

Government of West Bengal
Office of The Addl. Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani, Tollygunge, Kolkata 700 040

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TENDER NO. WBPTel/ADG & IGP/eNIT- 01 / P/ 2026-27

Dated: 13.07.2026

Additional Director General & Inspector General of Police, Telecommunication, West Bengal requires Stationery/ Printing/ Miscellaneous items **totalling 216** in all for the official use. These items as mentioned in Annexure- I, Annexure- II & Annexure- III are to be procured as per the requirements from time to time. Accordingly, e-Tender will be floated as per relevant financial rules and maintaining due formalities. As such, bids/ e-Tenders are invited by the Office of the Additional Director General & Inspector General of Police, Telecommunication, West Bengal as per the schedule mentioned below.

Date & Time Schedule:

Sl. No.	Particulars	Date & time
1	Date of uploading of N.I.T Documents (Online)	14.07.2026 at 10:00 hrs
2	Date of hoisting of documents at Departmental Website "wbpolice.gov.in"	17.07.2026 at 15:00 hrs
3	Online Document Download Start Date	23.07.2026 at 16:00 hrs
4	Date & Time for Sample demonstration & pre bid meeting at Office of the Addl. Director Genl. and Inspr. Genl. of Police, Telecommunication, West Bengal	27.07.2026 at 11:00 hrs
5	Bid submission commencement date (Online)	28.07.2026 at 15:00 hrs
6	Bid submission closing date (Online)	12.08.2026 at 16:00 hrs
7	Submission of EMD (Earnest Money Deposit) receipt / Related documents for EMD Exemption(Offline)	13.08.2026 at 16:00 hrs
8	Submission of lists of hard copies i.e. Vol.-I, Vol.-II & Annexure IV, V, VI, VII, BOQ (Offline)	13.08.2026 at 16:00 hrs
9	Technical Bid opening (Bid A)	14.08.2026 at 16:00 hrs
10	Date of uploading list of technically qualified bidders	To be notified later.
11	Date of opening of Financial Proposal (Bid B) (Online)	To be notified later.
12	Date of uploading the list of financially qualified bidders	To be notified later.

Instruction to Bidders:

Instructions/ Guidelines for electronic submission of the tenders have been annexed for guiding the bidders to participate in e-Tendering.

a) Registration of the Bidder:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System by logging into "wbptenders.gov.in" (the Web Portal of Public Works Department).

b) Digital Signature Certificate (DSC):

Each bidder is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders.

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c) The bidder can search & download N.I.T. & Tender Document(s) electronically once he/she logs on to the website mentioned in the clause-(a) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

d) Submission of Tenders:

Bids are to be submitted online to the website in two folders at a time for each work, one being Technical Bid and the other Financial Bid before the prescribed date & time. The supporting documents are to be uploaded after duly signing digitally.

e) Penalty Clauses:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, if it is found that a bidder has formed a cartel in whatsoever form or name to fix up/ unduly influence on the fixation of rates of items, supplies substandard items not matching given specifications to hamper the fairness of the tender process in any way, appropriate penal measures shall be initiated immediately including blacklisting without giving any further notice. Similar penal measures shall also be initiated against that bidder who has submitted false / misleading / fraudulent documents or made incorrect declarations.

f) If any bidder claims exemption from payment of EMD, a copy of the relevant Government Order needs to be furnished.

g) Financial Bid is to be submitted online duly digitally signed by the bidders on the website "wb-tenders.gov.in" as per the Date & Time schedule, as given in **page no 01**.

h) It is the responsibility of the bidders to submit the bid in the prescribed formats and as per the terms & conditions of the tender document. **If a bidder does not want to quote for an item, the cell of the BOQ should be kept blank (never put zero in a cell of the BOQ). If zero is put against a rate of an item in the BOQ, the rate will be considered as "Not quoted"/ void.**

i) Opening & Evaluation of Tender:

I) Opening of Technical bid: A Committee of Police Telecommunication, West Bengal will open the Technical bid of the Tender.

II) Cover (folder) for Statutory Documents will be opened first and then Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

III) Documents of the non- statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

IV) Checking of samples will be done on items as mentioned vide Annexure I/ II & III as per date and time schedule mentioned on page no 01.

V) Summary list of technically qualified bidders will be uploaded online.

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VI) After thorough scrutiny of the Tender Evaluation Committee, the evaluation summary will be uploaded.

VII) During the evaluation, the committee may summon the bidders and seek clarification for the documents or an original hard copy of any of the documents already submitted or anything related to the specified tender. If any of the documents are not produced within the stipulated time frame, the bid of the particular bidder will be liable for rejection.

