

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 books, registers on urgent basis.

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 28/06/2023 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.....1136...../1(3)/E

Dated.....21/.....6...../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

List of Books, Registers

Sl. No.	Items	Quantity	Rate
1.	Received Register	1	
2.	Letter issued Register	1	
3.	Seizure List Book	1	
4.	Memo of Arrest	1	
5.	Bail Bond & PR Book	1	
6.	Final Memo	1	

Sir,

I/We offer the rates as lowest for supply of the above after seeing the specimen copy of books, registers which kept at Police office, Silguri P.C. and accepting the Terms & Conditions in the Quotation/Tender Notice No..... dtd..... and agreed to abide by them.

Signature with date :

Name in block letters:

Contact Mobile No.

Seal :


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