



**Government Of West Bengal
Office Of the Commissioner of Police,
Mallaguri Police Line, Siliguri**

NOTICE INVITING E-TENDER

**Tender Reference No. 07 /2025-26/SPC
Subject: Miscellaneous Printing Jobs.**

E-Tender is invited by the Dy. Commissioner of Police (Hq.), Siliguri Police Commissionerate on behalf of Siliguri Police Commissionerate from the bonafide Firms/Suppliers etc. to quote **item Rate Miscellaneous Printing Jobs detailed in the bid documents for one year through** two bid system.

Bidders are requested to read and understand the guidelines, directions and conditions content in the bid document very carefully. Non-compliance to any single matter at any stage during the validity of tender shall lead to rejection of bids and cancellation of agreement.

The detailed Tender documents can be downloaded from the web portal: **<https://wbtenders.gov.in>**
Online Bid Submission Start Date :28th January 2026 (14.00 Hrs.)
Online Bid Submission Closing Date :16thth February 2026 (18.00 Hrs.)

**Dy. Commissioner of Police (HQ)
Siliguri Police Commissionerate**

Copy Forwarded for information and with the request to display in Notice Boards and official website, to

- 1) The Inspector General of Police (O), West Bengal.
- 2) The Commissioner of Police, Siliguri Police Commissionerate.
- 3) The Commissioner, Siliguri Municipal Corporation.
- 4) The AEO, Siliguri Mahakuma Parishad, Siliguri.
- 5) The District Magistrate, All District of West Bengal.
- 6) The Superintendent of Police, All Police Districts
- 7) The CEO, Siliguri Jalpaiguri Development Authority, Siliguri.
- 8) The Sub Divisional Officer, Siliguri Sub Division.
- 9) The Treasury Officer, Siliguri Treasury I.
- 10) The OC, CCRB with instruction to publish in the web site of Siliguri Metropolitan Police.
- 11) Office File

**Dy. Commissioner of Police (HQ)
Siliguri Police Commissionerate**

Detailed Bid Documents

(A) Important Date & Time Schedule:

Sl. No	Particulars	Date	Time
01	Uploading of N.I.T documents online (Publishing Date)	28.01.2026	14.00 hrs
02	Documents download start date (Online)	28.01.2026	14.00 hrs
03	Bid submission start date (Online)	28.01.2026	14.00hrs
04	Documents download end date (Online)	16.02.2026	18.00 hrs
05	Bid submission closing date and time (Online)	16.02.2026	18.00 hrs
06	Technical Bid opening and Evaluation date	17.02.2026	11.00 hrs
08	Financial bid opening date and time	TO BE COMMUNICATED IN DUE COURSE	

(B) Supply Schedule on Placement of Requisition, Delivery Point:

Fresh Order	Replacement Order
Normally Within maximum 07(Seven)Days of Placement of requisition/supply Order/ Indent	Positively Within 02 (Two) Day of official Intimation
Delivery Point: Police office, Siliguri Police Commissionerate, Mallaguri Police Line, Siliguri-734003	
EMD Requirement: Rs.20,000/- (Rupees Twenty Thousand only)	

(C) Pre-Qualification of Bidder: -

- (1) The responding Bidder should be registered under statutes of India.
- (2) Bidder should not insolvent, in receivership bankrupt or being wound up, their affairs are not being administered by the Court or by a Judicial Officer, their business activities have not been suspended and should not be the subject of legal proceeding of any of the forgoing.
- (3) Bidder should not have been convicted at any criminal offence related to professional conduct or making false statement or misrepresentation as to their qualification.
- (4) The bidder should be recognized and having technical competence, financial resources equipment and the other physical facilities managerial capability, reliability experience, reputation and the personal to perform the works contract.
- (5) **No additional costs on carrying / transportation/in form of Taxes/local taxes/insurances/any type of levis etc. whatever shall be entertained over and above accepted lowest item rate (L1) discovered through financial bids of technically qualified bidders on supply and replacement if any within stipulated time.**