VIII) After the completion of the Technical Evaluation, Financial Bid will be opened. **Financial Evaluation will be done item wise and L1 will be selected on the basis of the lowest rate against each item as mentioned in the Annexure -I/ II & III.**

In case it is found that 2 (two) or more bidders quoted same rate and that happens to be lowest, then lowest bidder will be decided as per Memo. No. 2320-F(Y) dated 07.06.2022. THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

j) Rejection of BID:

Addl. Director General & Inspector General of Police Telecommunication, West Bengal reserves the right to reject any/or all the bids without stating any reason and may not place any order to any or all awarded bidder(s). The Addl. Director General & Inspector General of Police Telecommunication, West Bengal is not liable for any cost that might have been incurred by any bidder at the stage of bidding and he shall not indemnify any bidder for anything on any reason.

k) Bid opening Location:

Office of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040.

l) Canvassing on the part of bidders is strictly forbidden.

m) For any clarification regarding the Specification of the Tender, bidders are requested to contact Head Clerk/ Stationery Clerk of Police at Telecommunication HQ. 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040 during office hours of working days except Govt. holidays.

NB: Any inconsistencies in the descriptions of tender documents may be expeditiously brought to the notice of the Tendering authority.

n) Self-undertaking by the bidders/ vendors regarding non-blacklisting by any office, agency, and entity should be uploaded as per Annexure- VII.

o) The financial bid should be submitted in a separate folder i.e. BOQ (Bill of Quantities).

p) Only downloaded copies of the NIT documents and BOQ are to be uploaded duly digitally signed by the bidders. If any bidder fails to produce the original hard copies of the documents like Completion Certificates of earlier work done or 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 will be taken by the appropriate authority as per law of his discretion.

q) Conditional/incomplete bids will not be considered.

GENERAL CONDITIONS OF CONTRACT (GCC):

a) A bidder, after being accepted by the undersigned, shall be liable to supply the items as per the list of items contained in Annexure I, II and III and as per the accepted rate for a period of one year from the date of award of contract (AOC) without any hike in the prices, whatever may be the circumstances.

b) Bidders should clearly specify their office address within Kolkata including Phone/Mobile no, Fax No. / e-mail ID for the purpose of prompt communication in the event of urgency.

c) Orders for the execution of proposed work/ supply order to be placed with the successful bidders will be valid after signing of the agreement (Annexure VI).The L1 bidder will have to supply the items within the stipulated time.

d) It should be noted that the bidder / bidders will be selected purely on a "PROVISIONAL BASIS".

e) Selected bidders will have to supply the items according to the work order/ supply order placed to them either at a time or phase wise according to the necessity, failing which the bidding firm may be blacklisted with the forfeiture of the earnest money deposit.

f) **WARRANTEE PERIOD:** Warranty period for each item should be minimum 1 Year from date of supply, where applicable.

MODALITIES FOR SUBMISSION OF BIDS ONLINE

Volume-I

(I) FORMS OF BID:

Technical proposal: The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover containing the following four documents to be uploaded accordingly

(1) NIT (2) EMD (3) AGREEMENT PAPER (as prescribed in ANNEXTURE-VI) (4) Checklist as prescribed in vol -II.

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(b) Non-statutory Cover containing the following documents to be uploaded accordingly.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST, PAN, Latest P. Tax (Challan).
B	Company Detail(s)	Company Detail	Trade License of the Firm, Partnership Deed in case of Partnership firm, Incorporation Certificate if applicable, Society Registration certificate in case of Co-operative etc.
C	Credential	Credential - I	Similar nature of work done & completion certificate, which is applicable for eligibility in this tender.
D	Returns	Income Tax	Last 3 Financial years of Income Tax i.e, for 2023-24,2024-25,and 2025-26. GST Return certificate for last 3 financial years i.e, for 2023-24,2024-25,and 2025-26.

NOTE: BLACK & WHITE SCAN, SINGLE FILE MULTIPAGE SCAN, DPI MAX 200-300.

Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

(II) BILL OF QUANTITIES (BOQ):

The bidders are to quote the rates in BOQ (Bill of Quantities). Bidders must quote the rates of all items as mentioned in Annexure I, II & III including GST and other charges. **The rates of item + GST and other charges should not exceed the MRP (Maximum Retail Price) for each item and MRP of those items also need to be mentioned where applicable.**

Only downloaded copies of the BOQ are to be uploaded and digitally signed by the bidder.

