



GOVERNMENT OF WEST BENGAL

*Office of the Superintendent of Police, Jhargram
At - Jhargram, Dist. - Jhargram, Pin - 721507*

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NOTICE INVITING e-TENDER

NIT No. *NIT05/SP, JRM/2025-26*

Dated: 17.10.2025

Memo No. *4804 /E/SPJRM*

Dated: 17.10.2025

Separate tenders are invited by the Superintendent of Police, Jhargram on behalf of the Government of West Bengal for Supply of Stationery Articles/Items as mentioned in the table below through e-tendering from eligible, resourceful, bonafide and experienced firms/ manufacturers/ companies/ authorized dealers or distributors /traders /individual contractors having sufficient credential and financial capability for execution of work of similar nature.

Intending bidders desiring to participate in the tender are to log on to the Website - <http://wbtenders.gov.in> for the tender. The tender can be searched by typing Superintendent of Police, Jhargram in the search Engine provided in the website.

Following Articles/Items to be supplied:

Schedule for Stationery Articles / Items for the F.Y. 2025-26

Sl No.	Stationary Articles Name	Quantity
1	Computer Paper A4 Size (75 GSM)	Per Rim
2	Computer Paper Legal Size (75 GSM)	Per Rim
3	Hi-tech V-7 (Black, Blue, Red & Green) (Good Quality)	Per Pc
4	Hi-tech V-5 (Black, Blue, Red & Green)	Per Pc
5	Hi-Tech Pen 0.5, (Good Quality)	Per Pc
6	Bottom Channel File (Good Quality)	Per Pc
7	Damper sponge, (Good Quality)	Per Pc
8	Highlighter, (Good Quality)	Per Pc
9	James clip (Ordinary), (Good Quality)	Per Pkt
10	James clip (Plastic), (Good Quality)	Per Pkt
11	Knife, (Good Quality)	Per Pc
12	Pad Ink, (Good Quality) (Size-23ml)	Per Pc
13	Calling Bell - (battery operated) Best Quality	Per Pc
14	Calling Bell - (electric) Best Quality	Per Pc
15	Tag (Bundle -100 Pcs)	Per bundle
16	Tea Tray (Medium Size)	Per Pc
17	Thread Ball (Good Quality)	Per Pc
18	Times Pad (Medium) (Size-1/8)	Per Pc
19	Times Pad (Small), Size-1/8	Per Pc
20	Guarder Nylon Colour, (Sigram)	Per Pkt.
21	Fiber Scale, (Good Quality) (Size-12")	Per Pc
22	Use & Throw Pen (Black, Blue & Red), (Good Quality)	Per Pc
23	Wood Pencil (Good Quality)	Per Pc
24	Writing Tab (Good Quality)	Per Pc
25	Ordinary Rubber Stamp	Per Pc
26	Round Rubber Stamp	Per Pc
27	Metal Date Stamp	Per Pc
28	Self Ink Stamp	Per Pc
29	Name Plate (Ordinary) per inch	Per Pc
30	Name Plate (Brass) per inch	Per Pc
31	Refill, (Good Quality)	Per Pc
32	Executive bond Paper	Per Rim
33	4 Folder cover file (Good Quality)	Per Pc
34	Cover File Two Folder (Good Quality)	Per Pc
35	Writing Pad (Size-1/8) (Good Quality)	Per Pc
36	Writing Pad (Size-1/4) (Good Quality)	Per Pc

