



GOVERNMENT WEST BENGAL

Office of the Howrah Police
Commissionerate

28, Nityadhan Mukherjee Rd, Howrah

Email ID: hwh@wbpolice.gov.in



Memo No: 695-E

Date: 16/02/26

E-TENDER NOTICE

E-Tender is invited by The HPC from bonafide Firms / Agencies for purchase of Miscellaneous, Stationary, Furniture Articles & Printing Articles etc. for use of the different units under Howrah Police Commissionerate. Intended bidders are requested to submit their bids through e-Tender portal i.e. <https://wbtenders.gov.in> by following the terms and conditions of this NIT and as per the date and time schedule mentioned below:

DATE AND TIME SCHEDULE FOR THE e-TENDER

| SI. NO. | Particulars | Date & Time |
|---------|--|--|
| 01. | Date of publishing NIT and other Documents online | 18.02.2026 at 10.00 AM |
| 02. | Online documents download start date | 18.02.2026 at 10.30 AM |
| 03. | Online bid submission start date | 18.02.2026 at 11.00 AM |
| 04. | Pre-Bid Meeting Offline (Office of the Undersigned) | 23.02.2026 at 12:30 PM |
| 05. | Online Bid Submission closing date and time | 02.03.2026 at 16.00 PM |
| 06. | Online Technical Bid opening | 05.03.2026 at 16.00 PM |
| 07. | Online uploading list for technically qualified bidders | To be notified later |
| 08. | Online opening of Financial Bid | To be notified later |
| 09. | Visiting Date and Time for Bidders for presentation of required specifications at Police Office, HPC . | 24.02.2026 to 25.02.2026 at 11:30 AM to 5:00 PM |

Any subsequent notices / circulars / corrigendum related to this e -tender shall be uploaded in the same portal, as stated above only. Bidders are requested to check the website regularly for this purpose.

This e- tender document comprises of the following sections:

Section I : Requirements

Section II : EMD Exemption, if any

Section III : General instructions to bidders (GIB)

Section IV : Draft Proforma for Non – Conviction Certificate

Section V : Tender Application Form

Section VI : specification

Section VII : Eligibility criteria and terms & conditions .

The e - tender shall be evaluated under the two - bid system , i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e- tender website.

SECTION I :- REQUIREMENTS

Purchase of Miscellaneous, Stationary, Furniture Articles & Printing Articles to this office of the undersigned

SECTION II : EMD

| SI. NO | Particulars | EMD Amount |
|--------|--|---|
| 01. | Purchase of Stationary, Furniture Articles & Printing Articles | Rs. 20,000/- (Rupees Twenty Thousand only) |

- The amount of EMD to be submitted shall be Rs. 20,000.00 (Rupees Twenty Thousand only).
- Security Deposit to be deposited as per rule and order of the Government.

SECTION III : General Instruction to the bidders

Technical Proposal

Technical Bid shall contain the following documents :

- Application to participate in e- tender as per Section V : Tender Application Form
- Technical Documents
- Scanned Copy of EMD Exemption, if any

and

| SI. NO. | Category Name | Details |
|---------|-----------------|--|
| 01. | Certificate (s) | PAN, Professional Tax Registration, / any challan deposit Financial Year 2024-25. GST Registration along with copy of last return filed. Trade License (Valid) |
| 02. | Company Details | Certificate of incorporation / partnership deed. Updated trade license , power of attorney in favour signatory of bid, (where applicable). |
| 03. | Credential | Credential certificates at least one for last 3 years on same nature of work ITR (Last three F.Y.) |
| 04. | Declaration | Balance sheet & Profit Loss A/C of Last F.Y. Non - Conviction Certificate as Section V (duly Notarized after the date of publication of this NIT). Application in the letter head of the firm / company. |

3. Financial Proposal (Single File)

The Price schedule in form of Excel file BOQ (Item rate) will be found under the published NIT schedule in the website <https://wbtenders.gov.in> and the least / offer price including all taxes and costs must be quoted against each item(s).

Opening of Technical Proposal

IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS /HER TECHNICAL / FINANCIAL PROPOSAL , BUT NOT SUBMITTED OR IS FOUND BE TO IN EFFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID , THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the committee may examine the original document as they are uploaded a e-tender documents at any stage of Tender. If the said documents in original are not produced within the specified date and time, the bid proposals will be liable for rejection.

The e-Tender selection committee reserves the right to reject any application / bid without assigning any reason.

Section IV: Draft proforma for Non – Conviction (in a form of affidavit in Rs. 10 Non – Judicial Stamp Paper)

The bidder shall provide an undertaking that the proprietor / promoter /director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery , corruption , fraud, substitution of bids, interpolation, misrepresentation , evasion or habitual default in payment of taxes etc . The firm does not employ a Government servant , who has been dismissed or removed on account of corruption. The firm has not been debarred , blacklisted by any govt . ministry / department / local govt./ PSU etc. In the last two years from scheduled date of opening of this E-Tender.

Section V: Tender Application Form (to be submitted in official letter head with proper seal and signature

To
The Commissioner Of Police
Howrah

Ref.: Your e- tender document

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 hereby confirmed.

I / We now offer to supply and deliver the goods and / or services in conformity with your above refereed document for the sum , as shown in the price schedule / Bill of Quantity attached herewith and made part of this bid.

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

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 amendment / corrigendum etc. If any.

I /We further understand that you are not bound to accept the lowest or any bid you may receive against your above – referred tender enquiry.

I / We confirm that we do not stand deregistered / banned / blacklisted by any Govt . Authorities / Organization / Institution Local Bodies and never convicted by ant 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 furnish 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 or 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 authorized person to sign bid for and on behalf or bidder)

Section V I

All interested Bidders, after the pre-Bid meeting are requested to visit Police Office, HPC with sample of every required items for demonstration (24.02.2026 to 25.02.2026) in between 11:30 A.M to 17:00 P.M. As per the schedule will be fixed at the said pre-bid meeting.

Section V II

The E- Tender will be valid till upto 12 month (from the date of AOC) and to be renewed every year by the competent authority if found satisfactory.

Bills with challans along with Work Done / Satisfactory Certificate from the concerned authority must be submitted to the office of the undersigned for payment.

The final amount reflects in the financial bid by the bidder (s) will be treated as inclusive of all taxes. GST , Delivery Cost , All direct & Indirect Taxes , All Incidental in the said financial bid.

The applying agency / firm / individuals must be registered with PAN , GST & P . Tax of current validity.

TIA is not bound to accept the lowest rate. Quality of above stated items will also be considered in selection of the bidder for supply of items. In case of equal rate , draw of lots will be done.

After evaluation of technical bids , the financial bid of technically eligible bidders will be opened and finalized.

Before opening of Financial Bid, examination of samples to be done by the undersigned.

Delivery must be done within 03 (Three) days from the date of issue of supply order, falling which the e tender agreement will be liable to cancelled.

19/02/26
Commissioner of Police
HOWRAH

Copy forwarded for information to:-

1. The IGP (O), West Bengal
2. The Sabhadhipati, Howrah Zilla Parishad
3. The District Magistrate, Howrah
4. The Addl. Director of Finance, West Bengal