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

No.- 44/NIQ/2023 (Estt.)/P.S.C.

Date: 16/08/2023

NOTICE INVITING QUOTATION

PUBLIC SERVICE COMMISSION, WEST BENGAL

Sealed quotations are hereby invited for ‘Supply of various stationery articles’ from recognized 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 **25/8/2023 up to 3.00 p.m.** The bids/quotations so submitted will be opened on the same day i.e. the **25/8/2023 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 three (3) 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. Work Order will be awarded to the agency whose quoted amount of entire set of materials is the lowest. 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.....

SL NO	ITEM(S)	REQUIREMENT	COST (INCLUSIVE G.S.T)
1	Adhesive Paste (700ml)- Gripex office paste	20 PC	
2	Adhesive Tape(2") WONDER 555 (65 Mtr)	200 PC	
3	Eraser (Apsara - Non-dust)	100 PC	
4	Eraz-ex (Kores 15 ml)	20 PC	
5	U T Pen (Black) (Fort)	300 PC	
6	U T Pen (Blue) (Fort)	300 PC	
7	U T Pen (Red) (Fort)	100 PC	
8	Stamp Pad (Faber Castell 88X54 mm)	20 PC	
9	Tag (Cotton)	20 PKT	
10	Pencil Sharpener (Apsara - long point)	100 PC	
11	Room Freshner (Premium - Sacred Sandal)	10 PC	
12	Add gel Refill (Black)	20 PC	
13	Pencil Battery (AA size) (Eveready Red)	50 PC	
14	Pencil Battery (AAA size) (Eveready Red)	20 PC	
15	Exercise Book (Nandiata 80 Pages)	15 DOZON	
16	Sticker (Novajet MPL 48L - 48X24 WR)	10 PKT	
17	Triangular clip (Gripex)	10 BOX	
18	Permanent Marker Pen (Faber Castell)	20 PC	
		TOTAL	

Sd/-

Deputy Secretary
P.S.C. , W.B.