- (6) ITEM WISE QUOTED RATE IN ANY CASE MUST NOT BE HIGHER THAN ONGOING MARKET PRICE OR THE OFFERED RATE FROM GOVERNMENT APPROVED PRINTING PRESSES. IF FOUND OR REPORTED HIGHER THAN THE BENCHMARK IN DURING ANY PHASE OF THE PROCUREMENT, MATTER SHALL BE DEALT SERIOUSLY MAY LEAD TO FORBIDDING OF AGREEMENT, FORFEITURE OF EMD AND/OR BLACKLISTING.
- (7) IF ITEM WISE DISCOVERED RATE FOUND MORE THAN ONGOING MARKET RATE / RATE OFFERED BY GOVERNMENT PRINTING PRESSES, PROCUREMENT AUTHORITY SHALL HAVE FULL LIBERTY TO PROCURE THROUGH APPLYING ALTERNATIVE PROCUREMENT POLICIES OF GOVERNMENT.
- (8) Suppression of any material facts by the bidder is strictly forbidden.
- (9) FOR ANY CLARIFICATION ON SPECIFICATION OF ITEMS PUT TO TENDER PROSPECTIVE BIDDERS MAY CONTACT POLICE OFFICE, SILIGURI POLICE COMMISSIONERATE , MALLAGURI POLICE LINE, 3RD FLOOR OF G+5 NEWLY CONSTRUCTED ADMINISTRATIVE BUILDING ON ANY WORKING DAY BETWEEN (12 NOON TO 5P.M.) OR MAY SEND REQUISITION THROUGH OFFICIAL E-MAIL ADDRESS :siligurimetropolitanpolice@gmail.com

(D)Credential Requirement:

- I. The bidder should have supply experience of similar nature of items of at least Rupees TWO Lakh (Rs.2.00 lakh) during the period from F.Y. 2019-20 to the date of publication of this e-Tender to any unit of West Bengal Police Directorate / Offices under West Bengal Government/Central Government /Undertakings (Central and State)/Parastatals/ any other reputed organisation etc.

Successful supply completion certificate of the value mentioned herein above against Clause (I) shall be attached as per FORMAT given at the end of this bid document as ANNEXURE -A as credential certificate in technical bid. Alternatively, Bidders may submit adequate proof in support of their claim to have necessary credential as stipulated in Clause I above.

- II. Intended bidders must have consent to all the terms and condition to this e-Tender (Certificate to be furnished as per format of ANNEXURE – B given at the end of BID DOCUMENTS).
- III. The bidder should not have been blacklisted by any Central/State Government/Public Sector undertaking for the tendered item and/or any other item. If the selected Firm is found/detected blacklisted by any Central/State Government/Public Sector undertaking/parastatal (for the tendered item or any other item) at any stage of procurement process, the contract as a whole is liable to be terminated with immediate effect. Affidavit duly notarised on Non-Judicial Stamp of Rs.10/- to be uploaded as per FORMAT Given under ANNEXURE -C attached at the end of bid documents.
- IV. Annual Turnover Certificate from F.Y. 2021-22 to F.Y. 2024-25 (Annual Turnover Certificate to be obtained from Chartered Accountant with UDIN(ANNEXURE-D)).

(E) DOCUMENTS TO BE UPLOADED DURING TECHNICAL BID:

Following documents are to be uploaded in Folder -I and Folder -II

- (i) Detailed BID Documents with signature of bidders in each page

- (ii) Proof of EMD Deposit as applicable.
- (iii) GST Registration Certificate (3 pages)
- (iv) PAN/Acknowledgement PAN,
- (v) P.Tax Enrolment Certificate and P.Tax Paid Challan for F.Y. **2024-25**
- (vi) Trade License
- (vii) Partnership Deed / Incorporation certificate/Society registration Copy as applicable
- (viii) I.T Return for the A.Y. 2024-25
- (ix) Balance Sheet, Profit /Loss Account for the F.Y. 2024-25
- (x) Annual Turnover Certificate for the Period from F.Y. 2021-22 to F.Y. 2024-25 from Chartered Accountant with UDIN. (FORMAT GIVEN ANNEXURE –D may be followed))
- (xi) **Supply experience of similar nature of items of at least Rupees TWO Lakh (Rs.2.00 lakh) during the period from F.Y. 2019-20 to the date of publication of this e-Tender to any unit of West Bengal Police Directorate / Offices under West Bengal Government/Central Government /Undertakings (Central and State)/Parastatals/ any other reputed organisation etc. (FORMAT GIVEN IN ANNEXURE –A MAY BE FOLLOWED)**
- (xii) **DECLARATION AS PER FORMAT GIVEN IN ANNEXURE B AND ANNEXURE C**

