

GOVERNMENT OF WEST BENGAL
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF POLICE
STATE CRIME RECORDS BUREAU
ARAKSHA BHAWAN, Block -DJ, Sector-II,
SALT LAKE CITY, KOLKATA-700091.

Memo No. /SCRB/WB

Dated:

NOTICE INVITING TENDER

Sealed Tender Notice in prescribed format are invited on behalf of the Additional Director General of Police, State Crime Records Bureau, West Bengal for Stationery articles and other materials in **ANNEXURE - I** for the use of official purpose of office of the ADGP, SCRB, WB in the financial year 2026-2027. It is requested to supply of the same on request to this office from the period from 1st June 2026 to 31st March 2027 on a sealed cover with specimen sample to be submitted to the State Crime Records Bureau, West Bengal latest by 12 (twelve) working days from the date of issuance of the notice.

The rate so quoted should be exclusive of G.S.T.

Interested firms/Govt. approved Wholesale Consumers Co-operative Societies should submit their Tender within 12 (twelve) working days from the date of issuance of this Tender notice. Tender No. & date along with nature of work of the Tender Bid should be mentioned on the top of the sealed cover envelope which would be addressed to ADDITIONAL DIRECTOR GENERAL OF POLICE, STATE CRIME RECORDS BUREAU, WEST BENGAL, ARAKSHA BHABAN, BLOCK -DJ, SECTOR-II, SALT LAKE CITY, KOLKATA-700091. Tenders are to be dropped in the Tender Box as kept at Police Office, State Crime Records Bureau 2nd Floor of Araksha Bhaban.

"Tender FOR SUPPLY OF STATIONERY ITEMS FOR FINANCIAL YEAR 2026-2027"

Interested parties should submit along with the Tender, self-attested copies of the following documents:-

- 1) Trade License (with current validity).
- 2) Copy of PAN Card.
- 3) Copy of last 3 (three) years I.T. Return.
- 4) Credentials document.
- 5) GST registration certificate.

Further details & Tender document can be obtained between 11.00 hrs. to 16.00 hrs. on any working day from Police Office SCRB, WB 2nd floor. The last date of submission Tender is up to 18.06.2026 at 12.00 hrs. The Tender will be opened on 18.06.26 at 16.00 hrs. Any overwriting /corrections in the Tender should be clearly initialed by the person submitting the Tender. Otherwise the Tender will be summarily rejected.

The undersigned reserves the right to accept/reject any Tender without assigning any reason whatsoever.

All the articles to be delivered must be according to the sample. The representative are advised to visit this Department to inspect the sample.

529/1
Memo No. (7)/SCRB/WB


Additional Director General of Police
State Crime Records Bureau
West Bengal

Dated: 03/06/2026

ANNEXURE - I

ITEMS WISE RATE				
Sl.No	STATIONERY ITEMS	Rate (Rs.)	% of GST	Per
1	A4 Computer Paper size: 75 GSM (JK COPIER)			Per Ream
2	Legal Size Xerox Paper size: 75 GSM (JK COPIER)			Per Ream
3	Binding Register 250 Pages (With page numbering)			Pc
4	Binding Register 120 Pages (With page numbering)			Pc
5	Envelope 10"X 5" (White)			Pc
6	Envelope 11"X5" (Brown)			Pc
7	Envelope Big size cloth cover (16" X 12")			
8	Good Quality File Cover Single Folder With Office logo			Pc
9	Good Quality File Cover Four Folder			Pc
10	Good Quality Channel File Cover plastic			Pc
11	Good Quality Plastic File Bottom Folder /Clear Bag			Pc
12	Fevical(45 gm)			Pc
13	James Clip Steel (35mm)(Bell)			Pkt
14	Good Quality Bathroom Air Freshener (48 gm) (Odoril)			Pkt
15	Good Quality Room Freshener(220 ml) (Gódrej Aer)			Pc
16	Good Quality Detergent Powder (500gm) (Surf Excel)			Pkt
17	Good Quality Liquid Hand wash (200ml)(Dettol/Lifebuoy)			Pc
18	Good Quality Duster (18"X18")			Pc
19	Note Sheet Paper Blue 100 GSM A4 size			Book (100 pages)
20	Pen Ordinary (use & throw) (Fort 0.5)			Pkt
21	Pencil Battery AAA (Eveready)			Pc
22	Pencil Battery AA (Eveready)			Pc
23	Stapler Machine (Kangaroo)	Small 10 No		Pc
24	Stapler Pin (Kangaroo)	Small 10 No		Pkt
25	Colour Tag (Postit)			Pkt
26	Cello tape big (1 inch)			Pc
27	Liquid Dish Wash(250ml) (Vim)			Pc
28	Good Quality Naphthalene(200 gm) (Bengal Chemical)			Pkt
29	Good quality Paper Napkin (30 cm x 30 cm)			pc
30	Good Quality Sanitizer 50 ml (Dettol/Lifebuoy)			Pc
31	Good Quality white Phenyl (5 ltr jar) Nimyle			jar
32	Good Quality white Phenyl (500 ml)			Bottle
33	Good Quality Glass & Multisurface Cleaner (500 ml) (Colin)			1 pc
34	White Tag (100 pc)			Bundle
35	Thread Ball			Pc
36	Good Quality Disinfect Toilet Cleaner (500 ml) (Harpic Blue)			Pc
37	Good Quality Disinfect Bathroom Cleaner(500ml) (Harpic Red)			Pc
38	Dustbin (medium)			Pkt
39	Good Quality Dish Cleaning Scrub (Scotch Brite)			Pc
40	Bucket (medium)			Pc
41	Good Quality Insect killer spray (400 ml) (Black Hit)			Bottle
42	Good Quality Mosquito Liquidator (Good Knight Gold Flash)			Pkt
43	Vim Bar			Pc
44	Carbon Paper (kores)			Pkt

Additional Director General of Police
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