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

No. 24/NIQ/2022(Estt.) -P.S.C.

Date: 2/12/22

**NOTICE INVITING QUOTATION(NIQ)**  
**PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed quotations are hereby invited for 'Supply of Pens (Reynolds Aerosoft GOLD Pen & Reynolds JETTER CLASSIC Pen)' 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 9<sup>th</sup> day of December, 2022 upto 3.00 p.m. The bids/quotations so submitted will be opened on the same day i.e. 9<sup>th</sup> day of December, 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 quotation shall remain valid for a period of **1(One) year** from the **date of opening** of the quotations.
2. Intending bidder has to submit bid/quotation 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 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	Quotated Base Price	HCN Code/SAC Code	Applicable GST	Total
Reynolds Aerosoft GOLD Pen				
Reynolds JETTER CLASSIC Pen				



Deputy Secretary,  
Public Service Commission  
West Bengal