



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER, JALPAIGURI SOIL CONSERVATION DIVISION  
Phone & Fax No. 03561 230294 E-mail scndiv@yahoo.co.in & jscdiv@gmail.com

No. 854 / MC/Bldg/2-65/2017-18

, Dated, Jalpaiguri, the 21-08-2017.

## NOTICE INVITING QUOTATION

The undersigned would like to invite sealed Quotations for repairing and maintenance work of Group "D" Quarter at Sonapur, Mansai Catchment Range within the jurisdiction of Jalpaiguri Soil Conservation Division.

Sealed quotation is invited from bonafide agency/ Govt. Contractors/ Companies having trade license and Pan No. and valid Account. The following conditions will be applicable for quoting the rates for the above work.

### Terms & Condition:-

1. The agency/ Govt. Contractors/ Company preferably to be local of Cooch Behar District or the locality with previous experience of similar type of work.
2. Exact location/ to be confirmed by the concerned Range Officer and accordingly the quotationer has to work.
3. The rate is to be quoted for entire work which includes labour, material loading and unloading as per specification.
4. The agency/ quotationer will submit bill within 7 days from the completion of work in triplicate to the undersigned through the Range Officer attached Range. The Range Officer will forward the same to the undersigned with WMNB reference. The bill as prepared will be submitted to Jalpaiguri Treasury from where the amount will be directly transferred to the account of the quotationer.
5. The lowest quotation may not be accepted if all the conditions are not fulfilled/ unjustified rate is quoted/ and undersigned is not satisfied. Quotation will not be accepted if the authority feels it is incomplete. If any quotation is rejected no correspondence will be entertained.
6. Income tax and other taxes, as applicable will be deducted as per existing rules.
7. The Department will not take any responsibility if any accident happens during work and the quotationer will be solely responsible for providing safety to the labours/workers who is/ was deputed for this particular work.
1. The above mentioned works are to be completed within 30 (thirty) days from the date of issue of work order. If the performance and quality of work is not satisfactory, work order and rate acceptance order will be cancelled and undersigned decision will be final. Delayed in completion of work will attract penalty in payment.
8. Quotations mentioning quotation No. to be neatly written to be submitted in sealed cover in the name of Dr. M.K. Roy, WBFS, Divisional Forest Officer, Jalpaiguri Soil Conservation Division, Hakimpara, P.O & Distt.-Jalpaiguri, Pin-735101, West Bengal.
9. The quotation complete in all respect should reach the office of the under signed on or before 2:00pm on dated 30-08-2017 and will opened on the same day (i.e 30-08-2017) at 4.00 pm. In presence of the quotationer or his representative who will be present.
10. This office reserves the right to accept or reject any quotation without assigning any reason thereof and reserve the right not to accept the lowest offer. The work to be carried out as per the items mentioned in the estimate.



Divisional Forest Officer  
Jalpaiguri Soil Conservation Division

No. 854 / MC/Bldg/2-65/2017-18

, Dated, Jalpaiguri, the 21-08-2018

Copy forwarded to:

1. The District Magistrate, Cooch Behar District (kind attention to CA/PA to the District Magistrate to display in notice board) .
2. The Secretary, Cooch Behar Zila Parishad with a request to arrange to display in Notice Board.
3. The Chief Conservator of Forests, MIS & E.Governance with a request to upload the same on the official website of Forest Directorate.
4. The Range Officer, Mansai Catchment Range, he is instructed to display in Range Office Notice Board.
5. The Head Clerk, Division Office please to arrange to display in Notice Board.



Divisional Forest Officer  
Jalpaiguri Soil Conservation Division



## QUOTATION FORM

Details of Quotation No. 854 / MC/Bldg/2-65/2017-18, Dated, Jalpaiguri, the 21-08-2017

Work Location	Nature of Works (Detail estimate is attached with the notice inviting quotation will also be available with Range Officer, Mansai Catchment Range and Budget In-Charge, JSC Div.)	Estimated Cost (Rs.)	Rate Offered (Rs.)
Sonapur, Mansai Catchment Range under Jalpaiguri Soil Conservation Division	Repairing and maintenance work of Group "D"	83,642.00	

Rate offered (in words) Rupees.....  
.....only.

Name of the agency/ Govt. Contractor/Company.....

Address.....

Contact details.....

Date:

Full Signature of company/ Agency