



## PUBLIC SERVICE COMMISSION, WEST BENGAL

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

**Quotation No. 87 /NIQ/PSCWB**

**Date: 11/07/2025**

### **NOTICE INVITING QUOTATION**

Sealed Quotations for engagement of agency for **Making & supply of PVC Identity Cards with hook, acrylic holders and printed ribbons for the Officials of Public Service Commission, West Bengal** 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	87 /NIQ/PSCWB
2.	Date of uploading of quotation Document in Commission's website and notice board	11/07/2025
3.	Bid submission start date	11/07/2025
4.	Bid submission closing date	23/07/2025 at 15.00 hrs.
5.	Bid opening date for Technical Proposals	23/07/2025 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:**

Making & supply of PVC Identity Cards with hook, acrylic holders and printed ribbons for the Officials of Public Service Commission, West Bengal as per the data to be provided by PSCWB and to be printed on both sides of the card & one copy of the photograph of the individual scanned on the front side of the identity card. The photograph and details of the individual will be provided by the office. The design will be made by the agency with the consultation of PSCWB officials and the same will be approved by the PSCWB authority.

#### **Specification of Card**

- Card size: 54mmx85mm, Thickness 800 Micron card
- Material: PVC
- Printing Process: Digital Printing
- Printing Language: English,
- Printing on the both sides.
- Specification for Multicolor Printing Lanyards: Fabric
- Type: Polyester Satin
- Printing Process: Dye Sublimation/Heat Transfer Double Sided Printing
- Thickness of Fabric: 0.5 mm
- Length of Lanyard: 36 Inch Width: 16 mm

#### **Specification of the card holder:**

- Size: 87mmx57mm
- Thickness 4mm
- Material: Acrylic



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- Color: transparent
- View: Double side.

**Hook shape and material:** Oval Shaped stainless steel

### **Specification of the Ribbon:**

- Size-16mm x 960mm
- Material:Satin silk finish lanyard printing
- Both side sublimated with single or multicolor printing
- Customizable with organization's name and logo with single colour or multicolour printing

### **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 on all working days 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
- Work done certificate from minimum2 govt. offices.

### **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. Contract period:**

The contract shall be valid for a period of 2(two) years from the date of approval by the competent authority. Further extension is subject to the approval of the Competent Authority and mutual consent considering suitability, performance at the sole discretion of this office. At the same time the Competent Authority may lessen the tender period during extra ordinary circumstances also.

### **6. Work order:**

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



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### **7. 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.

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

- The Agency should take full responsibility for the proficiency and integrity of their staff.
- 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 **Making & supply of PVC Identity Cards with hook, acrylic holders and printed ribbons for the Officials of Public Service Commission, West Bengal.**

Particulars of the bidder:

PAN No.:

GST Registration no.:

**Making & supply of PVC Identity Cards with hook, acrylic holders and printed ribbons for the Officials of Public Service Commission, West Bengal".**

Sl. No.	Item description	Quantity	Unit price	GST	Total
1	<b>Making &amp; supply of PVC Identity Cards with hook, acrylic holders and printed ribbons</b>	Up to 20			
2		21 to 100			
3		101 to 400			

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 .....