Pandey, IFS)

Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal

Copy, forwarded for information to: -

1. The Principal Chief Conservator of Forests, Wildlife & CWLW, West Bengal.
2. The Principal Chief Conservator of Forests, RMD, West Bengal.
3. All Addl. Principal Chief Conservator of Forests, West Bengal
4. All Chief Conservator of Forests, West Bengal.
5. All Conservator of Forests, West Bengal
6. All DFOs/DCFs/DFDs
7. Sri Arup Kumar Roy, AO
8. Sri Sagar Biswas, DEO



**Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal**