



PUBLIC SERVICE COMMISISON, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata 700026

Quotation No. 76/NIQ/PSCWB

Date: 24/01/2025

NOTICE INVITING QUOTATION

Sealed Quotations for supply of 50(fifty) B021 Brother Cartridges and 1(one) branded External HDD (4 TB) are, hereby, invited from reputed agencies having relevant experience in Govt./PSU/Govt. aided/ Govt. sponsored bodies of any state.

Bids are to be submitted as per time schedule stated below:

Sl. No.	Activity	Schedule/ Description
1.	Quotation No	Quotation No. 76/NIQ/PSCWB
2.	Date of uploading of quotation Document in Commission's website and notice board	24/01/2025
3.	Bid submission start date	27/01/2025 at 11:00 AM
4.	Bid submission closing date	31/01/2025 at 02:00 PM
5.	Bid opening date for Technical Proposals (Online)	31/01/2025 at 02:30 PM
6.	Delivery period	Within 10 days from placing the work order
7.	Minimum Validity of the quotation offer	180 days

COMMERCIAL TERMS & CONDITIONS

1. Scope of work:

Scope of work is related to **supply of 50(fifty) B021 Brother (Printer model no. DCP B7500D) Cartridges and 1(one) branded External HDD (4 TB)** on an urgent basis.

2. Submission of Bids:

Quotations are to be submitted in a sealed cover superscribing the quotation no. and bidder's name at the drop box kept at the chamber of the Accounts officer at 8th floor within the prescribed date & time.

List of Documents to be attached:

- PAN card
- GST Registration Copy
- Partnership Deed/Incorporation Certificate/Society Registration Copy

3. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 180 days.

4. Work Order:

Work order will be issued as per requirement after completion of required formalities.



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5. Payment Terms:

- i. Full payment on satisfactory completion of the job(s) awarded as per W.O., and on certification of satisfactory completion by the Commission.
- ii. No advance payment(s) will be made.

SD/-
Deputy Secretary



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Price Bid

[On the Letter head of Bidder]

The Secretary
Public Service Commission, West Bengal
Kolkata-700026

Dated:

Sir,

I/ We hereby submit our price bid for **supply of 50(fifty) B021 Brother (Printer model no. DCP B7500D) Cartridges and 1(one) branded External HDD (4 TB).**

Particulars of the bidder.

PAN No.:

GST Registration no.:

Item	Quantity	Warranty	Unit rate in Rs.	Sub-total	GST	Total rate including GST in Rs.
<u>Originsl B021 Brother Cartridge</u>	50 nos.					
External HDD (4 TB) Make: Model:	1 no.					

The quoted rates should be inclusive of all cost e.g. transportation costs, courier charges etc.

Date:.....

(Signature)..... (In the capacity of)

Place.....

Duly authorized to sign Bid for and on behalf of