(III) STANDARD FORMATS: BID SECURITY, PERFORMANCE SECURITY, FORM OF AGREEMENT:

1. **EMD:** In the event of e-filing, the intending bidder may download the Tender documents from the Web Page Link "wbtenders.gov.in/nicgep/app" directly with the help of the Digital Signature Certificate. **Necessary Earnest Money of Rs. 15,000/- (Fifteen Thousand) only** will have to be deposited by the bidder online in the way as described in Memorandum no. 3975-F(Y) dated 28.07.2016 of Finance Department, Audit Branch, Government of West Bengal.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents in support of their claim of such exemption of EMD must be uploaded in the EMD folder of Statutory bid documents.

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Refund or settlement process of EMD will be as per Memorandum nos. 3975-F(Y) dated 28.07.2016 & 441-F(Y) dated 27.01.20220 of Finance Department, Audit Branch, Government of West Bengal.

2. **Performance Security :** The selected Bidders may be called upon to deposit an amount of 1.5% of the total contract value of the items against each work order in favor of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal as Performance Bank Guarantee of any nationalized bank and to execute an agreement of contract (As per Annexure -VI) within 10 (ten) days from the date of issue of the work orders failing which the work order, so issued, may be treated as cancelled as well as the earnest money so deposited may be forfeited and the firm may be blacklisted. No interest would be paid on the Performance Bank Guarantee. The original copy of the Performance Bank Guarantee, if deemed necessary, should be deposited to Head Clerk, Police Office, West Bengal Police Telecommunication Head Quarters within 10 (ten) days from the date of issue of the work order. Payment will be released subject to the availability of funds as well as the completion of work as mentioned in the work order.

Performance Security (where applicable) will be valid up to 30 (Thirty) days from the date of receipt of all the articles against the of work orders.

3. **Award Of Contract (AOC) :**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Acceptance committee. Thereafter, an agreement will be signed in the prescribed format (Annexure VI) with admissible stamp duties, incorporating all clauses between the Tender accepting authority and the successful bidder/bidders.

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Volume-II

I) DOCUMENTS TO BE FURNISHED BY THE BIDDERS:

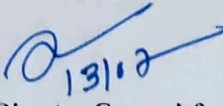
Sl. NO.	Items	Pl mark ✓		Page No.
		Yes	No	
1	Copy of NIT duly signed properly on each page			
2	Copy of PAN Card			
3	Copy of GST Registration Certificate			
4	Copy of Trade License			
5	Scan copy of the EMD document			
6	Last 3 financial years' returns of Income Tax & GST, i.e., for 2023-24 , 2024-25 & 2025-26			
7	Completion certificates / work orders received from Offices under Government of West Bengal for earlier work done against similar nature of work during last 3 Financial Years.			

Note. i. The bidders are requested to see that all of the above columns are marked.

ii. If any of the information furnished above is found to be false, action will be initiated as per law according to the decision of the competent authority.

II) VALIDITY PERIOD:

The Validity period of the contract will be up to 01 (one) year from the date of AOC.


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Annexure-I (List of Stationery Articles)

Sl. No.	Name of Items	Brand name/ Quality	Unit
1	Bond Register, Plain & Ruled, 100 pages in each book, as per sample	Good quality	Per Pc
2	Bond Register, Plain & Ruled, 200 pages in each book, as per sample		Per Pc
3	Bond Register, Plain & Ruled, 300 pages in each book, as per sample		Per Pc
4	Bond Register, Plain & Ruled, 400 pages in each book, as per sample		Per Pc
5	Bond Register, Plain & Ruled, 600 pages in each book, as per sample		Per Pc
6	Bodkin, with wooden handle, Good quality		Per Pc
7	Cloth duster, White, 24"X 24", Good quality Thick		Per Pc
8	Fevi Gum, 50ml	Pidilite	Per Bottle
9	Gems clip, Plastic coated	Good quality	Per Pkt
10	Kitchen Knife 6", Good quality		Per Pc
11	Pencil Carbon, Kores Sapphire, 210mm X 330mm (100 sheets in a packet)	Kores	Per Pkt
12	Pin, King's, 100gm pkts	King's	Per Box
13	Pad Ink, Gripex, 50ml bottle	Faber castell	Per Bottle
14	Computer Ink Cartridge HP 678 (Black), Single pack	HP	Per Pc
15	Computer Ink Cartridge HP 678 (Color), Single pack	HP	Per Pc
16	Stamp pad, Faber Castell, 110mm x 69mm, violet	Faber castell	Per Pc
17	Stapler machine small, No-10 Kangaro	Kangaro	Per Pc
18	Stapler Machine Big, Kangaro, HP-45, 24/6	Kangaro	Per Pc
19	Stapler Pin Small, Kangaro No. 10, 20 boxes in a pkt	Kangaro	Per Box
20	Stapler Pin Big, Kangaro No. 24/6, 20 boxes in a pkt	Kangaro	Per Box
21	Tag, long good quality 100 pcs in a bundle, White (10 inches)	Good quality	Per Bundle
22	Thread ball, Red & White piles, 200 gms in each ball, good quality		Per Pc
23	Correctional Pen, Faber Castell, 7ml	Faber castell	Per Pc
24	Channel file A4, Plastic Transparent, Thick	Good quality	Per Pc
25	White board marker pen, Good quality, as per sample (Blue/Black/Red)	Camlin	Per Pc
26	CD marker pen, Camlin (Blue/Black/Green)	Camlin	Per Pc
27	Candle 6" thick, as per sample, 6 pcs in a packet	Good quality	Per pkt
28	"L" pattern transparent plastic folder, as per sample		Per Pc
29	Plastic tray with clip	Good quality	Per Pc
30	Waste paper basket, Plastic	Deepak	Per pc

