



सत्यमेव जयते

PUBLIC SERVICE COMMISISON, WEST BENGAL

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

Quotation No. 114/NIQ/2026

Date: 22-07-2026

NOTICE INVITING QUOTATION (2nd call)

Sealed Quotations (2nd call) 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	114/NIQ/2026
2.	Date of publishing	22-07-2026
3.	Bid submission start date	23-07-2026 (02:00 pm)
4.	Bid submission closing date	29-07-2026 (02:00 pm)
5.	Bid opening date	29-07-2026 (02:30 pm)
6.	Minimum Validity of the quotation offer	180 days from the date of Opening of bids.
7.	Date, time and address of inspection	27-07-2026 (12:00 pm)

COMMERCIAL TERMS & CONDITIONS

1. Scope of work:

Scope of work is related to scanning & digitization of old official documents. 'Old official documents' include 'Service Book Pages' and 'File Note sheet pages, along with corresponding pages'.

Items details to be supplied and installed:

Sl. No.	Item description
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
- Partnership Deed/Incorporation Certificate/Society Registration Copy/Trade licence.
- Professional Tax.



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4. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 1 year. 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.

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. The offered job must be completed within 30 days from receipt of the work order.
- viii. The scanned documents shall be prepared in a format compatible for upload to e-Office or WBIFMS, as applicable.
- ix. The L-1 bidder will be selected on the basis of the overall grand total, which shall be the combined grand total of both portions mentioned in the 'Price Bid'.
- x. All interested bidders are requested to visit the office on 27-07-2026 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 (i.e. Service Book Pages & File Note Sheet Pages, along with corresponding pages).**

Particulars of the bidder.

PAN No.:

GST Registration no.:

(a)

Sl. No.	Item description	Quantity	Price/page	GST Amount	Total
1	Scanning and Digitization of Service Book Pages(Legal)	Up to 5,000 pages			
2		5,000-7,500 pages			
3		7,501-10,000 pages			
4		Above 10,000 pages			
Grand Total					
Grand total in words:					

(b)

Sl. No.	Item description	Quantity	Price/Page	Unit GST Amount	Total
1	Scanning and Digitization of File Note sheet pages, along with corresponding pages (A4/Legal)	Up to 5,000 pages			
2		5,000-10,000 pages			
3		Above 10,000 pages			
Grand total					
Grand total in words:					

Overall Grand Total:

Overall 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