(F) GENERAL GUIDELINES FOR BIDDERS: -

- (1) Intending bidders have to deposit the Earnest Money of Rs.20,000/- (**Rupees twenty thousand only**) through online mode only, by following Memo Number **3975-F(Y) dated 28.07.2016** of Finance Dept. Govt. of West Bengal. EMD money of the bidders shall be released as per norms of the Government. *Firms exempted from Earnest Money Deposit (EMD) as per extant order of the Government of West Bengal shall produce necessary valid documents during Technical Bid.*
- (2) **Any claim of GST or any other prevalent taxes and duties, if applicable, should be clearly mentioned against the rate of item. The amount of such taxes and duties, if required should be shown separately.**
- (3) In case the customs duty exemption certificate (CDEC) is to be obtained from Ministry of Home Affairs Government. Of India for imported item, the payment of GST, whether to be required or not, should be expressly mentioned. The value of the item should be calculated including and / or including customs duty and it should be mentioned in the bid document, separately. The final rate of the item may be accepted without custom duty subject to submission of CDEC by Siliguri Police Commissionerate at the time of supply of the item.
- (4) If any bidder disregards these instructions, their Tender will be rejected. The department accept no responsibility for the same.
- (5) The storage must be supplied in every respect in accordance with the standard pattern, terms and condition of the contract.
- (6) Any attempt of canvassing on the part of a bidder will render his tender liable to rejection summarily.
- (7) Bidders whose contracts are accepted will be required to execute at their own cost a duly stamped agreement in the prescribed form within a stipulated period after they are notified about the acceptance of the tender.
- (8) Stipulated period of the said Tender will be one Year from the Date of Agreement.
- (9) Intended bidders must be agreed to enter into an agreement with the competent authority of Siliguri Police Commissionerate for smooth and uninterrupted supply of items as per requisition over a period of one year from the date of engagement of agreement with Siliguri Police Commissionerate, strictly following the condition of this tender.
- (10) No conditional bid is acceptable.
- (11) Failure to comply with any of the above conditions, tender will not be considered for evaluation.
- (12) **Prospective bidders are requested to follow the web portal <https://wbtenders.gov.in> regularly for any subsequent corrigendum.**

- (13) Payment shall be made against invoices raised after successful and satisfactory completion of indents subject to availability of financial sanction received from the Government.
- (14) Item wise rate once accepted shall be final.
- (15) Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."
- (16) Extant provision of Rule 47 of West Bengal Financial Rules shall be applicable in all respect.
- (17) Commissioner of Police , Siliguri Police Commissionerate may accept the tender in respect of all the goods tender for or any of item, or any part of all or any of them, by notifying the bidder .
- (18) The bidder shall be liable to supply the tender item as per agreement mutually agreed upon against placement of order of supply from time to time by the Commissioner of Police, Siliguri Police Commissionerate within the time specified.
- (19) Commissioner of Police, Siliguri Police Commissionerate reserve the right for placement of supply/firm order at any time during the validity period of the tender and the bidder is bound to supply the items as per accepted rate and as per quality/specification positively within specified time schedule.
- (20) The bidder shall provide at his own expense, all tools, plant, implements, packing, coolie, hired charges and the like as will be necessary for the due performance of the contract. No claim on this account shall be entertained.
- (21) This contract shall not be sublet either wholly or partly.
- (22) **Any breach by the bidder of any of the terms of the contract the Commissioner of Police** may, in addition to recovery any loss sustain, terminate the contract on 7 days notice to the bidder. The decision of the Commissioner of Police shall be final .
- (23) Where this contract is made with a firm, the act of any partner in the firm whether in breach or performance of the contract, shall be binding on the firm.
- (24) **The demonstration of the item/equipment etc., if required will have to be arranged by the bidder before the specimen inspection committee formed by the competent authority of Siliguri Police Commissionerate prior to selection of item/equipment.**
- (25) **Random testing of the delivered item will also be done at the time of acceptances at the expense borne by the bidder. If the bidder is failed to supply the items/ articles according to the specification and/ or approved samples of the respective tender, the E.M.D may be forfeited and the selected Firm may be blacklisted.**
- (26) The tender shall comprise of two bid system- 1) Technical Bid & 2) Financial Bid. The technical bid will be opened first and if it is found technically suitable and / or feasible, only then the financial bid will be considered. Otherwise, the entire bids (Technical, Financial & Earnest Money) will be treated as cancelled. Technically qualified bidders will be notified online. Technical Bids shall be evaluated by technical/tender committee and the financial bid shall be evaluated by the tender committee constituted for the purpose. Interested bidders may present during the Technical and Financial bid evaluation at the respective date of opening as specified and as will be informed to the bidders who found eligible to participate in the tender.
- (27) Payment for successful supply will be made after due completion of purchase process including satisfactory supplies made and receipt of sanction from the Government.
- (28) The Commissioner of Police, Siliguri Police Commissionerate reserves the right to invoke and / or cancel the supply/ Firm order, if situation so warrant of the terms and condition are not complied with, without assigning any reason thereto.