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Sl. No.	Name of Items	Brand name/ Quality	Unit
31	80 Col. Computer Paper I Ply, Silverton, 60GSM, 3000 sheets in a ream, i.e. one ream in a box	Silverton	Per Box
32	80 Col. Computer Paper II Ply, Silverton, 60GSM, 1000 sheets in a ream, i.e. one ream in a box	Silverton	Per Ream
33	80 Col TVS Ribbon cassette with Unique Ink Bank	TVS	Per Pc
34	Xerox Paper A4, J.K. Copier Red, 75 GSM, 500 sheets in a ream	J.K Copier red	Per Ream
35	Xerox paper Legal UIFS J.K. Copier Red, 75 GSM, 500 sheets in a ream	J.K Copier red	Per Ream
36	Dot Pen, Use & Throw, AGNI 4G, 0.5mm (Blue, Black, Red)	Agni	Per Pc
37	Plastic scale, Faber cast ell, Transparent, 12"	Faber castell	Per Pc
38	Envelope White/ Brown (Big), 10" x 5", Good quality, 50 pcs in a bunch	Good quality	Bunch
39	Envelope Small, white 5"X4", Good quality, 50 pcs in a bunch		Bunch
40	Scissors, Munix, SL-1183, Stainless Steel	Munix	Per Pc
41	Clip board, Hard, Plastic	Good quality	Per Pc
42	Xerox Paper A3, J.K. Copier Red, 75 GSM, 500 sheets in a ream	J.K Copier red	Per Ream
43	HP laserjet toner cartridge Pro M452, DN set 410A (C/M/Y/K)	HP	Per Set
44	Add Gel achiever (Blue, Black, Green, Red)	Add Gel	Per Pc
45	Pilot V5 (Blue, Black, Green, Red)	Pilot	Per Pc
46	Reynolds Trimax, 0.5mm (Blue, Black, Green, Red)	Reynolds	Per Pc
47	Octane Gel Pen (Blue, Black, Green, Red)	Classmate	Per Pc
48	Pen tonic, Black/Blue, ball pen	Pentonic	Per Pc
49	Highlighter pen. Faber Cast ell (Different colors)	Faber	Per Pc
50	Empty Laser Jet Toner cartridge HP-12A, Refilled & reconditioned with spares		Per Pc
51	Empty Laser Jet Toner cartridge HP-88A, Refilled & reconditioned with spares		Per Pc
52	Photo Paper, A4, 210 X 297mm, Kodak (High Gloss), 20 sheets in a pkt.	Kodak	Per Pc
53	Wooden pencil, Apsara, 10 Pcs in a box	Apsara	Per Pc
54	HP 88A/88X, Laser jet toner cartridge, Black, Single pack	HP	Per Pc
55	HP 12A/12X, Laser jet toner cartridge, Black, Single pack	HP	Per Box
56	Konica Minolta Toner for Copier machine (Bizhub TN116/TN118), 2 pcs in a box	Konica Minolta	Per Pc
57	80 Col Ribbon cassette Epson LX-310	Epson	
58	132 Col Dot matrix Ribbon LQ-1310		Per Pc
59	Laser jet toner cartridge Canon 925, Black, Single pack	Canon	Per Pc
60	Brother Toner Cartridge TN-2365, Black, Single pack	Brother	Per Pc
61	Brother Drum Unit DR-2365, Black, Single pack	Brother	Per Set
62	Brother Color set T-310 (C/M/Y/K)	Brother	Per Pc
63	Eraser, Non dust, Apsara	Apsara	Per Box
64	Sealing wax / Gala, Good quality, 8 pcs in a box	Good quality	Per Pc
65	Brother Toner cartridge TN B021, Black Single pack	Brother	Per Pc

