



Government of West Bengal
Directorate of Forests
**Office of the Principal Chief Conservator of Forests & Chief Executive Off
West Bengal Compensatory Afforestation Fund Management and Planning Authority
(WB CAMPA)**

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106

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Visit us at: www.westbengalforest.gov.in.

No. **232**/CAMPA/2C-35 (Part-IV)

Date: **26**.06.2024

NOTICE INVITING QUOTATION.

NIQ No. 02/CAMPA/2C-35 (Part-IV)/2024-25.

Sealed quotations are invited from the bonafied Printing Press/ Company/Suppliers/Firms/Binders etc. for Printing & supply of following articles to the Conservator of Forests & Joint Chief Executive Officer, West Bengal CAMPA.

Schedule of work

a)	Name of the Work	Printing & Supply of Separate Audit Report (SAR) of WB CAMPA for the F.Y. 2022-23.
b)	Size	A4
c)	Paper Type inside	To be printed on 135 GSM in one colour (Black & White)
d)	Cover 2 Pages (colour) [Back & Front]	To be printed on 300 GSM glossy art paper.
e)	Inside page	10 (Tentative)
f)	No of Copy	470 Nos.
g)	Time of completion of work	07 days (from the date of issue of Work order).
h)	Binding	Perfect Gel Binding
i)	Place of Supply/delivery	Office of PCCF & CEO, WB CAMPA, Aranya Bhawan, 1 st Floor, Block-LA, 10A, Sector-III, Kolkata-700106
j)	Rate	Rate to be quoted in Quotation Paper (enclosed as annexure-I) inclusive of all taxes, antecedent and carriage up to delivery site including loading /unloading.

Terms & Conditions

- (1) Cost of Material includes carriage up to site as per work order and inclusive of all taxes. Accepted rate against the Quotations shall remain valid for 90 days from the date of submission of quotation.
- (2) Bidders shall submit copy of valid PAN issued by the IT Deptt., GOI, and Valid GSTIN under GST Act., 2017. All tax clearance certificates are to be submitted along with Rate quoted, failing which rate quoted for any item will not be accepted.
- (3) Work order will be issued subject to availability of fund and requirement.

- (4) Specified work as per work order has to be accomplished within the stipulated time and if the Quotationer fails to do so, the cost of all the material of the said work order will be deducted from the bill of the Quotationer and legal proceeding may be initiated.
- (5) Undersigned does not always bind himself/herself to accept the lowest rate and not bound to give any reason for the same. Tender Committee will recommend and final decision would be taken.
- (6) The Quotationer having experience in similar kind of work to the Govt. Organization will be given priority.
- (7) Printing matter shall have to be collected from this end before quotations are submitted.
- (8) The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in his / her own Letter Head of the Firm/Agency. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope.
- (9) The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not in any circumstances imply of any commitment for work order from the undersigned.

Quotation Paper (enclosed as annexure- I) to be submitted in sealed cover in the name of (Officer Name) K. Sarkar, IFS, Conservator of Forests and Joint Chief Executive Officer, West Bengal CAMPA, Aranya Bhawan, 3rd Floor, Block- LA, 10A, Sector- III, Kolkata- 700106 by Registered Post/Courier Service/ Ordinary Post / By hand within 08/07/2024 at 2.00 p.m. and same will be opened on the same day at 3.00 p.m. in presence of the Quotationers / their authorized representatives.



Conservator of Forests & Joint CEO,
West Bengal CAMPA

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Copy forwarded to :-

1. The Principal Chief Conservator of Forests & CEO, WB CAMPA.
2. The Dy. CEO, WB CAMPA.
3. The FA & CAO, WB CAMPA.
4. The Deputy Conservator of Forests, MIS, requesting for uploading the Quotation through Departmental Website.
5. The Divisional Forest Officer, Publicity Division, requesting to display in Notice Board and circulation in local office.
6. Office Notice Board.



Conservator of Forests & Joint CEO,
West Bengal CAMPA



Annexure- I

Ref:- NIO No. 02 /CAMPA/2C-35(Part-IV)/2024-25

Quotation Paper for printing of Separate Audit Report (SAR) of West Bengal State CAMPA for the F.Y. 2022-23 for placing before the State Legislative Assembly.

SI No.	Work	Quantity for which rate to be quoted	Rate Quoted inclusive of GST & Other Applicable Taxes (Rs.)	Remarks
1.	Printing of Separate Audit Report (SAR) of West Bengal State CAMPA for the F.Y. 2022-23 for placing before the State Legislative Assembly.	470 Booklets (Each booklet containing 10 pages tentatively)		Rate quoted shall remain valid till 31/03/2025.

Trade License No.

Submitted by :-

GST Registration No.

1) Name :

2) Address :

PAN No:-

3) Mobile No.....

Date :-

Place :-