As far as the tender procedure is concerned there are several stages for sanctions and grounds for blacklisting which are usually accepted: -

A) At the stage of competitive bidding on the ground of: -

- i) Submitting false documents as far as the eligibility criteria are concerned.**
- ii) Submission of Bid which involves concealment/suppression of facts in the bid in order to influence the outcome of eligibility screening or any other stage of open bidding.**
- iii) Withdrawal of a Bid, or refusal to accept and award or enter the contract with the Government with justifiable cause, after he had been adjudged as having submitted the lowest responsive bid.**
- iv) Refusal to clarify in writing its bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.**
- v) All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except a valid reason, not complying with the requirement during bid evaluation.**

B) At the stage of contract implication: - on the ground of-

- i) Failure on the part of the firm to supply item as per supply order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.**
- ii) Failure on the part of the firm/company to fully and faithfully comply with the contractual obligation without valid cause or failure to comply with any written or full instruction of the procuring entity or its representative (S) pursuant to the implementation of the contract.**
- iii) Assignment and subcontracting of the contract or any part thereof.**
- iv) Unsatisfactory progress in the delivery of goods/items in case of procurement.**
- v) Supply of inferior quality of goods, as may be provided in the contract or as per accepted sample/specimen of item (s).**
- vi) Any other reason, which the procuring entity deems it logical to include in the contract duly agreed by the selected bidder/firm.**
- vii) Failure of supply within the stipulated period of time to be mentioned in the supply order.**

Disputes and arbitration- in case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Commissioner of Police, Siliguri Police Commissionerate or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his works or being unable to act as arbitrator for any reason whatsoever, the Commissioner of Police, Siliguri Police Commissionerate shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from this stage at which it was left by the predecessor. The bidder will have no objection in any such appointment that arbitrator so appointed is employee of Siliguri Police Commissionerate. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act. 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held within the jurisdiction of the Ld. Chief Judicial Magistrate Siliguri.

It should be noted that the firm/firms will be selected purely as "PROVISIONAL BASIS" and the forecast requirement may increase or decrease by any quantity.

This tender is valid for 01 (One) year from the date of issue of Award of Contract.

Bid opening location: - Office of the Commissioner of Police, Siliguri Police Commissionerate, Mallaguri Police Line, Siliguri-734003

Note: - For any information regarding samples and/or for any type of clarifications, Police Office, Siliguri Police Commissionerate, Mallaguri Police Line, Siliguri-734003 may be contacted on any working day (e.mail ID: siligurimetropolitanpolice@gmail.com)

(H) OTHER INSTRUCTION TO BIDDERS: -

Instruction/ Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering:

i) Necessary Earnest Money will be deposited by the bidder electronically either through:

(a) Payment By Net Banking (Any Listed Bank) through ICICI Bank Payment Gateway.

- (i) on selection of Net Banking as Payment Mode , the bidder will be directed to ICICI Bank Pasyment Gateway webpage (along with a string Containing UNIQUE ID)where he will select the bank through which he/she wants to to the transaction
- (ii) bidder will make the payment after entering his Unique ID and Password of the bank to process the transaction
- (iii) Bidder will receive a confirmation message regarding success/failure of the transaction
- (iv) If the transaction is successful, the amount paid by the bidder will automatically get credited into the respective pooling Account of the State Government maintained at the focal point branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD
- (v) If the transaction is failure , the bidder will again try payment by going back to the first step,

(b) Alternatively, payment of Online EMD may be made Through RTGS/NEFT.

- (i) On selection of RTGS/NEFT as the payment mode ,e procurement portal will show a pre filled challan having the details to process RTGS/NEFT transactions
- (ii) The bidder will print the challan and use the pre filled information to make the RTGS/NEFT transaction using his bank account.
- (iii) Once EMD payment is made , the bidder will come back to the e-Procurement portal (<https://wbtenders.gov.in>) after expiry of reasonable time to enable NEFT/RTGS process to complete , in order to verify then payment made and continue the bidding process.
- (iv) If verification is successful,the fund will get credited to the respective pooling account of the State Government maintained at the focal point branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD.
- (v) Hereafter, the bidder will go to e-Procurement portal for submission his bid.
- (vi) But if the payment verification is unsuccessful, the amount will be returned to bidders' account.