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Sl. No.	Name of Items	Brand name/ Quality	Unit
66	Brother Drum DR B021, Single pack	Brother	Per Pc
67	Canon ink bottle color set 790 (C/M/Y/K)	Canon	Per Pc
68	Single hole Paper Punching machine, Kangaro FP-20	Kangaro	Per Pc
69	Spiral Notebook, 10.4 x 14 cm, Ruled, 160 pages, 70 GSM	Luxor	Per Pc
70	Spiral Notebook, 10.4 x 14 cm, Ruled, 160 pages, 70 GSM	Classmate	Per Pc
71	Spiral Notebook, 10.4 x 14 cm, Ruled, 160 pages, 70 GSM	Bilt	Per Pc
72	Envelope white/ Brown A4 Size	Good quality	Per Pc

Annexure-II (List of Printing Articles)

Sl. No.	Name of Items	Brand Name / Quality	Unit
1	Message Pad Big, WBF No-5449L, 100 pages in each book with numbering	As per sample	Per Book
2	Log book, WBF No-5449N, 200 pages in each book, with numbering		Per Book
3	File cover, with printing, Hard, as per sample		Per Pc
4	File flap, Dark blue, Long, Good quality, as per sample		Per Pc
5	Note sheet, green 80 GSM, 50 pages in each book, as per sample		Per Book
6	Attendance Register, WBF No.48, 50 pages in each book, as per sample		Per book
7	Peon Book, WBF No-47, Good quality, 100 pages in a book		Per Book
8	Stationery Stock book, as per sample		Per Book
9	Cash Book, WBF No. 5313, 100 pages in each book, as per sample		Per Book
10	Received Register, Form-No 16, Rexene binding, with numbering, 100 pages, as per specimen		Per Book
11	Issued Register, Form-No 19, Rexene binding, with numbering, 100 pages, as per specimen		Per Book
12	Command Certificate WBF No 5336, 50 pages in each book in duplicate with numbering		Per Book
13	General Diary, WBF No- 5365, 100 pages each book in duplicate copy with numbering, as per sample		Per Book
14	Check sheet, as per sample		Per Pc
15	Duty slip, as per sample		Per Book
16	Car diary, (35 pages each book), as per sample		Per Book
17	Brown clothed envelope 16" x 18"		Per Pc
18	Brown clothed envelope 15" x 6"		Per Pc
19	Brown clothed envelope A4 size		Per Pc
20	Bill Register, TR Form No.5, as per sample		Per Pc

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Sl. No.	Name of Items	Brand Name/ Quality	Unit
21	GPF Register, WBF No. 5449K, 300 pages with numbering, as per sample	As per sample	Per Pc
22	Vehicle requisition book, as per sample		Per Book
23	Vehicle log register for MT Section, as per sample		Per Pc
24	Four Fold File Cover, as per sample		Per book
25	District Stock book, 300 pages with leather binding with numbering		Per book
26	Main/Master Stock book, 300 pages, as per sample with leather binding with numbering		Per book
27	Musketary practice register with numbering WBF No. 5327, 200 pages per book		Per book
28	Order book, WBF No. 46, with numbering, 200 pages per book, Leather binding		Per book
29	Personal diary in duplicate, WBF No. 5335, 100 pgs in each book		Per book
30	Sick report register, WBF No. 5246, with numbering		Per book
31	Muster Roll, WBF No. 5333, as per sample		Per book
32	Inspection register book, as per sample		Per book
33	Committee register, as per sample		Per Pc
34	Bill Register for M.T. section, as per sample		Per Pc

Annexure-III (List of Miscellaneous Articles)

Sl. No.	Name of Items	Brand Name/ Quality	Unit
1	Floor Cleaner Liquid, 500 ml bottle, as per sample	Lizol	Per Bottle
2	Bleaching powder, Bengal chemicals, 25kgs sack	Bengal Chemicals	Per Sack
3	Metal Polish, 500 ml	Brasso	Per Bottle
4	Glass cleaning liquid, 500 ml bottle, as per sample	Colin	Per Bottle
5	Jhul Jhadu/Cob web cleaner Good quality, as per sample	Good Quality	Per Pc
6	Cello Tape, Transparent, 1", as per sample		Per Pc
7	Cello Tape, Transparent, 2", as per sample		Per Pc
8	Cello Tape, Brown, 2", as per sample		Per Pc
9	Antiseptic liquid, 500ml	Dettol	Per Bottle
10	Mosquito repellent Oil	Good knight (Gold)	Per Pc
11	Mosquito repellent machine,	Good knight (Gold)	Per Pc
12	Mosquito repellent Oil	Good knight (Advanced)	Per Pc
13	Mosquito repellent machine,	Good knight (Advanced)	Per Pc
14	Mosquito repellent spray, 400 ml Lime fresh	HIT Black	Per Bottle
15	Insect repellent spray, 400 ml	HIT Red	Per Bottle

