

**PUBLIC SERVICE COMMISSION, WEST BENGAL**  
**161-A, S. P. MUKHERJEE ROAD, KOLKATA – 700026**

**NOTICE INVITING TENDER**

**No.-12/2021(Estt)/PSC**

**Dt.21.12.2021**

Sealed tenders in prescribed format duly superscribed as “Tender for Stationary Articles etc.” are hereby invited from the registered bonafide, resourceful Concern/CO-operative Societies having experience of supplying stationary articles in Govt. officers/renowned commercial organizations, on the basis of periodical rate contracts which may initially be for a period of 01 (one) year but are likely to be extended for further terms on review of performances and at the sole discretion of the Commission. Tenders will be received in the tender box No.2 kept in front of the office chamber of the Accounts Officer, Public Service Commission, West Bengal, 8<sup>th</sup> floor, 161-A, S.P. Mukherjee Road, Kolkata – 700026 **up to 15-00 hours on 11/01/2022 and opened at 15-30 hours on the same day** in presence of authorized representative of each willing tenderers with their respective seal/rubber stamp. Only 01 (one) person of each quotees will be allowed to remain present at the time of opening of Tenders. The **tender form** in prescribed format (not transferable) with details can be downloaded from the website of Public Service Commission, West Bengal i.e., <http://www.wbpsc.gov.in>. **Earnest Money of Rs.20,000/-** (Rupees twenty thousand) only should be deposited by either through GRIPS or through T.R. challan No.7 (should be tendered in RBI, Kolkata only) in favour of “The Accounts Officer, Public Service Commission, West Bengal” (Name of Treasury- PAO-II & Treasury Code “CAC”, A/C CODE : “84430010300107” – Earnest Money) and the deposit receipt i.e. the original challan should be enclosed with the tender form. Copy of **the Pan Card** issued by the Income Tax Department, Government of India, GSTIN Certificate, **Trade License** (renewal thereof for last three years) and also copy of **Service Tax deposit** for the last three years (if any)& copy of **Profit And Loss A/c.** and **balance sheet** for the last 03 (three) years should be attached.

Sd/- Niladri Kr Roy

Deputy Secretary  
Public Service Commission  
West Bengal

# PUBLIC SERVICE COMMISSION, WESTBENGAL

161-A, S.P MUKHERJEE ROAD, KOLKATA 700026

## TENDER FORM FOR SUPPLYING OF STATIONERY ARTICLES

1. Name of Co- operatives/ Suppliers and address: .....  
.....  
.....  
.....

a)Phone No.....

b)E-Mail ID.....

2. Trade Licence

.....  
(Copy to be enclosed)

3. Registration Number

.....  
(Copy to be enclosed)

4.CST/LST/VAT No.....  
(Copy to be enclosed)

5.PAN DETAILS.....  
(Copy to be enclosed)

6. SERVICE TAX DETAILS.....  
(Copy to be enclosed for last three years )

Date :

.....

Signature of Tenderer

## **General Conditions**

1. Last Date & Time for submission of tender form 11/01/2022 till 15.00 hours.
2. Tenders will be received in the Tender Box kept in front of the Office Chamber of the Accounts Officer, Public Service Commission, West Bengal.
3. Date & Time of opening of tenders :11/01/2022 at 15.30 hours.
4. Willing Tenderers should be present at the time of opening the tenders.
5. Copy of PAN card, copy of GSTIN, Copy of Trade License (Renewed for last year), should be attached to the Tender Form.
6. In the event any dispute regarding the process of tender the decision of the Commission will be final.
7. Validity of contract : All tenders should valid for acceptance for a period of twelve months from the date of opening of Tender.
8. Prices :-
  - i) Prices quoted must be meaningful and measurable in the context( It should be written in words as well as figure).
  - ii) The prices quoted must be per unit shown in the schedule inclusive of all type of Taxes and packing and delivery charges wherever applicable.
  - iii) Tenderers should clearly specify whether prices quoted are inclusive of all Taxes/Statutory Charges or such charges as extra. Where no specific mention is made to taxes or other duties, prices quoted shall be deemed to be inclusive of such Taxes/charges. Price should be quoted in original sheet in Annexure. Prices quoted in other sheet will not be accepted.
  - iv) Price should be quoted in figure as well as in words.
9. Commission reserves the right to accept or reject any or all of the tenders without assigning any reason and also reserves the right to accept part of any tender.
10. Commission also reserves the right to distribute supply order among more than one quotationer on case to case basis if the situation so demands.

