

West Bengal Police Recruitment Board
Araksha Bhawan (5th floor), Block - DJ, Sector - II
Salt Lake City, Kolkata - 700 091
TEL. : (033) 2337 1402; FAX : (033) 2321 4200

Memo. No. PRB/ ADMN./PS(NIT & NIQ)/PT.- X/2025 -

Dated: /12/2025

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafide supplier/ distributor for supply of 200 (Two hundred) reams of A4 paper for the use of West Bengal Police Recruitment Board at Araksha Bhawan(5th floor), Block DJ, Sector-II, Salt lake city, Kolkata-700091.

The intending participant should quote their rates for supply of 200 (Two hundred) reams of A4 paper. The quotation must be dropped into the tender box placed at the office of the West Bengal Police Recruitment Board Araksha Bhawan (5th floor), Block DJ, Sector-II, Salt lake city, Kolkata-700091 on any working day up to 3 pm of 30.12.2025 The Quotation Box will be closed and reopened at 4 pm on the same day at office chamber of the Member, West Bengal Police Recruitment Board at Araksha Bhawan (5th floor), Block DJ, Sector-II, Salt Lake City, Kolkata-700091. The item for which the quotation is to be dropped must be clearly mentioned on the top of the envelope containing the quotation.

1. **SPECIFICATION:**

- A) 75 GSM
- B) Premium quality
- C) Smooth runnability in all digital copiers & printers
- D) Excellent for double side printing
- E) Crisp image formation with superior photo imaging
- F) Elemental Chlorine Free (ECF)

2. **TERMS AND CONDITIONS:**

- I. Rates must be quoted excluding GST for single ream and the supply order will be awarded to the lowest bidder, provided the terms and conditions are complied with.
- II. Attested Xerox copies of the (a) current Trade License certificate (b) PAN Card (c) G.S.T Registration Certificate should be enclosed with the quotation.
- III. No extra charge will be borne by the Board for transportation of the same.
- IV. No claim for damage/ pilferage before handing over to the Board will be entertained.
- V. The supply must be completed within 5 days of issuing the supply order.
- VI. The payment will be made on submission of bills as per Govt. rules.

- VII. The sealed quotations will have to be dropped in the quotation box of the office within stipulated date and time.
- VIII. Defective material, if any will be rejected and its supply has to be replaced.
- IX. The authority reserves the right to accept or reject or Quotation and to call off the NIQ entirely or to float another without assigning any reason whatsoever.

Sd/-
Member
West Bengal Police Recruitment Board

Memo. No. PRB/ADMN./PS(NIT & NIQ)/PT.- X/2025 - 7021/1(9)

Dated: 23/12/2025

Copy forwarded for information and necessary action-

- 1) The Director, SCRB, Araksha Bhavan (4th floor), 6th Cross Road, DJ Block, Sector II, Bidhannagar, Kolkata, West Bengal.
- 2) The Director General & Inspector General of Police, Enforcement Branch, Araksha Bhavan (6th floor), 6th Cross Road, DJ Block, Sector II, Bidhannagar, West Bengal, Kolkata-700091.
- 3) The Chairman & Managing Director, West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhavan (3th floor), 6th Cross Road, DJ Block, Sector II, Bidhannagar, Kolkata, West Bengal.
- 4) The Managing Director, WBSEDCL, Vidyut Bhavan (7th floor), Salt Lake, Kolkata-91.
- 5) The Commissioner, Bidhannagar Police Commissionerate.
- 6) The Commissioner, Bidhannagar Municipal Corporation.
- 7) The Sub-Divisional Officer, Bidhannagar, Administrative Building, (1st floor), DJ-4, 2nd Avenue.
- 8) Notice Board of West Bengal Police Recruitment Board.
- ✓ 9) O/C Computer Section, WBRPB - for kind publication of a Notice Inviting Quotation at www.prb.wb.gov.in.

They are requested to display this notice on their Notice Board.


Member
West Bengal Police Recruitment Board