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Sl. No.	Name of Items	Brand Name/ Quality	Unit
16	Toilet cleaner, 500 ml	Harpic (Blue)	Per Bottle
17	Bathroom cleaner, 500 ml	Harpic (Red)	Per Bottle
18	Soap, 125 gm	Dettol	Per Pc
19	Soap, 125 gm	Lifebuoy	Per Pc
20	Liquid hand wash, 200 ml	Dettol	Per Bottle
21	Liquid hand wash, 200 ml	Lifebuoy	Per Bottle
22	Liquid Soap, 5 ltrs bottle	Savlon	Per Bottle
23	Liquid Soap, 5 ltrs bottle	Dettol	Per Bottle
24	Muriatic Acid, 500 ml bottle, as per sample	Good Quality	Per Bottle
25	Mosquito Killer Ring, Good knight Jumbo	Good knight	Per Box
26	Naphthalene Balls, 200 Gms in a packet, Bengal chemicals	Bengal Chemicals	Per Pkt
27	Bathroom freshener, as per sample	Odonil 75 Gms,	Per Pc
28	Pencil Battery, 1015 , AA	Eveready Red	Per Pc
29	Pencil Battery, AA	Duracel	Per Pc
30	Phenyl Black, Bengal Chemicals, 5 Ltrs in a jar	Bengal Chemicals	Per Bottle
31	Phenyl Black, Bengal Chemicals, 1 Ltr in a jar	Bengal Chemicals	Per Bottle
32	Scented White Phenyl/Nimyle 5 ltr	Nimyle	Per Bottle
33	Scented White Phenyl/Nimyle 1 ltr	Nimyle	Per Bottle
34	Phul Jhadu, Good quality	Good Quality	Per Pc
35	Room freshener, 200ml	Riya	Per Bottle
36	Room freshener, 225ml	Godrej Aer	Per Bottle
37	Dish wash bar, Big	Vim	Per Pc
38	Water Glass, as per sample	Yera	Per Pc
39	Dish wash Liquid, 250 ml bottle	Vim	Per Bottle
40	Fevi Stick, Big, 25 Gms	Pidilite	Per Pc
41	Godrej Aer power pocket, 10 gms pkt	Godrej	Per Pc
42	Hand Sanitizer, Lifebuoy, 500 ml	Lifebuoy	Per Bottle
43	Umbrella, Big with wooden handle	Mohendra Dutta	Per Pc
44	Umbrella, Big with wooden handle	KC Paul	Per Pc
45	Broom Stick, good quality	Good Quality	Per KG
46	Remote battery, AAA, Eveready Red	Eveready	Per Pc
47	Towel, Big 180cmX90cm	Bombay Dyeing	Per Pc
48	Towel, Small 90cmX45cm	Bombay Dyeing	Per Pc
49	Godrej Navtal Padlock 6 lvr with duplicate keys	Godrej	Per Pc
50	Godrej Navtal Padlock 7 lvr with duplicate keys	Godrej	Per Pc

