



GOVERNMENT OF WEST BENGAL

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

Phone - 03221-255198

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NOTICE INVITING e-TENDER

NIT No. NIT GG /SP, JRM/2025-26

Dated: 17-10-2025

Memo No. 4805 /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 Printing 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://wbetenders.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 Supply of Printing Articles / Items for the F.Y. 2023-26

Sl No.	Name of Articles / Items	Quantity
1	Absconder Register (W.B Form No. 5312), 200 Pgs, 60 GSM	Per Book
2	Accident Information Report Book Form No. 54, 100 Pgs, 60 GSM	Per Book
3	Acknowledgment Book, 100 Pgs, 60 GSM	Per Book
4	All Arrest Register 58 A, part I, 100 Pgs, 60 GSM	Per Book
5	All Arrest Register Part II, 100 Pgs, 60 GSM	Per Book
6	Armory Register, 200 Pgs, 60 GSM	Per Book
7	Asset Statement Form	Per Pcs
8	Attendance Register, 50 Pgs, 60 GSM	Per Book
9	Bail Bond Register (W.B Form No. 5201), 200 Pgs, 60 GSM	Per Book
10	Btl Register, 300 Pgs, 60 GSM	Per Book
11	Building Register, 100 Pgs, 60 GSM	Per Book
12	Cash Book (W.B Form No. 5313), 200 Pgs, 60 GSM	Per Book
13	CC Book (W.B Form No. 5336), 200 Pgs, 60 GSM	Per Book
14	CD Book 172 Cr. P.C / 190 BWSS (W.B Form No. 5363), 200 Pgs, 60 GSM	Per Book
15	CD File	Per Pcs
16	Charge Sheet Final Report, 150 Pgs, 60 GSM	Per Book
17	Child Identity Card	Per Pcs
18	Clothing Hand Book, 8 Pgs, 60 GSM	Per Book
19	Clothing Issue Register, 200 Pgs, 60 GSM	Per Book
20	Clothing Stock Register, 200 Pgs, 60 GSM	Per Book
21	Color Leaflet (A4 size)	Per Pcs
22	Constable Duty Roster, 100 Pgs, 60 GSM	Per Book
23	Court Khadim Register Form No. 5264 100 Pgs, 60 GSM	Per Book
24	Dead Body Chalan (W.B Form No. 5371), 300 Pgs, 60 GSM	Per Book
25	Diet Prisoner Register, 100 Pgs, 60 GSM	Per Book
26	Digital Leaflet (A4 size)	Per Pcs
27	DO Letter Pad, 100 Pgs, 80 GSM	Per Book
28	Duty Roster (W.B Form No. 5339), 100 Pgs, 60 GSM	Per Book
29	Duty Roster, 300 Pgs, 60 GSM	Per Book
30	P.S.I. Form (W.B Form No. 5203)	Per Pcs

Sl No.	Name of Articles / Items	Quantity
31	Final Memo Book (FM Book), 100 Pgs, 60 GSM	Per Book
32	Finger Print Search Slip NCBR	Per Pcs
33	FIR - 17, 150 Pgs, 60 GSM	Per Book
34	Flex Ordinary	Per Sglt
35	Flex Semester	Per Sglt
36	Form "C" Register (Weapon Deposit) Form No. 5347, 200 Pgs, 60 GSM	Per Book
37	Forms Stock Book (Sts- Printing), 100 Pgs, 60 GSM	Per Book
38	Fuel Order Slip (MTO), 100 Pgs, 60 GSM	Per Book
39	G.I Claims Form	Per Pcs
40	GD Book (W.B Form No. 5365), 200 Pgs, 60 GSM	Per Book
41	Generator Log Book, Per Page, 60 GSM	Per Page
42	Govt. Motor Cycle Car Diary, 20 Pgs, 60 GSM	Per Book
43	Govt. Vehicle Car Diary, 30 Pgs, 60 GSM	Per Book
44	GPF Register (W.B Form No. 5449K), 300 Pgs, 60 GSM	Per Book
45	GR Register (W.B Form No. 3817), 200 Pgs, 60 GSM	Per Book
46	Group Insurance Register (W.B Form No. 5549K), 300 Pgs, 60 GSM	Per Book
47	Hazrat Register (W.B Form No. 08) 22, 100 Pgs, 60 GSM	Per Book
48	Hroad Vehicle Car Diary 30 Page	Per Book
49	History Sheet Form Part- I To Part- IV, Form No. 8281 To 5284 & Part-V & VI, W.B. Form No. 5273	Per Pcs
50	I.O.R.W.B. Form No. 5449g, 300 Pgs, 60 GSM	Per Book
51	Index of Crime Register (W.B Form No. 5311), 100 Pgs, 60 GSM	Per Book
52	Injury Report, 100 Pgs, 60 GSM	Per Book
53	Inquest Memo (Surathal) 100 Pgs, 60 GSM	Per Book
54	Inspection Memo From (Annexure - B), 100 Pgs, 60 GSM	Per Book
55	Inspection Report Book (W.B Form No. 5308), 50 Pgs, 60 GSM	Per Book
56	Intermediate Custody Book, 100 Pgs, 60 GSM	Per Book
57	Investigation Report 174 Cr. PC/191 BNSS, 100 Pgs, 60 GSM	Per Book
58	Issue Register (W.B Form No. 19), 200 Pgs, 60 GSM	Per Book
59	Khatian Register (W.B Form No. 5332), 100 Pgs, 60 GSM	Per Book
60	Leaflet (A4 size)	Per Pcs
61	Leave Account Form	Per Pcs
62	Leave Register, 100 Pgs, 60 GSM	Per Book
63	NLA Case Register (W.B Form No. 4030), 100 Pgs, 60 GSM	Per Book

