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

**No.- 73 /NIQ/2025 (Estt.)/P.S.C.**

**Date: 10/1/25**

## **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 **22/1/25 up to 3.00 p.m.** The bids/quotations so submitted will be opened on the same day i.e. the **22/1/25 at 3.30 p.m.**

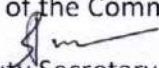
The intending bidders who are willing to comply with the following terms and conditions should quote rate: -

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. Intending bidders should submit item wise rate as per following format, dully signed, addressed to the Secretary, Public Service Commission, WB.

6. Bills shall be raised in triplicate addressed to the Secretary, Public Service Commission, WB after supply of items in good condition, confirming to the standard and specification.

By order of the Commission

  
Deputy Secretary

Public Service Commission


West Bengal

**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)	Quantity	HSCN CODE	RATE (Rs.)	GST(%)	TOTAL (Rs.)
1	Adhesive Tape(2")- 65 mtr. wonder555	240 pc				
2	Corection Pen (Fabre Castell)	50 pc				
3	Calculator- ORPAT	10 pc				
4	Dettol Handwash 200ml	10 pc				
5	Eraser-Apsara Nondust	100 pc				
6	Exercise Book (Long) -Nandita 80pgs	120 pc				
7	Eveready Pencil Battery (AA size)	40 pc				
8	Eveready Pencil Battery (AAA size)	30 pc				
9	Fevistick 15gm	60 pc				
10	Juteball (500gm)	30 pc				
11	Paper cutter (As per specimen)	50 Dozen				
12	Pencil Sharpener	100 pc				
13	Pen Stand (Gripex-As per specimen)	30 pc				
14	Rubber Band (As per specimen)	2 kg				
15	Stamp Pad (Fabre Castell) 88 x 54 mm	20 pc				
16	Triangular clip (Gripex)	10 boxes				
17	UT- Pen (Black/Blue/Red 200 pc each)	600 pc				
18	Clip Board (Fiber)_ Topper	30 pc				
19	Punching Machine(Kangaro FP-20)	20 pc				
20	Scissor (As per specimen)	30 pc				
21	Roomfreshner (Premium)	30 pc				
22	Odonil	20 pc				
23	Wall clock (Ajanta-As per specimen)	5pc				

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