(c) Bidders eligible for exemption of EMD as per Government of West Bengal extant Orders/ Notifications/ Circulars for the items put to this tender may claim the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of statuary bid document.

ii) Registration of Bidder-

Any bidders willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement system through logging on the <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web Portal.

iii) Digital Signature Certificate (DSC)-

Each bidder is required to obtain a Digital Signature Certificate (DSC) ,Class III for submission of e-Tender from the approved service of the National Informatics Centre (N.I.C) on payment of requisite amount.

2. Submission of tenders:-

Tenders are to be submitted through online to the website :<https://wbtenders.gov.in>, 1 (One) is Technical Bid and the other is Financial Bid before the prescribed date and time issuing the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted (transformed into non readable format).

A) **Technical Bid:-** The technical bid should contain scanned copies of the following in two folders

1. FOLDER -I containing the following documents: -

- 1) E.M.D Submission document **OR** Valid DOCUMENTS AS PER Govt. Of West Bengal extant Norms in support of claiming E.M.D Relaxation if any.
- 2) E NIT with signature in each page by the bidder.

2. FOLDER -II containing the following documents (O.I.D):

Sl. No.	Category Name	Sub-Category Description	Details
01	Certificates (s)	Certificates (s)/Return	(i) GST Registration Certificate (3 pages) (ii) PAN/Acknowledgement PAN,
02	Company Detail (s)	Company Detail (s)	(iii) P.Tax Enrolment Certificate and P.Tax Paid Challan for F.Y. 2024-25 (iv) Trade License (v) Partnership Deed / Incorporation certificate/Society registration Copy as applicable (vi) I.T Return for the A.Y. 2024-25 (vii) Balance Sheet, Profit /Loss Account for the F.Y. 2024-25 (viii) Annual Turnover Certificate for the Period from F.Y. 2021-22 to F.Y. 2024-25 from Chartered Accountant with UDIN (ANNEXURE -D).
03	Credential		(i) ANNEXURE A TO ANNEXURE C as per format given at the end of the BID DOCUMENTS

Note : (1)All requisite documents as mentioned above must be uploaded and complete in all respect while participating in the bidding of the tender.

(2) If any bidder is exempted from payment of EMD, document as proof of identity based on which it is being exempted needs to be furnished.

B). **Financial Bid:** - Rates should be quoted in BOQ (Bill of quantity) in the prescribed format online, showing unit basic rate, GST, Taxes if any, Total amount with Taxes etc.

(H)OPENING & EVALUATION OF TENDER: -

(A)Opening of Technical Bid:-

1. A Tender Committee decided by the authority will open the Technical Bid of the tender.
2. Intending tenderers may remain present if they so desire.
3. Cover (Folder) for statutory documents will be opened first and if found in order, cover folder for non-statutory document will be opened if there is any deficiency in the statutory documents the tender will summarily be rejected.
4. Decrypted (Transform into readable formats) documents of the non-statutory cover will be downloaded and handed over to the "Tender Evaluation Committee".
5. Summery list of technically qualified bidders will be uploaded online.
6. Pursuant of scrutiny and decision of the "Tender Evaluation Committee". The summery list of eligible bidders and the serial number of work for which their bid will be considered will be uploaded in the web portals.
7. During evaluation the committee may summon of the bidders and seek clarification/information or additional document or original hard copy of any of the documents already submitted and if this are not produced in stipulated time frame, their bids will be liable for rejection.

(B)Opening of Financial Bid:-

1. The financial bid should contain the following documents in 01 (one) Cover (folder) that is bill of quantities (BOQ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder. If any bidder fails to produce the original hard copy of the documents like completion Certificates and any other documents on demand of the "Tender Evaluation Committee" within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidders and action may be referred to the appropriate authority for prosecution as per relevant act.

(c)Rejection of Bid:-

The Commissioner of Police, Siliguri Police Commissionerate reserves the right to reject any / or all the tendered rate without assigning any reason and not to place any order even after selection and is *not* liable to pay any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to place order for more or less than the quantity mentioned in the forecast requirement.

(d)Award of Contract:-

The bidder whose bid has been accepted will be notified by the Tender Inviting and accepting Authority through acceptance letter/letter of acceptance. The notification of award will constitute the formation of the contract. The agreement in prescribed format will incorporate all agreement between the tender Accepting Authority and the successful Bidder. All the tender documents including NIT and BOQ will be the part of the contract documents. After receipt of letter of acceptance the successful bidder shall have to engage into an agreement with the Siliguri Police Commissionerate Authority within time limit to be set in the letter of acceptance.