Sl No.	Name of Articles / Items	Quantity
64	Malkhana Property Register (W.B Form No.5346),200 Pgs,60 GSM	Per Book
65	Master Roll,300 Pgs,60 GSM	Per Book
66	Memo of Arrest (Annexure A),100 Pgs,60 GSM	Per Book
67	Misc Store Stock Book (Sta- Printing),100 Pgs,60 GSM	Per Book
68	Missing Children Tracking Portal Form - 'R',60 GSM	Per Book
69	Missing Children Tracking Portal Form - 'M',60 GSM	Per Book
70	Missing Person Register,200 Pgs,60 GSM	Per Book
71	MOB, Book,300 Pgs,60 GSM	Per Book
72	Monthly Cash Account Register (W.B Form No.5381),100 Pgs,60 GSM	Per Book
73	Mandatory & Practice Register,200 Pgs,60 GSM, W.B. Form No.5327,200 Pgs,60 GSM	Per Book
74	Non FIR Prosecution Book (NCR),100 Pgs,60 GSM	Per Book
75	Non FIR Prosecution Register (NCR),100 Pgs,60 GSM	Per Book
76	Non QR Register (W.B Form No.5449F),50 Pgs,60 GSM	Per Book
77	Note Sheet Book,100 Pgs,60 GSM	Per Book
78	Notice Book,100 Pgs,60 GSM	Per Book
79	OR- Part-I Register,200 Pgs,60 GSM	Per Book
80	PJM Book (W.B Form No. 5372),150 Pgs,60 GSM	Per Book
81	PD Book (W.B Form No.5355),200 Pgs,60 GSM	Per Book
82	PD, Bill Book,100 Pgs,60 GSM	Per Book
83	Police Arrangement Book,100 Pgs,70 GSM	Per Book
84	Police Pocket Book,25 Pgs,60 GSM	Per Book
85	PW Band,100 Pgs,60 GSM	Per Book
86	Proceeding File	Per Pcs
87	Proclamation Book,200 Pgs,60 GSM	Per Book
88	Prosecution & Fine Resolution Book (W.B Form No. 5779),200 Pgs,60 GSM	Per Book
89	Provision Fund Final Payment From death Case (From 10 B, Part-I, Part-II)	Per Book
90	Provision Fund Final Payment. (From 10 A, Part-I, Part-II),100 Pgs,60 GSM	Per Book
91	Recoverd Register (W.B Form No. 16),200 Pgs,60 GSM	Per Book
92	Register of Recovery (BF form No. 237, Bengal form No. - 5426, Regulation- 1245),200 Pgs,60 GSM	Per Book
93	Retirement Register,100 Pgs,60 GSM	Per Book
94	Revised Register,200 Pgs,60 GSM	Per Book
95	Seizure List Book,100 Pgs,60 GSM	Per Book

Sl No.	Name of Articles / Items	Quantity
96	Service Book (W.B Form No. 2620), 50 Pgs, 60 GSM	Per Book
97	Shooting Target Paper, 2' x 3', 60 GSM	Per Pcs
98	SR File	Per Pcs
99	SR Register, 200 Pgs, 60 GSM	Per Book
100	Statement 161 Cr. P.C/ 180BNS, 200 Pgs, 60 GSM	Per Book
101	Sticker	Per Sqft
102	Stolen Property Register (W.B Form No. 5386), 200 Pgs, 60 GSM	Per Book
103	Sub-salary canteen Stock Book (Sta- Printing), 100 Pgs, 60 GSM	Per Book
104	Summon Book, 100 Pgs, 60 GSM	Per Book
105	Summon Register, 200 Pgs, 60 GSM	Per Book
106	Summon to witness, 60 GSM, 200 Pgs	Per Book
107	T.I. Parade Book W.B. Form No. 5277	Per Pcs
108	TA Bill Form 23 & 21, 60 GSM	Per Book
109	Thana Abscorder Register (W.B Form No. 5380), 200 Pgs, 60 GSM	Per Book
110	Trail Monitoring Register, 100 Pgs, 60 GSM	Per Book
111	UD Case Register (W.B Form No. 5370), 100 Pgs, 60 GSM	Per Sqft
112	Vinyl Sticker	Per Pcs
113	VIP Security Pass (25 Color) with Cover, Clip, Jacket & Ribbon	Per Book
114	Voting Slip, 50 Pgs, 70 GSM	Per Book
115	Warrant Of Arrest Register W.B. Form No. 3904, 100 Pgs, 60 GSM	Per Book
116	Warrant Register (W.B Form No. 5449D), 100 Pgs, 60 GSM	Per Book
117	Zimmarana, 100 Pgs, 60 GSM	Per Book
118	SIR Rifle register, 200 Pgs, 60 GSM	Per Book
119	Inass Rifle register, 100 Pgs, 60 GSM	Per Book
120	AK-47 Rifle register, 100 Pgs, 60 GSM	Per Book
121	GMM Pistol register, 250 pages, 60 gsm	Per Book
122	38 revolver register	Per Book
123	15" gas gun register 100 pages, 60 gsm	Per Book
124	303 rifle register 200 pages, 60 gsm	Per Book
125	12 box PAG register 100 pages	Per Book
126	303 anti-riot gun register 100 pages	Per Book
127	Glock pistol register 100 pages, 60gsm	Per Book
128	Armory issue register, 500 pages, 60 gsm	Per Book
129	Armory receive register, 500 pages, 60 gsm	Per Book
130	Job register 200 Pages, 60gsm	Per Book
131	Component Stock register, 200 pages, 60gsm	Per Book
132	Exhibit register, 200 pages, 60gsm	Per Book
133	Clearing materials register 200 pages, 60gsm	Per Book
134	Risk Allowance Register, 300 page, 60 gsm	Per Book
135	Central Malkhana Receive Register, (Form no 03), 200 Page, 60gsm	Per Book

