



Government of West Bengal  
Office of the Deputy Commissioner of Police  
South Suburban Division (Jadavpur Division)  
5, Moore Avenue, Kolkata- 700 040

Memo No. SSD/I - 247 /HA

Dated 27/1/2026

**Sub:** Quotation for the supplying of A4 Xerox paper for the use of different sections and in Police Stations of the S.S.D (Jadavpur Division) under the control of the undersigned.

Quotation No. SSD/I- Quotation Stationery Articles (A4 Xerox Paper/01/2025-2026) Dated: 27/01/2026

**Notice Inviting Quotation**

Sealed quotations are invited from the willing agency/dealers/contractors for the supply of the items as specified below:

Sl. No.	Description of Item	Requirement
1.	A4 Xerox paper	200 Reams
<b>Specification</b>		
J.K Brand /K-One Brand/Alpha Copy Power Brand/Similar Brand Size: A4(21cm X 29.7 cm), GSM: 75, Weight: 2.34kg		

- ❖ Willing agency/dealers/suppliers/contractors having such business and knowledge in this regard and having necessary & sufficient financial capacity may submit their Quotation within 07(Seven) working days(excluding Saturday, Sunday & other National Holidays)from the date of Quotation Inviting Notice.
- ❖ Sealed Quotation address to "The Deputy Commissioner of Police, South Suburban Division (Jadavpur Division),Kolkata Police" should be deposited in a sealed cover super scribing the envelope as name of the quotation "Quotation for the supply of A4 Xerox Paper to the office of the D.C. S.S.D. (Jadavpur Division),Kolkata" and to be dropped in the sealed DROP BOX, kept at the office of the D.C.S.S.D. (Jadavpur Division) Kolkata Police at 5, Moore Avenue, Kolkata-700040 or, may also be sent by Register Post/Speed Post to reach on or before stipulated date within 17:00 Hrs.
- ❖ The Quotation should be submitted with valid & latest Trade License (Photo Copy), Professional Tax Certificate (Photo Copy),PAN (Photo Copy) and G.S.T. Registration Certificate( Photo Copy ).
- ❖ Rate should be mentioned at the following manner.

Sl. No.	Description/Specification Of item	Basic Price (Rs.) of one (01) Ream	G.S.T. of one (01) Ream	Total Price of one(01)Ream including G.S.T

- ❖ Article(s) must be supplied as per specification.
- ❖ The quantity may increase according to need.
- ❖ The Authority reserve the right to reject any /all quotations without assigning any reason and holds the right to change /alter & addition of rules of the quotation, if requires. The undersigned also reserve the right not to enter in any contract with the agency/dealers/suppliers/contractors at all.
- ❖ The lowest Accepted Rate is valid for 06(six) Months or till further order.

Deputy Commissioner of Police  
South Suburban Division(Jdavpur Division)  
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South Suburban Division (Jadavpur Division)  
Kolkata Police

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Copy forwarded for information to:

1. The Joint Commissioner of Police (O),Kolkata
2. The Deputy Commissioner of Police, Enforcement Branch is requested to ascertain the local market price of the above noted items and send a report for the same to the office of the undersigned at earliest.
3. The Controller of Finance, Kolkata Police Directorate, Lalbazar Kolkata.
4. The Head Assistant ,Tender Section, Kolkata Police Directorate, Lalbazar, Kolkata.
5. The Head Assistant, S.S.D. (J.D.) is requested for uploading in the Kolkata Police Website (kolkatapolice.gov.in)

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Kolkata