



Government of West Bengal
Office of the Chief Project Director
Project for Forest and Biodiversity Conservation
for Climate Change Response in West Bengal
Block LB-2, Sector III, Salt Lake City, Kolkata -700106
E-Mail ID- wbfbcccr@gmail.com, Website- www.wbfbcccr.in
Phone Number: 033 2335 2247

NIQ No. 01/WBFBCCCR of 2024-25 vide no. 780/WBFBCCCR/3-1(2)/24-25 dated. 18.06.2024

Printing of the “Bengali SHEP Hand Book” of “West Bengal Forest and Biodiversity Conservation Society” for the “Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR Project)”

1. Sealed quotations are invited in the prescribed format from reputed, reliable, experienced and resourceful Authorized Service providers/Agency/Firm etc. having experience in such work for providing service for printing of the “Bengali SHEP Hand Book” for “West Bengal Forest and Biodiversity Conservation Society” for the “Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR Project)”.
2. The bidder must have registration with the GST authority.

3. Detail Scope of Work:

Sl No.	Name of Item	Quantity required	Specification	Time for completed work
1.	Printing of the “ Bengali SHEP Hand Book ” of “West Bengal Forest and Biodiversity Conservation Society” for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR Project).	100 nos.	1) Size of Hand Book: 21cm. x 29.7 cm (A4 Size). 2) Quality of Paper: i) Inside Pages- 100 gsm art paper. ii) Cover page- Multi Colour on 250 gsm art board lamination with perfect binding. * (Only Good Quality paper will be accepted) 3) Number of Pages: 110 pages approx. (including cover pages). * <i>Printed books and Final PDF in booklet format should be submitted to this office.</i>	Within 7 days from issued of Work order.

4. Credentials to be submitted:

- i) Copy of GST Registration Certificate.
- ii) Copy of PAN Card.

5. The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in their own Letter Head of the Firm/Agency. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and may be dropped in the quotation box in the office of the Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal, at LB-2, Sector- III, 2nd Floor, Salt Lake, West Bengal, Kolkata-700106 so as to reach this office on or before 27th June, 2024 within 04:00 PM after which Quotation will not be received/accepted.

6. The sealed quotation will be opened on 28th June, 2024 at 01:30 PM in the office chamber of the undersigned.

7. The successful Service providers will have to deposit a Security Deposit of 10% of quoted value.
8. Payment will be made by seven days after completion of work and duly supply of materials along with bill for payment.
9. In the exigency of circumstances necessitating postponement of the date of opening the Quotations, a fresh date and time of opening of the Quotations will be notified and displayed in the Notice Board of the office of the undersigned.
10. Canvassing in connection with the Quotation is strictly prohibited and Quotationer who resort to this, will render him liable to rejection.
11. The successful Quotationer should complete the service within the stipulated time, failing which the Quotation Inviting Authority may take necessary action as deemed fit.
12. If some of the intending Quotationers enter into partnership business they shall have to produce registered deed of partnership to the undersigned before opening the Quotations. Representatives of the companies, corporate bodies or individuals authorized to represent the said companies, corporate bodies or individuals in contractual and financial matters shall have to produce the original registered deeds of the Power of Attorney.
13. Income tax and other statutory deductions as applicable will be deducted from the bills as per norms.
14. Quotationer will remain solely responsible for any liability of labour/person in respect of work.
15. Terms and Conditions of Quotation Notice shall also form a part of the Agreement.

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18-06-24

(Shri Kumar Vimal, IFS)
Conservator of Forests and Additional Project Director
(Administration, Finance & Coordination)
WB-FBCCCR

No: 781/WBFBCCCR/3-1(2)/24-25

Date: 18.06.2024

Copy to Notice Board of the Office of:

1. The Principal Chief Conservator of Forests (HoFF), West Bengal
2. The Chief Project Director, WB-FBCCCR

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18-06-24

(Shri Kumar Vimal, IFS)
Conservator of Forests and Additional Project Director
(Administration, Finance & Coordination)
WB-FBCCCR