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

No.- 70 /NIQ/2025 (Estt.)/P.S.C.

Date: 7/1/2025

## **NOTICE INVITING QUOTATION**

### **PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed quotations are hereby invited for 'Supply of various types of copier paper (A4 & FS)' 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 **16/1/2025 up to 3.00 p.m.** The bids/quotations so submitted will be opened on the same day i.e. the **16/1/2025 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 **four (4) 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. 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.
5. Payment: Bills should be raised in triplicate addressed to the Secretary, PSC, WB after complete supply of materials as per specification. The Commission reserves the right to reject inferior quality of materials supplied or materials supplied not conforming to the specification.

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 Base Price/Rim	HSN Code/ SAC Code	Applicable GST	Total cost (Rim)
JK (75 GSM) A4 copier paper				
JK (75 GSM) FS copier paper				

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