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

No.-32 /NIQ/2023 (Estt.)/P.S.C.

Date: 24/01 /2024

## NOTICE INVITING QUOTATION

### PUBLIC SERVICE COMMISSION, WEST BENGAL

Sealed quotations are hereby invited for 'Supply of various stationery articles' from recognized bonafide, resourceful and reputed companies / suppliers / agencies (referred to as bidders) for the office of P.S.C., W.B. at 161-A, S.P. Mukherjee Road, Kolkata-700026. The closing date of submission of the bids/quotations is the 06/02/2024 up to 3.00 p.m. The bids/quotations so submitted will be opened on the same day i.e. the 06/02/2024 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 items of the above quotation shall remain valid for a period of four(4) months from the date of opening of rate of quotations.
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/quotation 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.

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5. Intending bidders should submit item wise rate as per following format, dully signed, addressed to the Secretary, Public Service Commission, WB.

6. Bills shall be raised in triplicate addressed to the Secretary, Public Service Commission, WB after supply of items in good condition, confirming to the standard and specification.

By order of the Commission

Assistant Secretary

Public Service Commission

West Bengal

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.....

Sl. NO	ITEM(S)	Quantity	HSN : CODE	RATE (INCLUSIVE G.S.T)	TOTAL (Rs.)
1	Adhesive Paste (700ml) Gripex Office Paste	30 Bottles			
2	Adhesive Tape(1")-40 mtr. wonder555	100 pc			
3	Adhesive Tape(2")- 65 mtr. wonder555	200 pc			
4	Candle (Cycle Brand) 11/6	10 boxes			
5	Correction Pen (Fabre Castell)	40 pc			
6	Cup Plate Set(Ceramic) -La opala	4 Sets			
7	Duster -20"X20"	300 pc			
8	Envelope 25X11cm-Brown	500 pc			
9	Eraser-Apsara Nondust	100 pc			
10	Exercise Book (Long) -Nandita 80pgs	120 pc			
11	Fevistick 15gm	60 pc			
12	Jute ball(500gm)	20 pc			
13	Note sheet pad (As per specimen)	100 pad			
14	Pen Stand-Gripex (As per specimen)	20 pc			
15	Eveready Pencil Battery (AA size)	30 pc			
16	Eveready Pencil Battery (AAA size)	30 pc			
17	Pencil HB Apsara	100 pc			
18	Fort-U T Pen (Black/Blue/Red/Green)	1000 pc			
19	Scale 12" ( Fabre Castell)	100 pc			
20	Sealing Wax (Gripex 12 sticks)	50 pkt			
21	Sketch Pen - 4 Colours (Luxor)	400 pc			
22	Stamp Pad ( Fabre Castell) 88 X 54 mm	20 pc			
23	Stapler (M10)	50 pc			
24	Stapler Pin (M10)	40 boxes			

P.T.O

SL NO	ITEM(S)	Quantity	HSN CODE	RATE (INCLUSIVE G.S.T)	TOTAL (Rs.)
25	Tape (Cotton White) Deer Brand	20 roll			
26	Tag (Cotton) (As per specimen)	20 pkt			
27	Pencil Sharpener- Nataraj 621	100 pc			
28	Rubber Band (As per specimen)	1 kg			
29	Add Gel Pen	20 pc			
30	White Sticker (Novajet MPL 481. 48X24WR)	10 pkt			
31	Triangular clip (Gripex)	10 boxes			
32	Pen drive (Sandisk) 16 gb	5 pc			
33	Pen drive (Sandisk) 32 gb	5 pc			
34	Plastic button folder- Double Pocket	120 pc			
35	White Board Marker (Fabre Castell)	20 pc			
36	Kangaroo Stapler HD23S17	1 pc			
37	Kangaroo Stapler HD23S17 Pin	1 box			
38	Paper Cutter (As per specimen)	600 pc			
39	Self inking rubber stamp	1 pc			
40	Date Stamp (Iron make)	1 pc			
41	Date Stamp (Brass make)	1 pc			

  
Assistant Secretary  
P.S.C., W.B.