



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
WORKING PLAN (SOUTH) -I DIVISION  
Michael Madhusudan Nagar, Midnapore  
PaschimMedinipur PIN- 721101



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**QUOTATION 10/WP(S)-I/2024 -25**

In terms of Finance Department Audit Branch Govt. of West Bengal's Memorandum No. 5400-FY dated 25-06-2012 sealed quotations addressed to the undersigned by name as well as official designation - **Shri Ayan Ghosh, WBFS, Divisional Forest Officer, Working Plan (South)-I Division, Midnapore** are invited from the bonafide experienced and reliable resourceful agencies/ contractors/ Caterers having experience in any Govt./Semi Govt./Govt. Undertakings for supplying the various items as detailed in schedule below subject to the following conditions regarding the following works: **Supply of Working Lunch, Tea, Biscuit and Package Drinking Water for Training season and meeting at Divisional Office under Working Plan South-I Division, Midnapore during the F.Y. 2024-25** under Working Plans (South)-I Division, Midnapore. Details of the Work have given below:-

Sl No	Description	Quantity	Rate per Plate/Head Rs. (including all taxes)	Offered rate by the bidder (including all taxes)
1.	Supply of Tea, Biscuit and Package Drinking Water (500 ml) 2 times during training/Workshop/Meeting and supply of Working Lunch including Rice/Chapatti, Dal, Two Vegetables, Fish/Chicken, Chutney, Papad and sweet etc.	40 heads (Approx)	200.00	

The quotations should reach to this office within **26.06.2024 up to 1.30 p.m.** without fail. The quotations will be opened tentatively at **2.30 p.m.** on the same date. The quotationers may remain present at the time of opening of the quotations papers.

**Terms & Condition**

1. The Plain Paper Quotation should be submitted in sealed cover by hand or post.
2. The suppliers/bidders/quotationers should quote the rates in figures as well as in words.
3. The materials to be supplied/ construction to be made must be approved by the concerned Range Officer.
4. All construction /supply works should be at par with the approved estimates enclosed.
5. The quotationers will have to submit self attested copies of the valid Income Tax certificate, GSTIN, PAN and AADHAR.
6. The credentials should consist of original payment certificate etc. No documents more than 3 years old will be accepted.
7. The undersigned is not bound to accept the lowest rate or any rate quoted may reject any part or all work without assigning any reason.
8. The undersigned reserved the right to demand from the quotationers the clarification and justification against their offer, if required.
9. The suppliers/bidders/quotationers should inspect the site of works before the submission of the quotation.
10. All tools and plants, required for the works will have to be supplied by the contractor at his own cost.
11. The contractor is liable to pay the skilled, unskilled labours as per minimum wage rates including transport & logistics and other the wages as mentioned in the PWD schedule in the district currently.
12. In case of any dispute the interpretation of the undersigned will be final. The execution of the works as mentioned to the schedule will have to be made as will be directed from the date of issue of the work order.
13. The quoted rate should be inclusive of all taxes (GST etc.), Cess etc. As applicable & carriage up to the site.

14. Deduction of Income Tax and any other extant taxes & Cess as applicable from the Supplier's Bill will be made as per Govt. rules.
15. Issuance of Work orders will be subject to approval of the competent authority and availability of fund.
16. The payment will be made after completion of all work and proper checking by the Forest Officials.
17. Payment will be made through ECS payment only.
18. Part work order may be issued as per availability of fund.

  
Divisional Forest Officer  
Working Plan (South)-I Division  
Midnapore

No. : 412 (12)/ 2 – 11

Dated: 18.06.2024

Copy forwarded with a request to make a wide publicity through their "Notice Board", to:

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad, Jhargram Zilla Parishad.
2. The Principal Chief Conservator of Forests & HoFF, West Bengal.
3. The Chief Conservator of Forests, Head Quarter, West Bengal.
4. The Conservator of Forests, WP & GIS Circle, West Bengal.
5. The District Magistrate, Paschim Medinipur and Jhargram District.
6. The Superintendent of Police, Paschim Medinipur and Jhargram District.
7. The Divisional Forest Officer, Purba Medinipur Forest Division.
8. The Divisional Forest Officer, Midnapore, Jhargram, Silviculture (South), Rupnarayan, Kharagpur Division & Purba Medinipur Division.
9. The Divisional Manager, Medinipur Forest Corporation Division.
10. The District Information Officer, Paschim Medinipur.
11. The Assistant Divisional Forest Officer, Working Plan (South)-I Division.
12. All Range Officers including AFR, Working Plans (South) – I Division.
13. The Notice Board.

  
Divisional Forest Officer  
Working Plans (South) -I Division  
Midnapore