



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Parks and Gardens (North) Division



&
Ex- Officio Manager, Green Projects Wing, West Bengal Forest Development Corporation
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Visit us at: www.westhengalforest.gov.in

Memo No. 1891/2-13

Date. 07.11.2023

Quotation for Supply of Cowdung for winter seasonal seedling for different Parks at Jalpaiguri Parks & Gardens Range under Parks & Gardens (North) Division
Quotation No. 83/P&G(N)/Siliguri/23-24 dated. 07.11.2023

Sealed quotation are invited from bonafide agency/companies having valid trade license and PAN card for Quotation **Supply of Cowdung for winter seasonal seedling for different Parks at Jalpaiguri Parks & Gardens Range under Parks & Gardens (North) Division.**

Project Cost : 12,000 INR

Range	Particular	Quantity in m ³	Rate	Total
Jalpaiguri	Cowdung	6	2000	12,000.00
			Total ---	12,000.00

The following conditions will be applicable for quoting the rates for the above said purpose:

1. The materials should be supplied in good quality & condition.
2. The lowest quotation may not be accepted if all conditions are not fulfilled.
3. Income Tax, other Taxes and GST registration, will be dealt with as per existing rules, as applicable.
4. The Department will not take any responsibility if any accident happens during works and agency will be solely responsible for this.
5. The quotation may be submitted by hand in a closed paper cover/envelop (duly sealed by wax) super scribed as "Quotation for the work regarding " (as mentioned above) and addressed to **Divisional Forest Officer, Parks & Gardens (North) Division, 32, Girish Ghosh Sarani, Hakimpara, Siliguri- 734001.**
6. The agency will submit bill in triplicate to the under signed through the concerned Range Officer mentioning GST Registration No., address of the recipient & address of delivery, HSN/SAC Code No., description of goods, rate of Tax etc, as applicable.
7. The payment will be made after receiving the satisfactory completion report from concerned Range Officer & Payment will be made only after receipt of fund from Competent Authority.
8. The Quotationer may visit the place of work before quoting rate, if applicable.
9. Maximum time limit for completion of work 15 days for any supply related work and 25 days for any construction related works.
10. The security deposit @ 10% on the Project Cost may have to be deposited if mentioned in the Work Order through "**Demand Draft**" in favour of "Divisional Forest Officer, Parks & Gardens (North) Division" before submission of final bill. The Security deposit will be release to the successful contractor within 3 (Three) months after successful completion of work provided no irregularities are noticed during this period. In case of any irregularities are seen, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated as per existing Govt. rules.

**Last date for submission of Quotation: 22.11.2023 till 02:00 pm.
The Quotation will be opened on 22.11.2023 at 03:00 pm. onwards.**



**Divisional Forest Officer
Parks & Gardens (North) Division**

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Copy forwarded for information to:

1. The APCCF, Conservation & Extension, West Bengal
2. The Chief Conservator of Forests, MIS & e- Governance.
3. The Conservator of Forests, Parks & Gardens Circle, West Bengal.
4. The Range Officer concerned.
5. Notice Board.
6. Office Guard file.



**Divisional Forest Officer
Parks & Gardens (North) Division**