



Government of West Bengal  
Directorate of Forests

Office of the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division

Barabagan, Suri, Birbhum, PIN - 731103

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Visit us at: www.birbhumforest.in

No: 614/JICA-1/Q&O/21-22

Dated – 07-07-2021

## NOTICE

### DECLARATION OF INTENT:

Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division invites Quotations from bona fide Contractor/General Order Suppliers having sufficient credential and financial capability for sanitization of office room and compound, printing of muster role and supply of office stationeries at Office of the Head Birbhum DMU. The quotation should be reached to this office on or before 11.30 A.M of 15.07.2021. Quotation should be addressed in the name of the Head Birbhum DMU, Birbhum Division. The details of the item are given below:

Sl.	Particulars of Expenditure	Qty/MD	Unit	Location
1	Sanitization of office compound twice in a month (15 days interval) for two months	4	times	Office of the Head Birbhum DMU, Suri, Birbhum
2	Printing of Muster Role (Both Side)	5000	nos.	
3	Supply of Calculator	1	No.	
4	Supply of Register (4 no., 6 no., 8 no., 12 no. = 10 Nos. each)	300	nos.	
5	Supply of Cover File	60	nos.	
6	Supply of lyzol - 5ltr.	2	nos.	
7	Supply of Pendrive 1TB	1	No.	
8	Supply of Pendrive 64 GB	4	nos.	
9	Supply of Sanitizer Sprey	6	nos.	

- Scope of Quotation work:**  
Sanitization of office room and compound, printing of muster role and supply of office stationeries at Office of the Head Birbhum DMU.
- Eligibility for participation :**  
Bona fide Contractors, General Order Suppliers, Partnership firms are eligible to participate.
- Last date for submission:**  
On or before 11.30 A.M of 28-09-2020.
- Place of submission of quotation:**  
Office of the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division, Barabagan, P.O – Suri, Dist– Birbhum.
- Acceptance of Quotation**  
Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority does not bound himself to do so and reserves the right to reject any or all the quotations, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.
- Payment**  
The payment of bill for any work will be made according to the availability of fund and approval of higher authorities where ever applicable and no claim to delay in payment will be entertained.

7. **Force Majeure:**

Time for supply of the item will be mentioned in the work order. No extension of time will be allowed for Delivery /execution of work. The quotationer/contractor shall not be considered in default, if delay in delivery/execution occurs due to causes beyond his control, such as, acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power. In the event of delay due to such causes, the quotationer may apply to Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division for the extension of time period for completion. Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

**Additional Terms & Conditions.**

1. The quotation should be submitted by the quotationer along with the following documents:
  - a. Photocopy of PAN card.
  - b. Bank details
2. Quotationer should be submitted the quotation value including all taxes.
3. Tax will be deducted at the time of payment as per existing rules at the time of payment.

  
**Head Birbhum DMU**

**No: 614(10)/JICA-1/Q&O/21-22**

**Dated – 07-07-2021**

**Copy to:**

1. The Addl. PCCF & Chief Project Director, WBFBCP, West Bengal.
2. The Chief Conservator of Forests, South-East Circle, West Bengal.
3. The Assistant Divisional Forest Officer, Birbhum Division.
4. All the Head FMU under Birbhum DMU to inform the reliable sources (if any) to submit quotations.
5. Notice Board.

*Sd/- Shri D.M. Pradhan, IFS*  
**Head Birbhum DMU**