



## PUBLIC SERVICE COMMISSISON, WEST BENGAL

161-A, S. P. Mukherjee Road, Kolkata 700026

**Quotation No. 86 /NIQ/PSCWB**

**Date: 04/07/2025**

### NOTICE INVITING QUOTATION

**Sealed Quotations for engagement of agency for supply and installation of 07 Biometric machines with digital lock and associated accessories and 1 year warranty service** are, hereby, invited from reputed agencies having relevant experience in Govt. bodies/PSU/Recruitment Boards/Commissions. Bids are to be submitted as per time schedule stated below:

Sl. No.	Activity	Schedule/ Description
1.	Quotation No	<u>86/NIQ/PSCWB</u>
2.	Date of uploading of quotation Document in Commission's website and notice board	04/07/2025
3.	Bid submission start date	04/07/2025
4.	Bid submission closing date	10/07/2025 at 15.00 hrs.
5.	Bid opening date for Technical Proposals (Online)	10/07/2025 at 15.30 hrs.
6.	Minimum Validity of the quotation offer	180 days from the date of Opening of bids.

### COMMERCIAL TERMS & CONDITIONS

#### 1. Scope of work:

Scope of work is related to supply and installation of **07 Biometric machines with digital lock and associated accessories** on an urgent basis.

Items details to be supplied and installed:

Sl. No.	Item description	Quantity	Make
1	Biometric	07	ESSL or equivalent
2	EM Lock	07	ESSL or equivalent
3	Push switch	07	
4	Installation charge	07	

#### 2. Submission of Bids:

Quotations are to be submitted in a sealed cover superscribing the quotation no. and bidder's name at the drop box kept at the chamber of the Accounts officer at 8<sup>th</sup> floor within the prescribed date & time.

#### 3. List of Documents to be attached:

- PAN card
- GST Registration Copy
- Partnership Deed/Incorporation Certificate/Society Registration Copy
- Valid trade license
- Up-to-date professional tax certificate



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### **4. Period of Validity of offer and proposals:**

The offer shall remain valid for a minimum period of 180 days. Further extension is subject to the decision of the commission. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

### **5. Work order:**

Work order will be issued as per requirement after completion of required formalities.

### **6. Payment Terms:**

- i. Full payment on submission of bill in triplicate addressed to the Secretary, PSCWB after satisfactory completion of the job(s) awarded as per W.O. and on certification of satisfactory completion by the Commission.
- ii. No advance payment(s) will be made.

### **7. Some important points to note:**

The Agency should take full responsibility for the proficiency and integrity of the staff deployed.

The Agency shall not interact with media or any other third party on any matter related to the project.

Any information, data and records related to the service shall not be disclosed or rented or lent to any third party.

All assigned work has to be completed within the prescribed/stipulated time frame as specified by PSCWB.

There should be zero failure in all the stated and implied activities on the part of the Agency.

PSCWB reserves all the rights to cancel the tender in whole or any particular bid.

Deputy Secretary



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### Price Bid

### Notice inviting quotations (NIQ)

#### [On the Letter head of Bidder]

The Secretary  
Public Service Commission, West Bengal  
Kolkata-700026

Dated:

Sir,

I/ We hereby submit our price bid for **supply and installation of 07 Biometric machines with digital lock and associated accessories and 1 year warranty service.**

#### Particulars of the bidder.

PAN No.:

GST Registration no.:

**Supply and installation of 07 Biometric machines with digital lock and associated accessories and 1 year warranty service on 'turnkey' basis.**

Sl. No.	Item description	Quantity	Make	Model No.	Unit price	Total
1	Biometric	07	ESSL or equivalent			
2	EM Lock	07	ESSL or equivalent			
3	Push switch	07				
4	Installation charge	07				
Sub-total						
GST						
Grand total						
<b>Grand total in words:</b>						

The quoted rates should be inclusive of all cost e.g. transportation costs, courier charges etc.

Date:.....

(Signature)..... (In the capacity of .....)

Place.....

Duly authorized to sign Bid for and on behalf of .....