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Sl. No.	Name of Items	Brand Name/ Quality	Unit
51	Godrej Navtal Padlock 8 lvr with duplicate keys	Godrej	Per Pc
52	Adding machine, 12 digits, DJ120D	Casio	Per Pc
53	Polymer Rubber Stamps, 1 line, as per sample	Good Quality	Per Pc
54	Polymer Rubber Stamps, 2 lines, as per sample		Per Pc
55	Polymer Rubber Stamps, 3 lines, as per sample		Per Pc
56	Polymer Rubber Stamps, 4 lines, as per sample		Per Pc
57	Metal Revolving Date Seal, as per sample		Per Pc
58	Dinner Plate, white, lao pala 11 inches, 6 pcs set	La Opala	Per Set
59	Medium Plate, white, lao pala 9 inches, 6 pcs set	La Opala	Per Set
60	Soup Bowl, white, as per sample	La Opala	Per Pc
61	Cup and plate set, white with golden boder, 6 pcs each in a set	Clay Craft	per set
62	Dinner Table Spoon, Big, Stainless Steel	Superior quality	Per Pc
63	Spoon Medium size, Stainless Steel, as per sample		Per Pc
64	Spoon Small Size, Stainless Steel, as per sample		Per Pc
65	Wall mount fan three blades, 400 mm	Crompton	Per Pc
66	Wall mount fan three blades, 400 mm	Havells	Per Pc
67	Wall mount fan three blades, 400 mm	Bajaj	Per Pc
68	Electric Kettle, 1.5 Ltrs	Piegon	Per Pc
69	Electric Kettle, 1.5 Ltrs	Prestige	Per Pc
70	Electric Kettle, 1.5 Ltrs	Milton	Per Pc
71	Door Mat, 4' x 3', as per sample	Good Quality	Per Pc
72	Door Mat, 3' x 2', as per sample		Per Pc
73	Mop Cleaner long handle with bucket, good quality	Gala	Per Pc
74	Floor Scrubber	Scotch brite	Per Pc
75	Dishwash scrubber	Scotch brite	Per Pc
76	Curtain cloth, with stiching and fitting	Superior quality	Per Mtr
77	Water Flask, 1 Ltr	Milton	Per Pc
78	Water Flask, 1 Ltr	Cello	Per Pc
79	Water Flask, 1 Ltr	Pigeon	Per Pc
80	Water Flask, 1 Ltr	Eagle	Per Pc
81	Water Flask, 1 Ltr	Pexpo	Per Pc
82	National Flag, 6 Ft x 4 Ft, with rope, Cotton, as per sample	Good Quality	Per Pc
83	National Flag, 6 Ft x 4 Ft, with rope, Silk, as per sample		
84	National Flag, 3 Ft x 2 Ft, with rope, Cotton, as per sample		Per Pc
85	National Flag, 3 Ft x 2 Ft, with rope, Silk, as per sample	Good Quality	
86	Name plate for Superior (Steel), as per sample with complete fittings		Per Plate
87	Name plate for Superior (Brass), as per sample with complete fittings		Per Plate
88	Put-up file/Signature file	Good Quality	Per Pc
89	Plastic Bucket 13 Ltrs, good quality	Milton	Per Pc
90	Plastic Bucket 13 Ltrs, good quality	Cello	Per Pc

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Sl. No.	Name of Items	Brand Name/ Quality	Unit
91	Plastic Bucket 13 Ltrs, good quality	Deepak	Per Pc
92	Plastic Bucket 18 Ltrs, good quality	Milton	Per Pc
93	Plastic Bucket 18 Ltrs, good quality	Cello	Per Pc
94	Plastic Bucket 18 Ltrs, good quality	Deepak	Per Pc
95	Plastic Mug, 1.5 ltr good quality	Cello	Per Pc
96	Plastic Mug, 1 ltr good quality	Cello	Per Pc
97	Rubber pipe (3/4")	Supreme	Per Ft
98	Brief case, 14 inches	Aristocrate	Per Pc
99	Secret documents carrier box, 22 inch, Hard Case with 4 spinner wheels	Safari	Per Pc
100	Secret documents carrier box, 22 inch, Hard Case with 4 spinner wheels	American Tourister	Per Pc
101	Secret documents carrier box, 22 inch, Hard Case with 4 spinner wheels	VIP	Per Pc
102	Secret documents carrier box, 22 inch, Hard Case with 4 spinner wheels	Aristocrate	Per Pc
103	Tissue paper, so soft facial tissue, 100 pulls	Origami	Per Box
104	Table cloth (Cloth), 6 Ft x 4 Ft	Good Quality	Per Pc
105	Table cloth (Plastic), 6 Ft x 4 Ft	Good Quality	Per Pc
106	Wall clock, 12 Inches	Ajanta	Per Pc
107	Wall clock, 12 Inches	Orpat	Per Pc
108	Wall clock, 12 Inches	Classic	Per Pc
109	Iron Trunk (L 30 Inches x W 18 Inches x H 12 Inches), good quality	Good Quality	Per Pc
110	Iron Trunk (L 30 Inches x W 18 Inches x H 12 Inches), good quality	Good Quality	Per Pc

Annexure – IV

DECLARATIONS

Sir,

Having examined the Bid Documents of the e-Tender no.

I/We, hereby agree to execute an "Agreement of contract " with West Bengal police Telecommunication HQ based on all the terms & conditions laid down in the Tender Notice No. _____ dated _____ in the event of being selected as a successful Bidder. I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We, _____, offer to complete the entire work in conformity with the Terms & Conditions laid down in the Tender Notice No. _____ dated _____ and would abide by the same terms and conditions throughout the period of validity of the contract.