Sl No	Stationary Articles Name	Quantity
37	Clock (Good Quality)	Per Pc
38	Pencil Carbin. (Good Quality)	Per Pkt
39	Board Kin. (Good Quality)	Per Pc
40	Both Side Pen (D-Don). (Good Quality)	Per Pc
41	Towel (Big). (Good Quality)	Per Pc
42	Towel (Medium). (Good Quality)	Per Pc
43	Towel (Small / Hand Towel). (Good Quality)	Per Pc
44	Towel Binding Gorder for chair. (Good Quality)	Per Pc
45	Calculator. (Good Quality) Size-12 digit	Per Pc
46	King Pin (Alpine) (Best Quality)	Per Pkt
47	Cello Tape (Big). (Good Quality). (Size-2")	Per Pc
48	Cello Tape (Small). (Good Quality). (Size-1")	Per Pc
49	Channel File (Good Quality). (Size-A4)	Per Pc
50	Channel File (Good Quality). (Size-Legal)	Per Pc
51	Register 48 Pages (Good Quality)	Per Pc
52	Register 100 Pages (Good Quality)	Per Pc
53	Register 1000 Pages (Good Quality)	Per Pc
54	Register 200 Pages (Good Quality)	Per Pc
55	Register 300 Pages (Good Quality)	Per Pc
56	Register 400 Pages (Good Quality)	Per Pc
57	Register 500 Pages (Good Quality)	Per Pc
58	Register 600 Pages (Good Quality)	Per Pc
59	Cello Tape cutter machine	Per Pc
60	Duster (Size-16"X18")	Per Pc
61	Fest Stick (Medium). (Best Quality)(Size-75g)	Per Pc
62	File Flap (Good Quality)	Per Pc
63	Gum (Big). (Good Quality)(700ml)	Per bottle
64	Gum (Small). (Good Quality)(250ml)	Per bottle
65	Binder Clip, small size. (Good Quality)	Per Pkt
66	Binder Clip, Medium Size (Good Quality)	Per Pkt
67	Binder Clip, Big Size (Good Quality)	Per Pkt
68	Spring file A4 Size. (Good Quality)	Per Pc
69	Spring file Legal Size. (Good Quality)	Per Pc
70	DPC Carbon. (Good Quality)	Per Pkt
71	DPC paper White	Per Rim
72	Plastic File (2 Folder)	Per Pc
73	Page marker (Big). (Good Quality) (Size-76mmX76mm)	Per Pkt
74	Page marker (Small). (Good Quality) (Size-25mmX76mm)	Per Pkt

Sl No	Stationary Articles Name	Quantity
75	Punching Machine, Medium (Good Quality) (Size-Double)	Per Pk
76	Paper Weight Best Quality	Per Pc
77	Pen Holder Best Quality	Per Pc
78	Pen Stand, (Good Quality)	Per Pc
79	Pencil Eraser, (Good Quality)	Per Pc
80	Pat-Up Pad (Good Quality) (12x8.5 cm)	Per Pc
81	Big Size Pat-Up Pad (Printing with Logo) (11x10 cm) (Good Quality)	Per Pc
82	Blank CD, (Good Quality)	Per Pc
83	Blank DVD (Good Quality)	Per Pc
84	Scientific Calculator (Good Quality)	Per Pc
85	Room Spray (Good Quality) (Qty. -240ml)	Per Pc
86	Steel Scale, (Good Quality), Size-12"	Per Pc
87	Scissor, Medium Size (Good Quality)	Per Pc
88	Sharpener, (Good Quality)	Per Pc
89	Short Hand Note Book (Good Quality) Size-1/8	Per Pc
90	Sketch Pen, (Good Quality) size-12 pcs set	Per Pc
91	Stamp Pad (Big) (Good Quality) (size-110mmX165mm)	Per Pc
92	Stamp Pad (Small), (Good Quality) size-88mmX54mm)	Per Pc
93	Stapler (Size-18 No.) (Good Quality)	Per Pc
94	Stapler (Size-23/17) (Good Quality)	Per Pc
95	Stapler Pin (Size-23/17), (Good Quality)	Per Pk
96	Stapler (Size-24/6), (Good Quality)	Per Pc
97	Stapler Pin (Size-10 No.), (Good Quality)	Per Pk
98	Stapler Pin (Size-24/6), (Good Quality)	Per Pk
99	Board Marker Pen, (Good Quality)	Per Pc
100	Gala (Sealing Wax)	Per Pk
101	Metal Gala Stamp	Per Pc
102	CD Marker Pen, (Good Quality)	Per Pc
103	Candle (Medium size), (Good Quality)	Per Pc
104	Clip Board (Plastic), (Size-Legal)	Per Pc
105	Brown Envelope (Size-12 "X8")	Per Pc
106	Brown Envelope (Size-11 "X5")	Per Pc
107	Cloth Envelope (Size-11 "X5")	Per Pc
108	White Envelope (Size-11 "X5")	Per Pc
109	Brown Envelope (Size-6 "X4")	Per Pc
110	Brown Envelope (Size-9 "X4")	Per Pc
111	Cloth Envelope (Size-12 "X10")	Per Pc
112	Cloth Envelope (Size-18 "X12")	Per Pc
113	Cloth Passing Envelope (Size-A4)	Per Pc
114	Cloth Passing Envelope (size- Legal)	Per Pk

