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

Quotation No. 38/NIQ/2023

Date: 17.04.2023

NOTICE INVITING QUOTATION

Sealed Quotations in prescribed format duly superscribed as “**Quotation for Furniture Repair works**” are hereby invited from reputed agencies having adequate experience in furniture repair works in Govt. / Govt. Aided / Govt. Undertaking / PSU / Banks / Reputed Private Limited organisations. Quotation will be received in the tender box no. 2 kept in the chamber of the Accounts Officer, Public Service Commission, West Bengal, 8th floor, 161-A, S.P. Mukherjee Road, Kolkata – 700026 up to 14:30 hours on 26.04.2023 and opened at 15.00 hours on the same day. Details can be downloaded from the website of Public Service Commission, West Bengal i.e., <https://wbpsc.gov.in>

1. Repair Works to be done:

Sl. No.	DESCRIPTION	QUANTITY
1	Repair & Painting of iron almirah	1
2	Change of top surface of writing table	1
3	Making of a storage box below Reading table	1
4	Repair of Reading table	1
5	Chair repair	3

Gross value of the bid should be submitted.

Rate should be submitted inclusive of all tax.

Last date of submission of bid is 26.04.2023 till 14:30hrs.

Bid will be opened on the same day at 15:00 hrs.

2. Essential documents to be submitted with the Bid:

Photocopy of (1) PAN card (2) Trade License

3. General Terms & Conditions:

(1) Price offer will be opened in presence of the bidder's representative who will be present at the time of opening of the price offer.

(2) Evaluation of Price Offer shall be done as a package i.e. gross value of all the items shall be taken as the criteria for evaluation. Bidders quoting partly shall not be considered.

(3) All repair works has to be done on-site.

(4) The vendor shall not assign and/or sub-let contract or any part thereof or any benefit or interest therein and shall be fully responsible for the acts/defaults and neglects of the vendor.

(5) The bidder may inspect the items to be repaired with permission of the Commission on any working day within the last date of submission of bid.

(6) The items requiring repair are located at the 6th floor of the Commission.

(7) PSCWB reserves the right to cancel the quotation without assigning any reasons.

4. Payment Terms:

Payment to selected vendor will be released on certification of satisfactory work done by Deputy Secretary, PSCWB and submission of bills in triplicate quoting PAN, payable to Secretary, PSC WB.

5. Termination of contract:

PSCWB reserves the right to terminate the work order for failure/inefficiency to execute the repair work, without assigning any reason.

Pradip K Ray 17.4.2023
Pradip K Ray
Assistant Secretary
Public Service Commission
West Bengal

PROFORMA FINANCIAL BID

To

The Secretary

Public Service Commission, West Bengal

161-A, S. P. Mukherjee Road, Kolkata-700026

Sir,

In response to your **Quotation No.** _____ **dated** _____ for **Furniture Repair works** at the office of the Commission; we hereby submit our offer herewith.

1. Bidder Name: _____

2. Website Address (If applicable): _____

3. Email Address (If applicable): _____

4. Address for Communication: _____

5. Telephone Number: _____

6. Authorised Person - Name: _____

Designation: _____

Mobile No. : _____

Email ID : _____

7. PAN Number: _____

DECLARATION

1) We have read and understood the terms & conditions of the above mentioned quotation and comply with all Terms & Conditions of your Quotation.

(In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Quotation and Deviation thereto)

2) We certify that the information mentioned above are true and correct to best of our knowledge.

Place:

Signature of Authorised Signatory

Date:

Name:

Designation:

Seal:

Price Offer:

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NOTE: The Commission reserves the right to accept or reject any quotation without assigning any reason whatsoever. The Commission also reserves the right to accept either in whole or part of a quotation.