**Public Service Commission , West Bengal,161-A S.P Mukherjee Road, Kolkata -700026**

Sl. No.	Product Name	Unit	Price (in figure )	Price (in Words )
1.	Adhesive Paste (Fevicol Big)	1 Kg.		
2.	Adhesive Paste (Fevicol Small)	200 gm.		
3.	Adhesive Paste (Ordinary Tube)	1 pc.		
4.	Adhesive Paste (Ordinary Bottle)- 150 cc	1 pc.		
5.	Adhesive Paste (Ordinary Bottle)- 700 cc (GRIPEX)	1 pc.		
6.	Adhesive Tape – 1/2" (WONDER 555)	12 pc.		
7.	Adhesive Tape –1"	12 pc.		
8.	Adhesive Tape 2"-65 mtr (WONDER 555)	12 pc.		
9.	Basket	1 pc.		
10.	Borer	1 pc.		
11.	Brown Paper(As per Specimen)	100 pc.		
12.	Calculator (CASIO)	1 pc.		
13.	Calculator (Citizen-512)	1 pc.		
14.	Calculator (Orpat)	1 pc.		
15.	Candle (Cycle Brand 11/6)	1 box		
16.	Cardboard Box (12.5"X10"X3")	1 pc.		
17.	Conquest Paper	1 rim		
18.	Copier Paper A3 (J.K.75 GSM)	1 rim		
19.	Copier Paper A4 (J.K.75 GSM)	1 rim		
20.	Copier Paper B4 (J.K.75 GSM)	1 rim		
21.	Copier Paper FS (J.K.75 GSM)	1 rim		
22.	Copier Paper U1 (J.K.75 GSM)	1 rim		
23.	Correction Pen (Fabre Castell)	10 pc.		
24.	Cup & Plate (Ceramic) (LA OPALA)	1 pkt.		
25.	Duster (White 20"x20")	1 pc.		
26.	Envelope (Normal Small) 25x11cm	100 pc.		
27.	Eraser APSARA-Non Dust	10 pc.		
28.	Eraz-ex (kores 15ml)	12 pc.		
29.	Exercise Book (Nandita) – 80 Pages	12 pc.		
30.	Fluorescent Marker Pen (Faber Castell)	5 pc.		
31.	Gluestic – 15 gm. (Fevistic)	10 pc.		
32.	Jug (Cello)	1 pc.		
33.	Jute Ball (500 gm)	500 gm.		
34.	Knife(As per Specimen)	12 pc.		
35.	Lock(GODREJ 6 LEVER)	1 pc.		
36.	Lock(GODREJ 7 LEVER)	1 pc.		
37.	Mug (Cello)	1 pc.		
38.	Note Sheet – 2 <sup>nd</sup> page (As per specimen)	1 pad		
39.	Pen Stand (GRIPEX)	1 pc.		
40.	Pen (Double sided)	1 pc.		
41.	Pen (Single sided)	1 pc		
42.	Pencil Battery( Eveready AA)	10pc		
43.	Pencil Battery( Eveready AAA)	10 pc		
44.	Pencil – Colour - APSARA	10 pc.		
45.	Pencil – HB - APSARA	10 pc.		

Sl. No.	Product Name	Unit	Price (in figure )	Price (in Words )
46.	Poly Pack	1 kg.		
47.	Punching Machine (KANGARO) SHP-20	10 pc.		
48.	U.T PEN(BLACK)-AGNI ICY GEL/FORT	20 pc.		
49.	U.T PEN(BLUE)- AGNI ICY GEL/FORT	20 pc.		
50.	U.T PEN(RED)- AGNI ICY GEL/FORT	20 pc.		
51.	U.T PEN(GREEN)- AGNI ICY GEL/FORT	20 pc.		
52.	Scale – 12” (Fabre Castell)	10 pc.		
53.	Scissor (As per specimen)	1 pc.		
54.	Scrubing Powder (Vim Powder)	1 kg.		
55.	Sealing Wax (GRIPEX 12 Sticks)	1 pkt.		
56.	Sketch Pen ink	Phial		
57.	Sketch Pen – 4 Colour (LUXOR)	1 pc.		
58.	Soap(Lifebuoy-small)	1pc		
59.	Sponge	1 pc.		
60.	Stamp Pad (Faber Castell) 88x54mm	1 pc.		
61.	Stamp Pad Ink	phial		
62.	Stapler Pin (Medium 24/6)	1 box.		
63.	Stapler Pin (Regular – 10)	1 box.		
64.	Stapler HP45 (KANGAROO)	1 pc.		
65.	Stapler (Regular-10) (KANGAROO)	10 pc.		
66.	Tag (Cotton)	1 PKT.		
67.	Tape (Cotton White)CAMEL	12 roll		
68.	TISSUE PAPER(THIK)	1 pc.		
69.	TISSUE PAPER(THIN)	1 pc.		
70.	Triangular Clip (Gripex)	10 pkt.		
71.	Typewriter clip	1 pc.		
72.	Rubber Band (SMALL As per Specimen)	1 kg.		
73.	Rubber Stamp (As per Specimen)	1 pc.		
74.	Metal Seal (As per Specimen)	1 pc.		
75.	Fibre Box (16"X13"X4")	1 pc		
76.	88-A (Black) HP Laser Jet Printer Cartidge	1 pc		
77.	35-A (Black) HP Laser Jet Printer Cartidge	1 pc		
78.	12-A (Black) HP Laser Jet Printer Cartidge	1 pc		
79.	80-A (Black) HP Laser Jet Printer Cartidge	1 pc		
80.	21 (Black) HP Laser Jet Printer Cartidge	1 pc		
81.	Blank CD with pouch (Moserbear)	1 pc		
82.	Blank DVD with pouch (Moserbear)	1 pc		
83.	Pendrive – 16/32 GB (Sony/Sandisk)	1 pc		
84.	UPS Battery (Exide)	1 pc		
85.	Pencil Sharpner	1 pc		
86.	Binder Clip (51mm Black)	12 pc		
87.	Add Gel Pen	1 pc		
88.	Add Gel Achiever Refill	1 pc		
89.	Plastic Button Folder	12 pc		

