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

No. 25 /NIQ/P.S.C.

Date: 12-12-2022

**NOTICE INVITING QUOTATION**

**PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed quotations are hereby invited for one year Non-Comprehensive Annual Maintenance Contract of 02 (two) Toshiba Photo-copier Machine (model No. Toshiba e studio 2309A) installed in the office of the Public Service Commission, W.B. at 161-A S.P. Mukherjee Road, Kolkata – 700 026 from recognized bonafied, resourceful and reputed companies/suppliers/agencies. The closing date of submission of the bids/quotations is 16th December, 2022 upto 02.00 p.m. The bids/quotations so submitted will be opened on the same day i.e. the 16<sup>th</sup> December, 2022 at 02:30 p.m.

**SCOPE OF WORK:** i) AMC provider must provide their service to keep the machine in working condition.

ii) AMC provider must provide periodical services [@ once in a month] including emergency services.

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

01. The rate of AMC work of the above quotation shall remain valid for a period of one year.
02. 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 Service Taxpayer identification number (GSTIN).
03. 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 website/Office Notice Board, if the circumstances so warrants.
04. 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 8<sup>th</sup> floor in front of the chamber of the Accounts Officer, PSC.

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	Quotated AMC Price for	HSN/SAC code	Applicable GST	Total ( Rs.)
	Toshiba (Toshiba e studio 2309A) Photo-copier Machine from 01.01.2023 to 31.12.2023.			
AMC WORK AS MENTIONED IN THE SCOPE OF WORK FOR ONE YEAR.				



Deputy Secretary,  
Public Service Commission,  
West Bengal