



NOTICE INVITING QUOTATION

No. 101 /NIQ/2025 (E)

Date: 27.11.2025

Sealed Quotations are hereby invited from registered, bonafide and resourceful agencies/ firms (referred to as bidders) for bringing under the purview of AMC for a period of 1 (one) year towards providing support services for smooth running of Integrated Library Management Software(KOHA) installed in the Commission's Library and smooth maintenance of Library resources (for up to 15000 documents) commencing from the date of issuance of agreement/work order.

The closing date of submission of quotation is 03.12.2025 upto 2:30 p.m. The sealed quotation so submitted will be opened on the same day i.e. 03.12.2025 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 item of the above quotation shall remain valid for a period of 1(One) year from the date of issuance of agreement of work order.
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/quotations 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 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 price	base	HCN Code	Code/SAC	Applicable GST	Total

Sd/- P. C. Sardar

Deputy Secretary,
Public Service Commission
West Bengal.