

PUBLIC SERVICE COMMISSION, WESTBENGAL

161-A, S. P. MUKHERJEE ROAD, KOLKATA – 700 026

NOTICE INVITING QUOTATION

NIQ No : 82/NIQ/PSC/2024-25

Dt. 25th February, 2025

Sealed quotations are here by invited from registered, bonafide and resourceful agencies/firms (henceforth refers to as bidders) for videography of practical test of candidates in connection with recruitment tests of instructors for different trades under the TETSD department as per schedule as mentioned below.

VENUE	DATE OF PRACTICAL TEST	NAME OF THE TRADE	NO. OF CANDIDATES
Govt. ITI, GARIAHAT	22-03-2025	DRAUGHTSMAN (CIVIL)	54
		MACHINIST	70
		REFRIGERATION & A.C. MECHANIC	44
		PLUMBER	27
Govt. ITI for Women, Kolkata	23-03-2025	ELECTRONICS MECHANIC	78

The closing date of submission of quotation is 3rd March, 2025 upto 2:30 p.m. The quotations so submitted will be opened on 3rd March, 2025 at 3 p.m.

Instruction for Bidders

1. The intending bidders have to complete videography of each candidate for a brief duration(2-3 minutes) as instructed by the Instructor in –charge of each trade.
2. Intending bidders have to arrange for cameras considering number of candidates in each session covering a maximum number of 25 candidates in each phase for any particular trade spanning 45 minutes to 1 hour to be decided by the instructor in-charge of each trade.
3. Intending bidders have to arrange manpower, instruments etc. required for videography of each candidate of each trade.
4. Intending bidders, while quoting their bids should include transportation charges and other logistic expenses to be provided to the videography team.
5. Intending bidders are advised to pay visit to the designated location on 27.02.2025 at 1:30 p.m to ascertain the location of different laboratories/workshops where the practical tests are scheduled to be held, places for battery charging if required etc.

Terms and Conditions :

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

- a) The rate of item of the above quotation shall remain valid for a period of 6 (six) months from the date of opening of the quotation.
- b) Intending bidder has to submit 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)
- c) 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 quotation, by issuance of notice through office Notice Board/website, if the circumstance so warrants.
- d) Intending bidders should submit quotation during the office hours of the above mentioned time period at the earmarked box to be kept at the corridor of 8th floor in front of the chamber of the Accounts Officer of the Commission.
- e) Intending bidders have to arrange for hard disc drive(HDD) of appropriate capacity to capture videography of each candidate. They have to handover HDD to the PSC officials after completion of practical test. For the purpose, the bidders shall have to arrange to capture and transfer related files, trade-wise and performance wise to HDD for easy identification of candidates.
- f) No electricity cost etc. shall however be borne by the Commission.
- g) Intending bidder shall have to submit quotation as per following format :

Submission of Financial bid/quotation by
M/s..... in response to NIQ No.
..... Dated.....

Description of work/item	Quoted base price	HCN Code/SAC Code	Applicable GST	Total

Sd/-

Deputy Secretary,
PSC, W.B.