



## Government of West Bengal

Directorate of Forests

### Office of the Divisional Forest Officer

Parks and Gardens (North) Division

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**Memo No. 760/2-14**

**Date. 11.06.2018**

Quotation for supply of 1 Nos. of Photocopy Machine specification Kyocera Taskalfa- 1800, 1 No. Colour Ink Tank Printer specification EPSN- L380 & 1 No. DIGISOL 4G Dongle for NET at Office of the Parks & Gardens (North) Division.

**Quotation No. NIQ- 07/P&G(N)/Siliguri/18-19 dated 11.06.2018**

Sealed quotation is invited from bonafied agency/companies having valid trade license and PAN card for supply of 1 Nos. of Photocopy Machine specification Kyocera Taskalfa- 1800, 1 No. Colour Ink Tank Printer specification EPSN- L380 & 1 No. DIGISOL 4G Dongle for NET at Office of Parks & Gardens (North) Division under Divisional Office of Parks & Gardens (North) Division.

**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 No. As applicable will be deducted as per existing rules.
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 to Head Clerk or FR 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 SFDA- Divisional Forest Officer, Parks & Gardens (North) Division, Girish Ghosh Sarani, Hakimpara, Siliguri- 734001 immediately.
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.
7. The payment will be made after receiving the satisfactory completion report from concerned Range Officer.

**Last date for submission of Quotation: 19.06.2018**

Sd/-

SFDA- Divisional Forest Officer,  
Parks & Gardens (North) Division

