

Government of West Bengal  
Office of the Commissioner of Police  
18, Lalbazar Street, Kolkata-700 001.

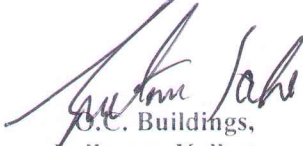
No. Q-011/Gen/24-25

Date- 16.07.2024

NOTICE INVITING QUOTATION

Sealed quotation in printed form are invited for the following item from eligible firms as per particulars given below :

1. Name of work : Essential destruction of old documents, i.e GD books, Misc. reports, message books, Dak books, Misc. Police arrangements etc by shredding for the office of PRB, Reception & Enquiry Section, Lalbazar at 18, Lalbazar Street, Kolkata.
2. Eligibility : All bonafide contractors /firms having experience in this field.
3. Last date for submission of the quotation : **31.07.2024** up to 15.00 hrs.
4. Time allowed for completion for the work : 05 days after the issue of the Work Order.
5. The intending firms may inspect the site on any working day during office hours.
6. Auction/purchase rate incl. shredding should be quoted at per unit basis (per Kg) incl. all taxes and weighing and lifting of documents to be made at the cost of the firm.
7. The Quotation Committee will open the sealed quotation. The Agencies may be present or send their representative at the time of opening the sealed quotation box.
8. The acceptance authority reserves the right to reject any or all the quotation without assigning any reasons and he will not be bound to accept either the highest quotation or any of the quotations.
9. The intending firms will have to submit copy of valid certificate of up to date clearance of Trade License, Income Tax Return, Professional Tax, GST, Credential to submit Quotation for the work.
10. Sealed Quotations addressed to the Commissioner of Police, 18, Lalbazar Street, Kolkata-700 001 may be dropped in the box kept in front of the Officer-in-Charge, Building Section, 2<sup>nd</sup> Floor, Northern Bldg. at 18, Lalbazar Street, Kolkata.
11. Sealed Quotations may also be sent by Registered Post/Speed Post superscribing the envelope as "Quotation in response to Quotation Notice No. Q-005/Gen/24-25 dated 16.07.2024.

  
G.C. Buildings,  
Lalbazar, Kolkata.