<i>Sl No</i>	<i>Stationary Articles Name</i>	<i>Quantity</i>
115	Correction Pen / Whitener	Per Pc
116	White Board (Size- 3 x 2)	Per Pc
117	White Board (Size- 3 x 4)	Per Pc
118	White Board (Size- 6 x 4)	Per Pc
119	White Board Duster (Good Quality)	Per Pc
120	Double Side Tape	Per Pc

2. Instruction to Bidders-

2.1 Earnest Money: EMD of Rs. 20000.00 (Rupees Twenty Thousand only) must be submitted through online. Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/ Bid Security/ Tender Fees related to e-Procurement of the State Government departments.

A. Login by bidder: -

a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-Procurement portal of the Government of West Bengal <https://wb-tenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

B. Payment procedure:

i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway

a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

c. Bidder will receive a confirmation message regarding success/failure of payment.

transaction.

d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

ii) Payment through RTGS/NEFT:

a. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the duration

which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e- Procurement portal by the tender inviting authority.

v. All refunds will be made mandatorily to the any A/C from which the payment of EMD & Tender Fees (if any) was initiated.

3.2 Intending bidders desiring to participate in the tender are to log on to the website <http://www.tenders.gov.in> for the tender. The tender can be searched by typing **Superintendent of Police, Jhargram** in the search engine provided in the website.

2.2 Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safecrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

• Eligibility criteria for participation in tender-

1. Both Technical Bid and Financial Bid are to be submitted online concurrently duly digitally signed in the website <http://www.tenders.gov.in> Submission of Technical

Bid and Financial Bid should be done as per Time Schedule stated in SI. No. 23.

- 2. The Financial Offer of the prospective tenderer will be considered only if the Technical Bid of the Tenderer is found acceptable by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.*
- 3. The bidder should not have been blacklisted by any Central / State Government / Public Sector undertaking for the tendered items and / or any other items and also bidder should not have been convicted for any criminal offence related to professional misconduct or making false statement or misrepresentation as to their qualification. An undertaking in this regard should be submitted by the bidder in Form of Declaration on Non-Judicial Stamp Paper of Rs.10.00 otherwise the bid shall be summarily rejected. If the selected Firm is found / detected blacklisted by any Central /State Government / Public Sector undertaking (for the tendered items or any other items) or breach of any terms and conditions at any stage of procurement process, the acceptance of the selected firm and / or supply order etc. if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concern firm. The EMD will be forfeited. In this regard, The Superintendent of Police, Jhargram reserves the right to select the second lowest (L2) vendor for supply of the tendered item. The decision taken by Tender Inviting Authority in the matter will be treated as full and final in this regard.*
- 4. Resourceful bonafide and experienced firms/ manufacturers/ companies/ authorised dealers or distributors /traders/ individual contractors having sufficient credential of similar nature of work within last 01 (One) years under the Police Department.*
- 5. Before submitting tender, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.*

