

GOVT. OF WEST BENGAL
OFFICE OF THE COMMISSIONER OF POLICE
SILIGURI POLICE COMMISSIONERATE
MALLAGURI, P.O. PRADHANNAGAR
SILIGURI (WB), PIN-734003

Memo No...../E


Dated...../...../2023

Quotation Notice

Sealed Quotations are invited by the undersigned from reputed and interested supplier for supply of printing/stationery items in c/w the ensuing Panchayat General Election, 2023

Procedure and General conditions for filling Quotation Forms :

1. Interested suppliers are requested to submit their quotations in a sealed cover addressed to the Dy. Commissioner of Police (HQ), Siliguri Police Commissionerate, Siliguri 2. The quotations in sealed covers should be submitted to this office on or before 29/06/2023 before 12 noon. Bids received after the due date/time shall not be entertained. 3. The received bids shall be opened on the same day at 03.00 pm 3. The rates should be quoted inclusive of all taxes and charges for one year. 4. The rates both in words and figures without any corrections or over writing should be quoted in Appendix-A. 5. No conditionals quotations will be entertained. 6. Quotation should be submitted along with attested photo copies of Trade License, PAN Card, GST registration, IT/P.Tax clearance certificate etc. 7. Bids must be signed and stamped by an authorize person. 8. Mode of payment will be as per Govt. Rules. 9. The payment will be made subject to availability of fund received from Govt. from time to time. 10. The undersigned reserves the right to accept or reject any quotation without stating the reason whatsoever.


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

Memo No. 1101...../1(3)/E

Dated 14/06/2023

Copy forwarded for information and necessary action to :-

1. All CPs/SPs under West Bengal Police.
2. ✓ O/C, CCRB, Siliguri P.C. Please arrange to display the notice on Website.
3. Office Notice Board.


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

Appendix-A
(On the letter Head of the Bidder)

To
The Dy. Commissioner of Police (HQ),
Siliguri Police Commissionerate,
Siliguri.

Sub : Quotation for supply of printing/stationery items in c/w the ensuing Panchayat General Election, 2023

Sir,

With reference to your quotation notice memo no.....dtd..... inviting quotations for supply of printing/stationery items in c/w the ensuing Panchayat General Election, 2023

I / We hereby submit quotation in sealed envelope.

I / We have read the terms and conditions of the tender/quotation notice and accepted the same.

Sl. No.	Name of the items	Quantity	Cost inclusive of all taxes & charges
1.	Sticker, 12" x 4" Synthetic front gumming	Per Pc	
2.	Fuel Slip in two part, 10 pages (Yellow Colour)	Per Book	
3.	Election Car Diary, 10 Pages, 1/6 DFC size (Yellow Colour)	Per Book	
4.	Booth C.C. in duplicate, 25 Pages, ¼ DFC Size	Per Book	
5.	Sector C.C. in duplicate, 25 Pages, ¼ DFC Size	Per Book	
6.	Sector Officer Diary in duplicate, 10 Pages	Per Book	
7.	Rubber Stamp, Best Quality	Per Letter	

Date :

(Signature of the Authorised person):

Name :

Office Seal :

