



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- wfbcccr@gmail.com, Website- www.wfbcbp.org
Phone Number: 033 2335 2247

NIQ No. 16/WBFBCCCR of 2023-24 vide no. 702/WBFBCCCR/3-1(2)/23-24 dated. 01.09.2023

Supply of Computer Printer Cartridges for Project Management Unit, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)

1. Sealed Quotations

Sealed quotations are invited from reputed, reliable, experienced and resourceful Dealers/Registered Contractors/Agency/Farm etc. for supply of the following Computer Printer Cartridges for the office of the Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal.

Sl. No.	Model Name	Particulars of Computer Printer Cartridge	Unit (nos.)
1	HP Office Jet Pro-8020	Cartridge no. 915 - Black	08
2		Cartridge no. 915 - Yellow	04
3		Cartridge no. 915 - Cyan	04
4		Cartridge no.915 - Magenta	04

- 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 submitted **on or before 13th September, 2023 at up to 02:30 PM.**
- 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 under any circumstances imply any commitment for work order from the undersigned.
- 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.
- Payment to be made after work measurement by the Authorized Range Officer followed by necessary checking by the Controlling Officer.
- Canvassing in connection with the Quotation is strictly prohibited and Quotationer who resort to this, will render him liable to rejection.
- The Quotationer shall be liable to pay compensation for any loss or damage caused to the property to WBFBCS by the engaged personnel of the Agency.

8. 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.
9. Payment to be made on completion of work and no advance or part payment to be made. On completion, successful quotationer will submit bill to the undersigned through the Authorized Ranger Officer.
10. The Local Purchase Committee of the Office of the Project Management Unit, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR) will have the right to reject any or all the Quotations or any condition of the Quotation Notice having reasonable ground to do so.
11. If the successful Quotationer leaves the work midway or not doing satisfactory work, undersigned reserves the right to stop payment.
12. Income Tax and other deductions as applicable will be deducted from the bills as per norms.
13. The sealed quotation will be opened on **13th September, 2023 at 03:30 PM** in the office chamber of the undersigned.
14. Terms and Conditions of Quotation Notice shall also form a part of the Agreement from Item No. 1 to 14.

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

No: 703/WBFBCCCR/3-1(2)/23

Date: 01.09.2023

Copy to Notice Board of the Office of:

1. The Chief Project Director, WB-FBCCCR

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



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QUOTATION FORM

I/We agree the rate offered for supply of Computer Printer Cartridges for the office of the Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR) against NIQ No. 16/WBFBCCCR of 2023-24. I have read the Terms and Conditions (1 to 14) thoroughly, understood its contents & agreed.

NIQ No.	Sl. No.	Model Name	Particulars of Computer Printer Cartridge	Unit (nos.)	Rate (in Rs.)
16/WBFBCCCR of 2023-24	1	HP Office Jet Pro-8020	Cartridge no. 915 - Black	08	
	2		Cartridge no. 915 - Yellow	04	
	3		Cartridge no. 915 - Cyan	04	
	4		Cartridge no.915 - Magenta	04	

1. Name of Authorized Dealer/ Contractor/ :
company/agency
2. Full Postal address of Authorised Dealer/ :
Contractor/ Company/ agency
3. Name of Bank & Branch :
4. Bank Account No. & Nature of Account :
5. PAN No. (Xerox to be attached) :
6. IFSC Code :
7. Valid Mobile no. :

Date:

Signature with Seal