ANNEXURE –I

ITEM DETAILS PUT TO TENDER:

1	Absconder Register 1/4 DFC size thick 17x27 ladger paper one side printing 200 pages per Register numbering and Best Quality.
2	All Arrest Register Best Quality Binding 1/2 DFC size with thick legder Paper both Side Print 100 Page
3	Arms Register of Malkhana 200page with Best Quality Binding
4	Bond to Keep the Peace (U/S 107 Cr.PC) 1/4 DFC 100pg Pad Binding
5	Casulty Register 1/4 DFC size 200 page Thick Maplitho Paper one Side Print Numbering - Best Quality Kharuya Binding
6	Candidate Register 1/4 DFC ledger size 200 Page One Side Print Numbering Best Quality Binding .
7	Car Diary Book 1/8 DFC Size Paper-50 Page Both Side Print Best Quality Binding
8	Case Diary Book in Duplicate 1/4 DFC Size Both Side Print Binding with Thick Maplitho Papers 200 Pages
9	Cash Book 1/2 DFC Size Thick Ledger Paper Both Side Print Numbering with Board Binding All Rixin 200 Pages
10	F.S.L. Form Loose sheet 1/2 DFC 17"x 27" Size Paper Both Side Print with Thick Ledger Paper
11	Final Memo Book in Triplicate 1/4 DFC Size Thick White Maplitho Paper One Side Print Perforating Numbering with Best Quality Kharuya Binding 100 Pages
12	First Information Reported Case of Unnatural or Sudden Death Book of 200 Sheet in Duplicate U.D. Case Register
13	G R Register 1/2 DFC 17"x27" Size 200 Pages Kharuya Binding Both Side Print with 9.6 Kg Maplitho Paper
14	General Diary Book 1/4 DFC 27"X17" size with single print with numbering 200pg
15	Hire Charges Forms (Loose)
16	Hazat Register 1/4 DFC size 200page Thick Maplitho Paper one Side Print Numbering Best Quality Kharuya Binding
17	Inspection Memo Book in Triplicate 1/4 DFC Size With Maplitho Paper One Side Print With Perforation Numbering and Best Quality Binding 100Pg
18	Inspection Report Book 1/2 DFC size with 10.4kgs maplitho paper one side print with perforation numbering and best quality binding 100Pgs
19	Investigation Report Book U/S 174 CrPC 1/4 DFC size with maplitho Paper 100 Pages

20	Interrogation Register 1/4 DFC 27"x 17" – 200 Pages
21	International Passport Report Form loose
22	Khatian Register 18"x23" Thick Maplitho Paper Both Side Printing -200 Pages Per Register Numbering and Best Quality Kharuya Binding
23	Lock-Up Register 1/4 DFC 27"x17" 200 Pages
24	Letter Issue Register 1/4 DFC 27"x17" 200 Pages Good Quality Binding
25	Letter Receive Register -1/4 DFC 27"x17" 200 Pages Good Quality Binding
26	Log Book 1/2 Double Crown Size with Best Quality Binding Page of 200
27	M.O.B 1/6 DFC Size Page One Side Print Thick Maplitho Paper Printing Numbering Best Quality Binding
28	M V Seizure List Book 150 Pages 1/4 DFC Size 27"x17"
29	Master Roll Register 1/2 DFC Size Thick Ledger Paper Both Side Print 200pg Numbering with Best Quality Kharuya Binding
30	Memo of Arrest Book 1/4th DFC Size 200 Pages in Single Side Print Best Quality Binding
31	Monthly Cash Account Book (PS) 200 pages in Duplicate 1/2 DFC Size Single Side Print Numbering & Best Quality Kharuya Binding
32	Morning Report Book 1/2 DFC Size 200 Pages Both Side Print ledger pager Numbering with Best Quality Full Rexin Binding
33	Motor Accident Registers 1/2 DFC Size With 10.4 Kg Ledger Paper and Good Quality Kharuya Binding 200 Page
34	Non-FIR Prosecution Book -1/4 Size Thick Mapiltho DFC Paper- One Side Print 200 Page Numbering Binding Perforating With Best Quality Kharaya Binding
35	Non-FIR Register 1/4 Size DFC Thick Maplitho Paper One Side Printing – Numbering- 100 Pages with Best Quality Kharuya Binding
36	Order Sheet Magistrate Book 1/4 DFC size 100 Pages (Pad Binding)
37	Order of Attachment to Compel The Appearance of an Accused Person 1/4 DFC size with Pad Binding 100 pages
38	Order Sheet for Magistrate Records - 100 Pages 1/4 DFC size with Pad Binding
39	Order Sheet for Magistrate Records 1/4 DFC Size with Pad Binding 100 Pages
40	O.R. Part I Register (1/2 DFC Conquest Paper)
41	O.R. Part II Register (1/2 DFC Conquest Paper)
42	Petrol Voucher /Slip Book 50 Pages
43	Proclamation Requiring Appearance of a Person Accused 1/4 DFC size 100pages Pad Binding
44	Property Register1/4 DFC Size Thick Ledger Paper Both Side Printing 200 Pages with Numbering Best Quality Binding
45	Prosecution & Fine Realization Register for M.V. Act 1/2 DFC size (Khatian Register Traffic) 200 Pages
46	Punishment Register 1/4 DFC Size 200 Sheet Both Side Print with Best Quality Board Binding including Thick Ledger Paper
47	Personal Particulars International Passport Form 1/4 DFC size loose
48	Part Verification Form 1/4 DFC size loose