We also understand that you have the right to revise the quantities and/or split the total order among the Bidders.

Signature with date:

Name & Address in block letters:

Seal of the Company:

Telephone no. of the Company :

Mobile No.

Annexure - V

Authorization letter in letterhead from Company for authorized signatory.

Annexure - VI

AGREEMENT

AGREEMENT OF CONTRACT made on between the Home Department, Government of West Bengal, represented by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal having its registered office at 3, M.B.Sarani, Tollygaunge, Kolkata 700040 hereinafter called the **FIRST PART**

AND

Shri/Smt./Miss _____ Son/daughter of _____ carrying on business under the name & style of M/s. _____ of _____, hereinafter called the **SECOND PART.**

WHEREAS the VENDOR has submitted a tender for the supply of Stationery/Printing/ Misc items at the prescribed/ accepted rate and as per prescribed standard/ quality/ specification to West Bengal Police Telecommunication HQ for the period from 01.04.2026 to 31.03.2027 according to the work order.

WITNESS and it is hereby agreed as follows: -

1. THAT the vendor shall supply the items as per the work order at the rate mentioned therein as well as duly the specified time period.
2. That the vendor shall if specifically called upon to do so, deposit performance bank guarantee @ 1.5% of the total value of works/ supply order with the Addl. Director General & Inspector General of Police, Telecommunication , West Bengal, amounting to Rs. _____ (Rupees _____) only as security deposit for the fulfillment of the terms and conditions of this agreement.
3. If any vendor is specifically called upon to execute a performance guarantee in respect of any work/ supply order and if he fails to make performance bank guarantee, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, may at discretion forfeit the Earnest Money deposited with the tender and cancel the acceptance of the tender as well as black list the vendor.
4. If the vendor by any cause, requests for the additional time (beyond the stipulated time of supply of the materials within the period as mentioned in the work order) the period may be extended by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal after his/ her satisfaction that reasonable grounds exist for such extension.

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5. All the terms and conditions of the TENDER NOTICE and work orders are binding on the Vendor.

6. If the vendor fails to comply with any of the Tender Clauses or if the material used is not up to the standard then the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, may order the vendor to remove / replace such defective items at his own expense.

7. If the vendor fails to supply items as per terms and condition of the TENDER NOTICE and / or acceptance letter and / or contract of agreement and in accordance with the accepted samples, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, without any notice to the vendor forfeit the security deposit/ EMD and / or blacklist the vendor.

8. If the vendor fails to comply as per clause no. 1 or in an extended period as per clause no.4 hereinabove or if items supplied are not up to the prescribed standard, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on his behalf, without any prior notice to the vendor, may purchase elsewhere the items required and in the case of defective items the vendor shall at his own expenses replace such defective items. Any loss incurred by reason of the price paid for such item, above the accepted rate or any other loss or expense incurred by reason of default of the vendor, may be deducted from the security deposit/ EMD to be deposited by the vendor, else recovery of the same shall be made by due process of law. The vendor shall be liable for any loss which the Government may incur on account of the vendor.

9. Delivery of items shall not be taken in stock until such items have been inspected and considered to be fit for being accepted and taken into stock by the inspection/acceptance committee.

The mentioned terms and conditions arising out of the tender documents shall also be the part of the agreement.

This contract shall not be sublet or assigned either wholly or in part without the previous written permission of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on that behalf to any third party and on breach of this provision, the Addl. Director General of Police, Telecommunication, West Bengal or any other Officer authorized on that behalf may terminate the contract. The vendor shall have no claim for loss thereby resulting to him on any account whatsoever.

On any breach of the terms and conditions set forthwith in the instant tender documents by the vendor, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on that behalf may recover any

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loss sustained and may terminate the contract without any prior notice. The decision of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal shall be final and binding on any question that may arise.

Annexure -VII

UNDERTAKING REGARDING BLACKLISTING

[To be executed on Rs.10/- non Judicial Stamp paper and duly notarized]

I/we

Vendor/Partner / Sole Proprietor /firm (Strike out the word which is not applicable) do hereby declare and solemnly affirm that M/s _____ have not been blacklisted during the last 5 years by the Union or State Government or any undertakings/agencies under such Governments.

Blacklisted firms/ entities/ individuals are not directly or indirectly connected with or have any subsisting interest in the business of my/ our firm.

Deponent _____

Dated _____ 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 _____

E-Mail Address:

Signed and delivered for and on behalf of the Home Department, Government of West Bengal, by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal.

.....
AND

Signed and delivered for and on behalf Of the
In presence of the following witnesses.

- 1.
- 2.
- 3.