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

Quotation No.21/NIQ/PSC (Estt.)/PSC.

Date: 2<sup>nd</sup> November, 2023

## **NOTICE INVITING QUOTATION**

Sealed Quotations are hereby invited for **refilling of various cartridges of LaserJet Printer** (i.e. H.P. 88A, H.P. 12A, H.P. 35A , H.P. 80A &18A, Canon337, Brother TN B021 etc.) are hereby invited from registered bonafide and resourceful agency/ firms having from recognized bonafide, resourceful and reputed companies / suppliers / agencies (referred to as bidders) for use in office of P.S.C., W.B. at 161-A, S.P. Mukherjee Road, Kolkata – 700 026. The closing date of submission of the bids/quotations is the **22/11/2023** upto 3.00p.m. The bids/Quotations so submitted will be opened on the same day i.e. the **22/11/2023** at 3.30p.m. Quotations must include the cost of charges of refilling and replacement of Drum, Blade (Dr. Blade & Master Blade), P.C.R., Meg. Roller etc. of the above mentioned Cartridges + G.S.T. as applicable. Cartridges have to be refilled in full (100%). After refilling, the defective cartridges will have to be replaced and no charges will be paid in this respect.

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 tenders.
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. 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/quotations during office hours of the above-mentioned time period at the earmarked drop box to be kept at the corridor of 8<sup>th</sup> floor in front of the chamber of the Accounts Officer, PSC.
5. 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	Quoted price	base	HCN Code	Code/SAC	Applicable GST	Total



Deputy Secretary,  
Public Service Commission  
West Bengal.

Copy for information to the:-  
Memo No.21/NIQ/PSC (Estt.)/PSC.

Date: 02.11.2023

1. Deputy Secretary (Estt.)
2. Office Notice Board.
3. System Analyst – you are requested to take the necessary steps to upload the NIQ in the Commission's website immediately.
4. Respective file.



Deputy Secretary,  
Public Service Commission  
West Bengal.