Sl No.	Name of Articles / Items	Quantity
136	C.C Book for R.T. Mobile/ Sector Mobile/ H.R.P.S./ Q.R.T./ Flying Squad/ NAKA/ SST/ PS Sticking (40 Pages/ Book)	Per Book
137	Fuel order slip (50 Pages)	Per Book
138	"STRIKING RESERVE" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
139	"NAKA DUTY" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
140	"Special Mobile Duty" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
141	"FST" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
142	"SST" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
143	"Q.R.T" Size- 15"x4" in 100 GSM per Piece (Stickers)	Per Pcs
144	"D.C.R.C" Size- 20"x4" in 100 GSM per Piece (Stickers)	Per Pcs
145	"CAPF" Size- 20"x4" in 100 GSM per Piece (Stickers)	Per Pcs
146	"SPF" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
147	"RAF" Size- 15"x5.5" in 100GSM per Piece (Stickers)	Per Pcs
148	"JHARGRAM POLICE" Size- 12"x6.5" in 100 GSM per Piece (Stickers)	Per Pcs
149	Car Diary (20 page)	Per Book
150	Reporting register (30 Pages)	Per Book
151	Acquaintance Roll (100 Pages)	Per Book
152	Sector Book for Sector Officer	Per Book
153	C.C Book for Booth/ Premises (50 Pages)	Per Book
154	Officer's Note Book	Per Pcs
155	"POLICE", Size- 12"x7.5" in 100 GSM per Piece (Stickers)	Per Pcs
156	"POLICE ON ELECTION DUTY", Size- 12"x7.5" in 100 GSM per Piece (Stickers)	Per Pcs
157	"SECTOR DUTY", Size- 18"x4" in 100 GSM per Piece (Stickers)	Per Pcs
158	H.R.P.S. Size- 20"x4" in 100 GSM per Piece (Stickers)	Per Pcs
159	"MOBILE DUTY", Size- 18"x4" in 100 GSM per Piece (Stickers)	Per Book
160	Election Book	

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 Fee 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 <http://wbidders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fee 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 the 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

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

ii. 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 issuing authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iii. 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 issuing 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.

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

3.2 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, eCode Solution, Safescript, e-Mudhra, TCS, MTNL, IDBFT). 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://wbidders.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 on 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 Issuing Authority** in the matter will be treated as final and final in this regard.*
4. *Resourceful bonafide and experienced firms/ manufacturers/ companies/ authorized dealers or distributors /traders/ individual contractors having sufficient credential of similar nature of work within last 01 (One) years under the Police Department.*
3. *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. 5.00 (Zero) will not be treated as valid rate.
9. The Bidders shall arrange for all costs of transportation without claiming any extra payment from the Department.
10. All the Supply of Printing 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 notification time.

- 13. Bids shall remain valid for a period of 365 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 (downloaded properly and uploads the same digitally signed).*

(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 Chalan & 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.	Credentia	Credentia - 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.T/I 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 DGP

ANNEXURE - I

Declaration

(To be printed with letterhead)

To,
The Superintendent of Police
Burgam
Dist.-Burgam

Tender Reference: NIT NO. NIT 06/SPJRM/2025-26.dtd. 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/ corrigenda 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 herby 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 disbarment 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/ corrigenda 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 declare that we do not stand deregistered / banned/ blacklisted by any Govt. Authority/ organisations/ institution Local Bodies and never convicted by any Court of law for any offence.

Brief of Case/Legal cases 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 to 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. - 4805 (W)ESPIRM

Dated: 17-10-2025

Copies forwarded to:

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


17/10/25
Superintendent of Police
Burdwan
In The Rank Of DIGP