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

No. 36/NIQ/P.S.C

Dated: 19/02/2024

**NOTICE INVITING QUOTATION**  
**PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed quotations are hereby invited for one year Comprehensive Annual Maintenance Contract of Duplo Fast-Copier Machine (Model No. DP J450 & Sl. No. 170351846) 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 27<sup>th</sup> February, 2024 upto 02:00 p.m. The bids/quotations so submitted will be opened on the same day i.e. 27<sup>th</sup> February, 2024 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 addressed to the Secretary, PSC WB, 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 the chamber of the Accounts Officer, PSC.
05. 25% payment shall be made after every 3 (three) months of satisfactory service. In case of unsatisfactory service on part of the engaged agency, work order shall liable to be cancelled and no payment made for the period of unsatisfactory service.

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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 Duplo Fast-Copier Machine for one year from the date of issue of work order.	HSN/SAC code	Applicable GST	Total Rupees (₹)
AMC WORK AS MENTIONED IN THE SCOPE OF WORK FOR ONE YEAR				

*Dy* 19.2.2024  
Assistant Secretary,  
Public Service Commission,  
West Bengal, WB