

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

No. T-369/Gen/25-26

Date – 05.02.2026

NOTICE INVITING TENDER

Sealed tenders in printed form are invited for the following works from eligible tenderers as per particulars given below :

1. Name of work : Essential supply, fitting & fixing of two sliding window and door at In Gate Sentry of DRO, Central Division Office at 138, S. N. Banerjee Road, Kolkata. **(Details Estimate annexed)**
2. Eligibility : All bonafide contractors /firms having experience / valid license for this type of field.
3. Estimated Cost : **Rs. 46,039/-**
4. Last date for submission of the tender : **16. 02. 2026 up to 15.00 hrs.**
5. Time allowed for completion of works : 07(seven) days after the issue of Work Order.
6. The intending tenderer may inspect the site on any working day during office time.
7. The intending tenderers will have to submit copy of valid Certificate of up to date Clearance of Trade License, Professional Tax, Income Tax, G.S.T and Credential along with tender papers for the work and tenderers must quote percentage rate of tender in the annexed estimate .
8. Sealed Tender addressed to The Commissioner of Police, 18, Lalbazar Street, Kolkata-700001 may be dropped in the box kept in front 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.
9. Sealed tender may also be sent by Registered Post / Speed Post superscribing the envelope as "Tender in response to Tender Notice No. T-369/Gen/25-26 dt. 05. 02. 2026" so as to reach this office on or before the last date & time.



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



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Estimate

Supplying, Fitting & Fixing Two New Sliding Window and Door under Dy.  
Commissioner of police Central Division Office

SL. NO	ITEM NO	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE	AMOUNT
1	Page - 245 Item no - 15	Supplying, fitting & fixing of 2-Track / 3-Track Aluminium sliding Window of all Aluminium sections viz. window frame (top, bottom & side frame), shutter (top, bottom, side & interlock member) made of aluminium alloy extrusions conforming to IS733-1983 & IS1285-1975, anodised conforming to IS 1868-1983; fitted with all other accessories viz. PVC roller, EPDM gasket, Maruti lock, screws etc. including labour charges for fitting & fixing of aluminium 2-track/3-track sliding window with fixing of glass (excluding cost of glass) all complete as per architectural drawings and direction of Engineer-in-charge. 10-12 Micron thickness Anodizing film Natural white. For 3-Track window: Members for Bottom frame @ 1.233 Kg per Mtr. And for Top and Side frame @ 1.067 Kg per Mtr. And for shutter Bottom and	27	KG	448.00	12,096.00

*Vijay  
21/1/25*

		Top member @ 0.472 Kg per Mtr., Style side member @ 0.493 Kg per Mtr. and Inter lock member @ 0.612 Kg per Mtr.				
2	Page - 246 Item no - 16	Supplying, fitting & fixing of partly glazed partly panelled or fully glazed single leaf Aluminium swing door of all aluminium sections viz door frame ( top and side frame), shutter( top rail, bottom rail, lock rail, door vertical) , glazing clip made of Aluminium Alloy Extrusions conforming to IS: 733-1983 and IS: 1285-1975, anodized conforming to IS:1868 1983, fitted with all other accessories viz. EPDM gasket, cleat, angle screws etc. including labour charges for fitting and fixing of aluminium door with door spring./aluminium hinges, glass / Panel board all complete as per architectural drawings and direction of Engineer-in charge.	16.6	KG	385.00	6,391.00

3	Page – 239 Item no – 2 (A) (ii)	Labour charge for fabrication and installation of composite door, window, partitions made from anodized extruded alloy aluminium sections for the following units:  A) Glazed aluminium sliding windows made of extruded and anodized alloy aluminium sections, fabrications, including cutting to proper shape and size, drilling and aligning of window shutter frame fitted within built locking arrangements, sliding roller sand other necessary fittings, fixture, adhesives and joineries along with extruded neopine or EPDM gasketing in between window frame and masonry work (walls, column, beam, units etc.) as well as between glass and shutter frame for fixing glass and Polysulphide sealant and in between shutter and window frame where necessary including cutting to requisite size and fixing glass as per drawing, specification and direction of EIC. The rate includes the hire charge of all tool sand plants, including all incidental charges,	5.37	SQM	941.00	5,053.17
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		adhesive, joineries such as screw, cleat angle etc. but excluding the cost of extruded aluminium sections, glass, neoprene / EPDM gasket, locking arrangement and rollers.				
4	Page – 240 Item no – 2 (B)	Labour charge for fabrication and installation of composite door, window, partitions made from anodized extruded alloy aluminium sections for the following units: -  (B) Partly glazed partly panelled or fully glazed single leaf aluminium swing door made of extruded and anodized alloy aluminium sections, fabrication including cutting to proper shape and size, drilling and aligning, fitted with heavy duty hydraulic action floor spring placed in the floor with mending damages, with top pin assembly of approve make and brand, fitted within built locking arrangement, flush bolt, glazing clips and all other necessary fittings, fixtures, adhesives and joineries, cutting glass of approved make to requisite shape and size fitting with dry set	3.81	SQM	1,281.00	4,880.61

