



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: 18/WB-FBCCCR of 2023-24 vide no. 64/WBFBCCCR/3-1(2) /23 Dated: 16.01.2024

Printing of “Accounting Manual” 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)

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 Accounting Manual for West Bengal Forest and Biodiversity Conservation Society.
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
1.	Printing of “Accounting Manual” 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) (Pages- 105 approx.)	150 nos.	1) 100 gsm art paper 2) Cover page multicolour on 250 gsm art board with perfect binding and lamination	Within 7 days from issued of Work order.

4. 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 29th January, 2024 within 02:30 PM after which Quotation will not be received/accepted.
5. The sealed quotation will be opened on 30th January, 2024 at 02:30 PM in the office chamber of the undersigned.
6. 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.

7. Canvassing in connection with the Quotation is strictly prohibited and Quotationer who resort to this, will render him liable to rejection.
8. The successful Quotationer should complete the service within the stipulated time, failing which the Quotation Inviting Authority may take necessary action as deemed fit.
9. 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.
10. Income tax and other statutory deductions as applicable will be deducted from the bills as per norms.
11. Quotationer will remain solely responsible for any liability of labour/person in respect of work.
12. Terms and Conditions of Quotation Notice shall also form a part of the Agreement

Sd/-
Chief Conservator of Forests and
Project Director
(Administration, Finance & Coordination)
WB-FBCCCR

No: 65/WBFBCCCR/3-1(2)/23

Date: 16.01.2024

Copy to Notice Board of the Office of:

1. The Chief Project Director, WB-FBCCCR

Sd/-
Chief Conservator of Forests and
Project Director
(Administration, Finance & Coordination)
WB-FBCCCR