6. *The documents submitted by the bidders should be properly indexed and digitally signed.*
7. *The Rate quoted must be inclusive of all taxes including (GST, if any, and other charges, if any). The quoted Rate of items inclusive of all Taxes and charges should not exceed the M.R.P. (Maximum Retail Price) value.*
8. *The valid and correct rate other than Rs. 0.00 (Zero) must be quoted for all items mentioned in BOQ. Rs. 0.00 (Zero) will not be treated as valid rate.*
9. *The Bidders shall arrange for all means of transportation without claiming any extra payment from the Department.*
10. *All the Supply of Stationery Articles/Items must be of superior quality, durable and should be followed desired specifications as mentioned in the table above. The Tender Inviting Authority may verify the articles / items to be supplied, if found necessary, before issuance of the work order and the work order will not be issued in favour of the bidder if it is found on verification that such items are not satisfactory.*
11. *After issuance of Work Order, the bidder shall have to supply the desired items at the office of The Superintendent of Police, Jhargram within 07 (Seven) days from the date of issuance of Work Order. It is pertinent to be mentioned herein that in case of any official urgency, the bidder must have the capability to deliver or supply items as sought for within 01 (one) day from the date of issuance of work order / supply order. Apart from it, the bidder should have also the capability to deliver or supply articles / items, as and where required, to any place within the jurisdiction of the Jhargram District Police without claiming any extra charges or payment from the Department.*
12. *After issuance of Work Order, if found, any supplied items are not as per the desired specifications as sought for in the Tender Notice or defective then the bidder shall have to replace it with in 24 (Twenty Four) hours from the intimation*

time.

13. Bids shall remain valid for a period of 165 days from the date of opening of Financial Bid. Tender inviting authority reserves the right to extend its validity in the public interest. If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be paid.

14. Any conditional bidding will not be accepted.

15. The earnest money is liable to be forfeited if the bidder fails to fulfil any of the terms and conditions.

16. All requisite documents shall invariably be submitted.

17. Failure to comply with any of the above instructions will disqualify of bidder from participating in the tender.

18. The Superintendent of Police, Jhargram reserves the right to forfeit the earnest money deposit tendered by the contractor(s) or part thereof in the event of his / their failure to fulfil the conditions of the contract.

19. The Superintendent of Police, Jhargram reserves the right to reject the lowest tender or any tender, if required, without assigning any reason thereof.

20. The Tender Inviting Authority may verify the original credentials & other original documents as uploaded in tender, if found necessary, before technical evaluation. The date and time of such examination / verification will be intimated later. If it is found during verification / examination of the said documents that such document submitted by him/her is either manufactured or fabricated etc. or the said original documents are not produced within specified date and time, his/ her bid will be liable for rejection.

21. This contract shall not be sublet either wholly or in part without the prior written permission of the Superintendent of Police, Jhargram and for breach of this provision, Superintendent of Police, Jhargram may terminate the

contract and forfeit the security deposit and the contractor shall have no claim for loss thereby resulting to him on any account whatsoever.

22. Submission of Hard Copies -

Self-attested hard copies of uploaded documents should be submitted in a sealed envelope in the Tender Box in the Superintendent of Police, Jhargram within the stipulated date and time as mentioned in the NIT. If the bidder fails to submit the hard copies within the due date and time his / her tender will not be opened and his / her bid may be rejected at the discretion of the Tendering Authority.

23. Date and Time Schedule –

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T Documents online (publishing date)	17/10/2025 at 17.00 hours
2	Documents download Start date (Online)	18/10/2025 at 10.00 hours
3	Documents Download End date (online)	14/11/2025 at 17.00 hours
4	Bid submission start date (online)	18/10/2025 at 12.00 hours
5	Bid submission closing date(online)	14/11/2025 at 17.00 hours
6	Last date of submission of self-attested copies of Uploaded documents (Offline)	14/11/2025 at 17.00 hours
7	Bid opening date (Technical)	18/11/2025 at 12.00 hours
8	Technically Qualified List of Bidders	To be notified later
9	Financial Bid opening date	To be notified later

24. Technical Bid: - The Technical Bid should contain scanned copies of the following in two folders: -

(a) Statutory Cover Containing the following documents:

- NIT (downloads properly and uploads the same digitally signed). P/11

(b) Non-statutory Cover containing the following documents: (Scanned copy should be uploaded)