		neoprene or EPDM gasketing, cutting to requisite shape and size panel board (pre laminated particle block)fixing them with glazing clips as per drawing, specification and direction of Engineer in charge.				
5	Page – 250 Item no -27 (ii)	Providing and fixing exterior quality Aluminium Composite Panel (ACP) wall cladding (3mm thick (0.25mm Al.+2.5mm LDPE +0.25mm Al. PVDF coating)) on existing Al./MS frame work with GI brackets, ACP fixed on the existing frame work by folding the edges of ACP panel (Engraving the rear surface of ACP sheet) with CP angles, cleats and stainless Steel screws forming grooves at the periphery of ACP panel. Such grooves filled with foam and silicon sealant etc. complete with all materials (but including the cost of silicon sealant), labour, scaffolding and all other incidental charges complete in all respect as per specification and direction of Engineer-in-charge. (Mode of payment is on finished surface area of ACP.	3.50	Sq.M	2,878.00	10,073.00

Rs 46039.00  
Rupees Forty six thousand and thirty nine only

Technically Checked & Verified  
by  
Assistant Engineer  
Kolkata Police Directorate  
Govt. of West Bengal

## TERMS AND CONDITION OF TENDERS

1. All works to be carried out in a manner according to specification for original work now in laid as the regional works in building department circle.
2. All materials, tools, plant and labour, the housing, water supply and transport will have to be provided by Contractor at their own cost inclusive of G.S.T. and other charges.
3. No extra work will be allowed without prior approval.
4. The contractors are requested to inspect the schedule of nature of works at site to save all eventualities connection with works any other information may be obtained from the OC, Buildings Office, Lalbazar. Any place of ignorance after submission of tender by the contractors will not be considered.
5. The quantities as shown against the item of work can be verified according to nature of works. Actual requirement to be done soon after containing the written approval of the Jt. CP(O), but contractors are liable for execution of varied quantities at their accepted rates. The rate of the addition item which are not found in the enclosed schedule will be based on building schedule of the regional works and buildings circle subject to approval of proper authority.
6. The contractors should submit tender enclosed with Trade License, Income Tax return, GST, Credential, Under taking of black listed failure to which will be disqualified.
7. The work will be taken up within 07(Seven) days after receipt of work order, failing to which legal action may be taken against the firm.
8. The Commissioner of Police Kolkata reserves the right to reject any/or all the tender rates without assigning any reason and also to distribute the said works among the tenders. There is no guarantee that the lowest tender will be accepted by the authority concern.
9. Tender addressed to the Commissioner of Police, Kolkata should be sent in a sealed cover super scribed name of tender to be dropped in the sealed TENDER BOX to be kept the OC, Buildings Office, LaBazar at 18, Lalbazar Street, Kolkata-700 001 within 15.00 hrs on last date.
10. The Tender Committee will open the sealed tender in the Committee Room of Lalbazar, The Agencies may be present or send their authorized representative at the time of opening the sealed tender box.



O.C., Buildings,  
Lalbazar.

**PERCENTAGE RATE TENDER AND CONTRACT FOR WORKS: GENERAL RULES**  
**AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTS.**

1. All works proposed for execution by contract will be notified in a form of invitation of tender posted in public places and signed by the OC, Buildings Office, Lalbazar.

This form will state the work to be carried out, as well as the date of submitting and opening of tenders and the time allowed for carrying out the work, design and drawings and any other documents required in connection with work signed for the purpose of identification by the OC, Buildings Office, Lalbazar shall also be open for inspection by the contractor at the office of the OC, Building, Lalbazar during office hours.

2. In the event of the quotation being submitted by a firm, it must be signed separately by each member thereof or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney is to be produced with the tender and same in the case of a firm carried on by one member of a joint family, it must be disclose that the firm is duly registered under the Indian partnership Act.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by the several partners except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he is willing to undertake each item of the work. Tenders which propose any alteration, in the work specified in the said form of invitation of tenders or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work but contractors who wish to quote for two or more works shall submit a separate tender for each. Tenders shall have the name and number of the work to which they refer written outside the envelope.
5. The Committee will open tenders in the presence of any intending contractors who may present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form.
6. The accepting authority reserves the right to reject any or all the tender without assigning any reasons and he will not be bound to accept either the lowest tender or any of the tenders.

O.C., Buildings,  
Lalbazar.