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

No. 29/NIQ/P.S.C

Dated: 20/01/2023

NOTICE INVITING QUOTATION
PUBLIC SERVICE COMMISSION, WEST BENGAL

Sealed quotations are hereby invited for one year Comprehensive Annual Maintenance Contract of Riso Fast-Copier Machine (Model No. RZ330) installed in the office of the Public Service Commission, W.B at 161-A S.P. Mukherjee Raod, Kolkata – 700 026 from recognized, bonafied, resourceful and reputed companies/agencies. The closing date of submission of the bids/quotations is 2nd February, 2023 upto 02:00 p.m. The bids/quotations so submitted will be opened on the same day i.e. 2nd February, 2023 at 02:30 p.m.

- SCOPE OF WORK:** i) AMC provider must provide their service and spare parts to keep the machine in working condition during the contract period.
ii) AMC provider must provide periodical services (@ once in a month) including emergency services.
iii) AMC provider should attend emergency call & liable to keep/restore the machine in working condition with-in 48 hours.

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

01. The rate of AMC work of the above quotation shall remain valid for a period of one year.
02. Intending bidder has to submit bid/quotation with the photocopies of the latest and valid Profession Tax Certificate, Trade License, PAN Card, valid 15 digit goods and Service Taxpayer identification number (GSTIN).
03. The authority reserves the right to reject any or all quotation 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 website/Office Notice Board, if the circumstances so warrants.
04. 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 the chamber of the Accounts Officer, PSC.
05. 50% payment shall be made after 6 (six) months of satisfactory service. Rest 50% payment shall be made after completion of remaining 6 (six) months, subject to satisfactory service rendered by the service provider.

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

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

Description of Work	Quoted AMC price for RISO Fast-Copier Machine from 03.02.2023 to 02.02.2024.	HSN/SAC code	Applicable GST	Total Rupees (₹)
AMC WORK AS MENTIONED IN THE SCOPE OF WORK FOR ONE YEAR				



Deputy Secretary,
Public Service Commission,
West Bengal, WB