49	Reward Register 1/4 DFC Size Thick Maplitho Paper one Side Print Numbering Best Quality Kharuya Binding 200page
50	Re-Verification Format 1/4 DFC loose
51	Summon to witness Posco Act
52	Seizure List Book in Duplicated 1/4 DFC Size Thick Maplitho Paper one Side Print Numbering Best Quality Kharuya Binding 200 Pages
53	SD Minor Punishment Register 1/4 DFC Size Thick Maplitho White Paper Both Side Print Numbering with All Rexin Board Binding 200 Pages
54	Special Report Register 1/4 DFC Size Thick Maplitho White Paper Both Side Print Numbering with All Rexin Board Binding 200 Pages
55	Summon Register 1/4 DFC size with good quality binding 200 Pages
56	Summon to witness Form Loose
57	State VR Format 1/4 DFC Size loose
58	Trial Monitoring Register 200 Pages 1/4 DFC size with good quality binding
59	Warrant of Arrest Book 1/4 DFC Size Thick White Maplitho Paper Both Side Printing Perforating Numbering with Best Quality Kharuya Binding 200 Pages
60	Warrant of Intermediate Custody 1/4 DFC size Pad Binding 100Pgs
61	Sector Officer Diary in duplicate
62	Sector C.C. 25 pages in duplicate 1/4 DFC Size 17"x27"
63	Premises C.C. 25 Pages in duplicate 1/4 DFC size 17"x27"
64	Car Diary Book, 25 pages 1/6 DFC Size 17"x27"
65	Petrol voucher in two part 25 pages
66	Sticker 12"x4" Synthetic from Gumming
67	International Passport Inventory Form loose
68	Misc. VR Form Loose
69	L.P.R Part - I Form Loose
70	L.P.R Part - II Form loose
71	L.P.R Part - III Form Loose
72	NOC Format Form Loose
73	Note Sheet 1/4 DFC Size Thick Maplitho DFC Paper Andhra Co White One Side Print 150 Pages Perforating Numbering With Good Quality Binding
74	Daily Duty Register 1/2 DFC Size Thick Maplitho White Paper 100 Pages Both Side Print & Numbering Good Quality Kharuya Binding
75	Cash Account Book - 200 Pages
76	Command Certificate Book in Duplicate Made with Thick Maplitho Paper 1/6 Size DFC One Side Print Perforating Numbering with Best Quality Kharuya Binding 200 Pages
77	Service Book 42 Pages 1/4 DFC Size Thick Ledger Paper Both Side Print with Good Quality Cloth Binding
78	Personal Diary Book 1/4 DFC Size Thick Maplitho White Paper One Side Print 200 Pages in Duplicate Numbering with Best Quality Kharuya Binding
79	F.R.T /Charge Sheet Book of 150 Sheets in Triplicate 1/2 DFC Size in Triplicate One Side Print
80	Daily Cause List 1/4 DFC Size Paper 200 pages

