

**Office of the  
Commissioner of Police, Kolkata  
18, Lalbazar Street, Kolkata-1**

**NOTICE INVITING QUOTATION (NIQ)**

**NIQ /117/ICD/2025-26**

**Dated- 14.01.2026**

**Sealed Quotations are invited from the willing firms / Govt. Undertaking/ SSI Units for supply of the below mentioned item for Kolkata Police Force.**

01. Good Quality Art Paper = 150 nos
02. Good Quality Pencil = 150 nos
03. Good Quality Eraser = 75 nos
04. Good Quality Sharpener = 75 nos
05. Good Quality Gift Bag with Wrapping Paper = 500 nos

- The quoted rate should be for one piece with GST to be mentioned separately.
- If accepted, delivery is to be ensured at 'FREE of COST' at the esteemed office of Inspector Clothing Department (ICD), Lalbazar or any convenient place as per decision of competent authority.
- Willing firm should have credential in the field.
- The quotation is to be submitted in closed and sealed envelope, being addressed to the 'Commissioner of Police', Kolkata, 18, Lalbazar Street, Kolkata - 700001, and to be dropped into the locked Box is kept at the esteemed office of Inspector Clothing Department (ICD), Lalbazar, physically by 16.00hrs. on 20.01.2026 ( Tuesday).
- The sample should also be submitted separately putting a tag mentioning the details of the firm & NIQ No. along with the quotation, for necessary evaluation process.
- Late submission won't be entertained.
- The competent authority reserves the right to cancel the process without assigning any reason.
- The required quantity may vary according to need.
- The quotation may also be sent in closed & sealed envelope through registered Post/Speed post super scribing the envelope as "Quotation in response to Quotation Notice No. NIQ/ 116/ICD/2025-26 dated. 09.01.2026", so as to reach to the office of ICD, Lalbazar before the closing date & time.
- Validity of rate of the item valid for 03 ( Three) months from the date of publishing of the Notice.

**Memo No: NIQ / 117 / ICD / 2025-26  
Dated: - 14 - 01 -2026**

  
**For Commissioner of Police  
Kolkata**