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

No. 83 /NIQ/2024 (E)

Dated: 24 /03/2025

**NOTICE INVITING QUOTATION**  
**PUBLIC SERVICE COMMISSION, WEST BENGAL**

Sealed quotations are hereby invited for one year Non-Comprehensive Annual Maintenance Contract of two (2) Toshiba Photo-Copier Machines (Model No. 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, bonafide, resourceful and reputed companies/agencies. The closing date of submission of the bids/quotations is 2<sup>nd</sup> April, 2025 up-to 2:00 p.m. The bids/quotations so submitted will be opened on the same day i.e. 2<sup>nd</sup> April, 2025 at 02:30 p.m.

**SCOPE OF WORK:** i) AMC provider must provide their service to keep the machine in working condition during the contract period.  
ii) AMC provider must provide periodical service (at least once in a month) including emergency services.  
iii) AMC provider should attend emergency call & liable to keep/restore the machine in working condition within 48 hours.

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 from the date of issue of work order.
02. Intending bidder has to submit bid/quotations with the photocopies of the latest and valid Profession Tax Certificate, Trade License, PAN C and, valid 15 digit goods and Service Taxpayer Identification Number (GSTIN).
03. The authority reserves the right to reject any or all quotation without assigning any reason whatsoever. The authority also has the right to extend the period of submission of bid/quotations, by issuance of notice through website/Office Notice Board, if the circumstances so warrants.
04. Intending bidders should submit bid/quotations addressing the Secretary, Public Service Commission, West Bengal, 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.
05. Payment shall be made on half yearly basis subject to satisfactory services rendered by the selected agency. The work order shall be cancelled in case of unsatisfactory services rendered by the agency and no payment shall be made.

**Intending bidder shall have to submit bid/quotations as per following format:-**

Submission of Financial bid/quotations by M/s \_\_\_\_\_  
in response to NIQ No. \_\_\_\_\_ dated \_\_\_\_\_

Description of Work	two (2) Toshiba Photo-Copier Machines (Model No. e studio 2309A) on and from the date of issue of work order, period one year.	HSN/SA code	Applicable GST	Total Rupees (₹)
AMC WORK AS MENTIONED IN THE SCOPE OF WORK FOR ONE YEAR				



Deputy Secretary,  
Public Service Commission,  
West Bengal