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

No. 13/NIT/2022(Estt.)-P.S.C.

Date: 20.08.2022

## **NOTICE INVITING TENDER(NIT)**

### **PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed Tenders are hereby invited for Supply of the following items- **1.Large Envelope(17"x13",Printed)-5,000 pcs., 2.Medium Envelope(11"x5",Printed)-10,000 pcs., 3.Small Envelope(9"x4",Printed)-10,000 pcs., 4.Clothed Envelope(17"x13",Printed)-5,000 pcs., 5.Window Envelope(11"x5", Printed)-5,000 pcs., 6. Window Envelope(9"x4", Printed)-5,000 pcs., 7.Medium Envelope(11"x5",Secret & Inner cover, Printed)-5,000 pcs., 8.Small Envelope(9"x4", Secret, Printed)-5,000 pcs., 9. Stock Book Register(300 pages)-5 pcs. 10. Issue Register(300 pages)-5 pcs., 11. File Register(200 pages)-5 pcs., 12. NIQ/NIT Register(100 pages)-10 pcs. 13.Plastic file cover(Printed)-3000 pcs.(All specimens will be provided to the selected Tenderer) from recognised bonafide, resourceful and reputed companies / suppliers / agencies (referred to as bidders) for use in 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 **31<sup>st</sup> August,2022 upto 3.00 p.m.** The bids/Tenders so submitted will be opened on the same day i.e. the **31<sup>st</sup> August,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 item of the above tender shall remain valid for a period of **1(One) year** from the **date of opening** of the tenders.

2. Intending bidder has to submit bid/tenders with the photocopies of the latest and valid Professional Tax certificate, Trade licence, PAN Card, valid 15 digit goods and services taxpayer identification number (GSTIN).

3. The authority reserves the right to reject any or all tenders without assigning any reason whatsoever. The authority also has the right to extend the period of submission of bid/tender, by issuance of notice through Office Notice Board/ website, if the circumstances so warrants.

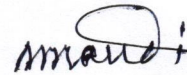


4. Intending bidders should submit bid/tenders during office hours of the above-mentioned time period at the earmarked drop box to be kept at the corridor of **8th floor in front of the chamber of the Accounts Officer, PSC, W.B..**

5. Intending bidder shall have to submit bid/tenders as per following format: -

**Submission of Financial bid/tenders by M/s.....in response to  
NIT No. .... Dated.....**

Description of work/item	Quotated Base Price	HCN Code/SAC Code	Applicable GST	Total



Deputy Secretary,  
Public Service Commission  
West Bengal