



सत्यमेव जयते

PUBLIC SERVICE COMMISISON, WEST BENGAL

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

Quotation No. 112/NIQ/2026/PSC(Estt.)

Date: 08.06.2026

NOTICE INVITING QUOTATION

Sealed Quotations for engagement of agency for scanning & digitization of old official documents are, hereby, invited from reputed agencies having relevant experience in Govt. bodies/PSU/Recruitment Boards/Commissions.

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

Sl. No.	Activity	Schedule/ Description
1.	Quotation No	112/NIQ/2026/PSC(Estt.)
2.	Date of publishing	19.06.2026
3.	Bid submission start date	19.06.2026 at 12 p.m.
4.	Bid submission closing date	25.06.2026 at 4 p.m.
5.	Bid opening date for Technical Proposals	29.06.2026 at 12 p.m.
6.	Minimum Validity of the quotation offer	180 days from the date of Opening of bids.

COMMERCIAL TERMS & CONDITIONS

1. Scope of work:

Scope of work is related to scanning & digitization of old official documents.

Items details to be supplied and installed:

Sl. No.	Item description	Quantity
1	Scanning and Digitization of Old Official Documents (A4/Legal)	

2. Submission of Bids:

Quotations are to be submitted in a sealed cover super scribing 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.

3. List of Documents to be attached:

- PAN card
- GST Registration Copy
- Partnership Deed/Incorporation Certificate/Society Registration Copy/Trade licence.
- Professional Tax.

4. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 180 days. Further extension of the contract is subject to the decision of the commission. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.



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5. Work Order:

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

6. 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.

7. Some important points to note:

- i. The Agency should take full responsibility for the proficiency and integrity of the staff deployed.
- ii. The Agency shall not interact with media or any other third party on any matter related to the project.
- iii. The Agency shall have to perform the scanning activity from books/copies.
- iv. Any information, data and records related to the service shall not be disclosed or rented or lent to any third party.
- v. All assigned work has to be completed within the prescribed/stipulated time frame as specified by PSCWB.
- vi. There should be zero failure in all the stated and implied activities on the part of the Agency.
- vii. All interested bidders are requested to visit the office on **23.06.2026 or 24.06.2026 at 12 PM** for better understanding of the job.

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 **scanning & digitization of old official documents.**

Particulars of the bidder.

PAN No.:

GST Registration no.:

Sl. No.	Item description	Unit	Quantity	Unit price	Unit GST Amount	Total
1	Scanning and Digitization of Old Official Documents (A4/Legal)					
Sub-total						
GST						
Grand total						
Grand total in words:						

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 the Bid for and on behalf of