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

No.- 84 /NIQ/2025 (Estt.)/P.S.C.

Date: 13/6/25

## **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 **23/6/25 up to 3.00 p.m.** The bids/quotations so submitted will be opened on the same day i.e. the **23/6/25 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.

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

  
Deputy 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 | HSCN CODE | RATE (Rs.) | GST(%) | TOTAL (Rs.) |
|-------|---|----------|-----------|------------|--------|-------------|
| 1     | Adhesive Tape(2")- 65 mtr. wonder555        | 216 pc   |           |            |        |             |
| 2     | Correction Pen (Fabre Castell)              | 50 pc    |           |            |        |             |
| 3     | Calculator- ORPAT (OT-512GT)                | 10 pc    |           |            |        |             |
| 4     | Dettol Handwash 200ml                       | 10 pc    |           |            |        |             |
| 5     | Eraser-Apsara Nondust                       | 100 pc   |           |            |        |             |
| 6     | Exercise Book (Long) -Nandita 80pgs         | 120 pc   |           |            |        |             |
| 7     | Red Eveready Pencil Battery (AA size)       | 40 pc    |           |            |        |             |
| 8     | Red Eveready Pencil Battery (AAA size)      | 30 pc    |           |            |        |             |
| 9     | Fevistick 15gm                              | 60 pc    |           |            |        |             |
| 10    | Juteball (500gm)                            | 20 pc    |           |            |        |             |
| 11    | Paper cutter (As per specimen)              | 30Dozen  |           |            |        |             |
| 12    | Pencil Sharpener- Nataraj 621               | 100 pc   |           |            |        |             |
| 13    | Sealing Wax -12 Sticks(Gripex) 240gm        | 50 pack  |           |            |        |             |
| 14    | Tissue Paper                                | 30 Pack  |           |            |        |             |
| 15    | Triangular clip (Gripex)                    | 10 boxes |           |            |        |             |
| 16    | AGNI 4G Pro UT- Pen (Black/Blue/Red)        | 600 pc   |           |            |        |             |
| 17    | White Tape -Deer Brand 12mm/8 Roll/16.5 mtr | 240pc    |           |            |        |             |
| 18    | Scissor (As per specimen)                   | 30 pc    |           |            |        |             |
| 19    | Roomfreshner ( Odonil )                     | 10 pc    |           |            |        |             |
| 20    | Odonil                                      | 20 pc    |           |            |        |             |
| 21    | Wall clock (As per specimen)                | 5pc      |           |            |        |             |
| 22    | Face Mask(3PLY with earloop)                | 10 Pack  |           |            |        |             |
| 23    | Parmanent Marker (Fabre Castell)            | 50 pc    |           |            |        |             |
| 24    | Fluorescent Marker Pen(Fabre Castell)       | 50 pc    |           |            |        |             |
| 25    | Borar(As per specimen)                      | 20 pc    |           |            |        |             |
| 26    | Hand Sanitizer 500 ml                       | 30 pc    |           |            |        |             |

  
**Deputy Secretary**  
**Public Service Commission**  
**West Bengal**