81	FIR Book 1/4 Size DFC One Side Print 150 Pages in Triplicate with Good Quality Kharuya Binding Numbering Perforating
82	Dead Body Challan 1/4 DFC Size Thick Maplitho DFC Paper Andhra Co White One Side Print 150 Pages Perforating Numbering With Good Quality Binding
83	Non GR Register 1/2 DFC 17"x27" Size Kharuya Binding - Both Side Print with 9.6 Kg Maplitho Paper 200 Pages
84	C.O Register (1/2 DFC Conquest Paper) 600 Pages
85	Central VR Report Form Loose
86	DVR Report Form SDO Siliguri loose
87	DVR Report Form DM Jalpaiguri loose
88	Crime Index Register 1/4 th DFC Size 200 Pages Both Side Print With Good Quality Binding & Thick Ledger Paper
89	Conviction Register - 100 Pages
90	Combined Title Pages & Table of Content 1/4 DFC size Good quality (Pad Binding) 100 Pages
91	Proseding Register Best Quality Binding 1/2 DFC size with thick legder Paper both Side Print
92	Order Slip in Duplicate 1/4 DFC Size Both Side Print Binding with Thick Maplitho Papers 200 Pages
93	Missing Person Register 1/4 DFC 27"x17" 200 Pages Good Quality Binding
94	Warrant Register 1/4 DFC 27"x17" 200 Pages Good Quality Binding
95	Committee Register 1/4 th DFC Size 200 Pages Both Side Print With Good Quality Binding & Thick Ledger Paper
96	Purchase Order Register 1/4 th DFC Size 200 Pages Both Side Print With Good Quality Binding & Thick Ledger Paper
97	Reciepts for Payment to Government in Duplicate Made with Thick Maplitho Paper 1/6 Size DFC One Side Print Perforating Numbering with Best Quality Kharuya Binding 200 Pages
98	Railway Warrant Book 1/4 Size DFC Both Side Print 100 Pages with Good Quality Kharuya Binding Numbering Perforating
99	Special Report File COVER HRAD Printed with 04 different colour paper inside
100	Stock Register 18"x23" Thick Ledger Paper Both Side Print Numbering with Board Binding All Rexin 100 Pages
101	Pay cheque Book in Duplicate Made with Thick Maplitho Paper 1/6 Size DFC One Side Print Perforating Numbering with Best Quality Kharuya Binding 200 Pages

ANNEXURE-A

(e-Tender Reference No. 07/2025-26/SPC)

**(To be given in the Official Letter Head of the Concerned Head of Office /
Buyer to whom supply made)**

Memo No

Date :

This is to certify that

**M/S _____ (Name of the Firm) has
successfully done various official printing jobs during Financial Year From
_____ to _____. The firm has received
payment of Rs. _____ during the period
from _____ to _____.**

Signature with seal of the buyer

Annexure-B
(Tender Reference No. 07/2025-26/SPC)

(To be declared through affidavit on a Rs.10/-Non-Judicial Stamp duly notarized)
DECLARATIONS

Sir, Having examined the Bid Documents of annual tender for ANNUAL E-TENDER FOR MISCELLANEOUS PRINTING JOBS ,SILIGURI POLICE COMMISSIONERATE DURING THE YEAR 2025-26 onwards for the use of SILIGURI POLICE COMMISSIONERATE , We, offer to supply and deliver the entire work in conformity with the Terms & Conditions laid down in the Tender Notice Reference No. _____ (to be filled up) Dated _____ (to be filled up) and would abide by the same terms and conditions throughout the period of contract. We, hereby also agree to execute a “Contractual Agreement” with SILIGURI POLICE COMMISSIONERATE based on all the terms & conditions laid down in the Tender Notice Reference No. _____ (to be filled up) dated _____ (to be filled up) in the event of being selected as a successful Bidder.

We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that you have the right to revise the quantities and/or split the total order among the Bidders and/or procure the available and compatible items/ equipments under DGS&D Rate Contract.

Signature with date

Name in block letters

Seal of the Company/Firm

ANNEXURE- C
Tender Reference No. 07/2025-26/SPC

(To be declared through affidavit on a Rs.10/-Non-Judicial Stamp duly notarized)

UNDERTAKING REGARDING NOT BLACKLISTING

I/we _____ Contractor/Partner or
Sole Proprietor (Strike out the word which is in applicable) of (Firm of
contractor) _____ do hereby declare and solemnly affirm that the individual firm/
companies M/s _____ have not been blacklisted during
last 5 years by the Union or State Government and the individual/firm/companies blacklisted by the Union or State
Governments or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting
interest in business of my firm.

Dated _____

Deponent _____

Address _____

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my
knowledge and belief. No part of it is false and it conceals nothing.

Dated : _____

Deponent _____

Annexure -D
Tender Reference No. 07/2025-26

Format for furnishing Average Annual Turnover
**(TO BE OBTAINED FROM CHARTERED ACCOUNTANT
MENTIONING UDIN)**

Financial Year	Annual Turnover of the Firm (in Rupees)
2021-22	
2022-23	
2023-24	
2024-25	

Certified that the above stated annual turnover is at par with the Annual Financial statement.
