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**PUBLIC SERVICE COMMISSION
WEST BENGAL
161A, S. P. MUKHERJEE ROAD
KOLKATA – 700 026.**

No. 04/2022 (Estt.)/P.S.C.

Date:05/05/2022

NOTICE INVITING QUOTATION

PUBLIC SERVICE COMMISSION, WEST BENGAL

Sealed quotations are hereby invited for 'Supply of various types of copier paper (A4, A3, FS)' from recognised bonafide, resourceful and reputed companies / suppliers / agencies (referred to as bidders) for the office of P.S.C., W.B. at 161-A, S.P. Mukherjee Road, Kolkata-700026. The closing date of submission of the bids/quotations is the **11th May, 2022 up to 3.00 p.m.** The bids/quotations so submitted will be opened on the same day i.e. the **11th May, 2022 at 3.30 p.m.**

The intending bidders who are willing to comply with the following terms and conditions should quote rate: -

1. The rate of items of the above quotation shall remain valid for a period of two (2) months from the date of opening of rate of quotations.
2. Intending bidder has to submit bid/quotation with the photocopies of the latest and valid Professional Tax certificate, Trade license, PAN Card, valid 15 digit goods and services taxpayer identification number (GSTIN).
3. The authority reserves the right to reject any or all quotations without assigning any reason whatsoever. The authority also has the right to extend the period of submission of bid/quotation, by issuance of notice through Office Notice Board/ website, if the circumstances so warrants.
4. Intending bidders should submit bid/quotation during office hours of the above-mentioned time period at the earmarked drop box to be kept at the corridor of 8th floor in front of the chamber of the Accounts Officer, PSC.

Intending bidder shall have to submit bid/quotation as per following format: -

Submission of Financial bid/quotation by M/s.....in response to NIQ No.

..... Dated.....

Description of work/item	Quoted Base Price	HSN Code/SAC Code	Applicable GST	Total
1) Supply of JK (75 GSM) A4 copier paper per rim.				
2) Supply of JK (75 GSM) A3 copier paper per rim.				
3) Supply of JK (75 GSM) FS copier paper per rim.				

Sd/-
Niladri Kr. Roy
Deputy Secretary