Sl. No.	Category Name	Sub Category Description	Details
A.	Certificates	Certificates	1. PAN Card 2. Last 03(Three) Year Income Tax Return Acknowledgement 3. F.Y. 2024-25 & 2025-26 P.Tax Deposit Challan & Payment Certificate 4. GST Registration Certificate & Last month Return Acknowledgement Copy.
B.	Company Details	Company Details -I	1. Proprietorship Firm (Trade License for the year 2025-26) 2. Partnership Firm (Partnership Deed, Trade License for the year 2025-26) 3. Company (Certificate of Incorporation, AOA/ MOA) 4. Society Registration Copy. 5. Power of attorney.
C.	Credential	Credential - I	Similar nature of work done Completion Certificate / Payment Certificate within last 01 (One) years under the Police Department which is applicable for eligibility.
D.	Declaration	Declaration	Declaration / Affidavit on Non-Judicial Stamp Paper of Rs. 10.00
E.	Declaration	Declaration as per Annexure-I	Declaration to be printed in letterhead of Bidder.

1. Opening of Technical Bid:

Technical bid will be opened by the Superintendent of Police, Jhargram or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

2. Financial Bid:

Rates should be quoted in BOQ (Bill of Quantity) in the prescribed format online.

3. Payment:

The payment of final bill for the said work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. It is also mentioned here that no mobilization advance and secured advance will be allowed in any circumstances. No escalation charge will be entertained against any N.I.T/ any accepted tender. Deduction of Income tax, GST etc will be made at source in accordance with the existing rules/orders.

Payment will be done as per final measurement of work.



Superintendent of Police
Jhargram
In The Rank of DIGP

Declaration

(To be printed with letterhead)

To,
The Superintendent of Police
Jhargram
Dist.- Jhargram

Tender Reference: NIT NO. NIT05/JR/JRM/25-26 Dated: 17-10-2025

I, Shri/Smt. _____, am the proprietor/partner/director of my/our business under the name and style as "_____".

I/We, the undersigned have examined the entire e-tender document, including amendments/ corrigendum number, dated _____ (if any) eligibility criteria, required documentation, terms and conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/or services in conformity with your above referred documents for the sum, as shown in the price schedule/ bill of quantity attached hereby and made part of this bid.

I/We hereby declare that all data documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

I understand that at the stage of contract implementation, if fail to supply items/service as scheduled in the tender, as per the offered rate, I am liable for termination of the contract and debarment in respect of participation in future tender process floated by this authority.

If, my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendments / corrigendum etc. if any.

I/We have no objection if you procure articles from bidders other than L1 bidders @ L1 rate, as per your necessity, in case of exigencies.

I/We have no objection if you split the total quantity of the items to be procured among two or more bidders in the tender process.

I/we confirm that we do not stand deregistered / banned/ blacklisted by any Govt. Authorities/ Organization/ institution Local Bodies and never convicted by any Court of law for any offence.

Brief of Court/Legal case are pending, if any, are following.

I/we authorize and request any Bank, Person, firm or corporation to pertinent information as deemed necessary and/ or as requested by you to verify this statement.

I/we understand the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

Given, herewith. If any deviation found according the specification at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the security money & EMD submitted for this e-Tender.

Signature with date

(Name, Designation, Seal of authorised person to sign bid for and on behalf of bidder)

Memo No. 4809 (9)/E/SP-JRM

Dated: 17-10-2025

Cops forwarded RC :-

1. The Inspector General of Police (O), West Bengal.
2. The Inspector General of Police (Mod & Cord), West Bengal.
.....for kind information
3. The District Magistrate, Jhargram.
4. The Sub-Divisional Officer, Jhargram.
5. The Information and Cultural Officer, Jhargram.
6. The Chairman, Jhargram Municipality.
7. The Sabhadhipati, Jhargram Zilla Parishad, Jhargram.
..... with a request to publish in office notice Board
8. OC, DCRB, Jhargram for up-loading in the official website.
9. RC-I for displaying in Office Notice Board.


17-10-25
Superintendent of Police
Jhargram
In The Rank of DIGP