

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

No. Q-003/Gen/25-26

Date- 15.01.2026

NOTICE INVITING QUOTATION

Sealed quotations are invited for the following item from eligible firms as per particulars given below :

1. Name of work : Essential destruction of old documents(old GD, Duty CC, P.A. Book etc.) by means of shredding for the office of OC, Movement at 18, Lalbazar Street, Kolkata.
2. Eligibility : All bonafide contractors /firms having experience in this field.
3. Last date for submission of the quotation : **Extended up to 06. 02. 2026 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 clearly 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. Total auction/purchase amount to be deposited to Kolkata Police Exchequer before lifting.
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-700001 may be dropped in the box of the office of the Officer-in-Charge, Building Section, 2<sup>nd</sup> floor, Northern Building and also in the Drop Box kept beside In Gate, Lalbazar at 18, Lalbazar Street, Kolkata-700001 before the last date.
11. Sealed Quotations may also be sent by Registered Post/Speed Post superscribing the envelope as "Quotation in response to Quotation Notice No. Q-003/Gen/25-26 dated 15.01.2026 and it must be reached this office before the last date and time of submission of quotation.

  
**O.C. Buildings,  
Lalbazar, Kolkata.**