

# **NOTICE INVITING QUOTATION**

NIQ No. 26/NIQ/PSC/2022-23

Date: 22<sup>nd</sup> November, 2023

Sealed Quotations are hereby invited from registered, bonafide and resourceful agencies/ firms ( referred to as bidders ) for videography of practical test of candidates for different trades as per schedule as mentioned below :

Venue	Date of Practical Test	Name of Trade	No. of Candidates	Name of the Expert
Women ITI, Kolkata Date of inspection 24.11.2023	11.12.2023	Electronics Mechanic	59	
		Store Keeper (Technical)	30	

The closing date of submission of quotation is 29.11.23 upto 2:30 p.m. the quotation so submitted will be opened on 29.11.23 at 4:00 p.m.

## **Instruction for Bidders**

1. The intending bidders have to complete videography of each candidate for a brief duration( 2-3 minutes) as instructed by the Instructor in-charge of each trade.
2. Intending bidders have to arrange for cameras considering number of candidates in each session covering a maximum number of 25 candidates in each phase for any particular trade spanning 45 minutes to 1 hour to be decided by the instructor in-charge of each trade.
3. Intending bidders have to arrange manpower, instruments etc. required for videography of each candidate of each trade.
4. Intending bidders should include transportation charges and other logistic expenses to be provided to the videography team.
5. Intending bidders are advised to pay visit to the designated location on 23.11.23 in between 1:30 p.m to 4 p.m. to ascertain the location of different laboratories where the practical tests are scheduled to be held, places for battery charging if required etc.

## **Terms and Conditions :**

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

- a) The rate of item of the above quotation shall remain valid for a period of 3 ( three) months from the date of opening of the quotation.
- b) Intending bidder has to submit 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)
- c) The authority reserves the right to reject any or all quotations assigning any reason whatsoever. The authority also has the right to extend the period of submission of quotation, by issuance of notice through office Notice Board/ website, if the circumstances so warrants.
- d) Intending bidders should submit quotation during office hours of the above mentioned time period at the earmarked box to be kept at the corridor of 8<sup>th</sup> floor in front of the chamber of the Account Officer, PSC, WB.
- e) Intending bidders have to arrange for HDD of appropriate capacity to capture videography of each candidate. They have to handover HDD to the PSC officials after completion of practical test. For the purpose, the bidders shall have to arrange to capture and transfer related files, trade-wise and performance wise to HDD for easy identification of candidates
- f) No electricity cost etc. shall however be borne by the Commission.
- g) Intending bidder shall have to submit quotation as per following format :

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

Description of work/item	Quoted base price	HCN Code/SAC Code	Applicable GST	Total

Date: 22<sup>nd</sup> November, 2023

  
Deputy Secretary,  
Public Service Commission  
West Bengal.