Sl. No.	Product Name	Unit	Price (in figure )	Price (in Words )
90.	Sticker White (as per specimen)	4800 pc		
91.	Dettol Antiseptic Liquid (100 ml.)	1 pc		
92.	Room Freshner(Premium)	1 pc		
93.	Odonil (50 gm.)	1 pc		
94.	Dettol Handwash (215 ml.)	1 pc		
95.	Colin (500 ml.)	1 pc		
96.	Colour A4 JKCopier 75 GSM	1 Rim		
97.	Wall Clock - Ajanta(as per specimen)	1 pc		
98.	Channel Folder	1 pc		
99.	Plastic File Cover (as per specimen)	100 pc		
100.	Napthalin	kg		
101.	Post IT	pack		
102.	Water Bottle (Milton)	1 pc		
103.	Table Desktop	1 pc		
104.	Multi Mark 1523	10 pc		
105.	Sponge	1 pc		
106.	Regiser (Plane – Vertical)	1 pc		
107.	Register (File)	1 pc		
108.	Register (Log)	1 pc		
109	Register (Lot)	1 pc		
110	Room Freshner(LovinLavander)	12 pc		
111	Binder Clip (24 mm Black)	12 pc		
112	Binder Clip (30 mm Black)	12 pc		
113	Binder Clip (40 mm Black)	12 pc		
114	Double Hole Punching Mechine (KangarooDP 52)	1 pc		
115	Paddle bin	1 pc		
116	White Board Marker (FABER CASTELL)	10 pc		
117	Magnatic Duster	1 pc		
118	Magnatic White Board (5ft X 4ft)	1 pc		
119	Arch File	1 pc		
120	Bond Paper	1pad		
121	Plastic Chord (As per specimen)	kg		
122	Polythin Bag (As per specimen)	1 pc		
123	1/2" Cotton Tape (White)	100 mtr.		
124	ORDINERY Gel Pen (Linc Ocean)	3 pc		
125	Rubber Band (Big Size)	1 pkt.		
126	Self Inking Rubber Stamp	1 pc		
127	Surgical Mask -3 ply(life vitals LV 00013)	50 pc		
128	Sanitizer Spray (stanofresh) 500ml	10 pc		
129	Sanitizer Spray( godrej) 500ml	10 pc		
130	Sanitizer Spray (stanofresh) 50ml	10 pc		
131	Handgloves (rubber)	10 pc		
132	Handwash (savlon 80ml)	1 pc		
133	Handwash (Dettol 100ml)	1 pc		
134	Kangaroo Stapler -(HD23S17)	1 pc		
135	Cutter (As per specimen)	12 pc		
136	18A (Black) HP Laser Jet Printer Cartridge	1pc		

<b>Sl. No.</b>	<b>Product Name</b>	<b>Unit</b>	<b>Price (in figure )</b>	<b>Price (in Words )</b>
137	Canon Laser Jet 337 BlackCartidge	1pc		
138	HP InkJetCartidge 905XL(Black)	1pc		
139	HP InkJetCartidge 905XL(Cyan)	1pc		
140	HP InkJetCartidge 905XL(Yellow)	1pc		
141	HP InkJetCartidge 905XL(Magenta)	1pc		
142	Scale (steel)- 12"	10pc		
143	Date Stamp (iron make)	1pc		
144	Date Stamp (brass make)	1pc		