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

No. 91/NIQ/2025 (E)

Dated: 12/08/2025

NOTICE INVITING QUOTATION
PUBLIC SERVICE COMMISSION, WEST BENGAL

Sealed quotations are hereby invited for one year **Comprehensive Annual Maintenance Contract of one Riso Fast Copier Machine (Model No. RZ 330 AG)** 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/quotation is 29th August, 2025 up-to 2:00 p.m. The bids/quotation so submitted will be opened on the same day i.e. 29th August, 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. It includes repair/replacement of parts if required
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. It may be extended for one more year subject to agreement of service at the same rate if the office desires
02. Intending bidder has to submit bid/quotation with the photocopies of the latest and valid Profession Tax Certificate, Trade License, PAN Card. 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/quotation, by issuance of notice through website/Office Notice Board, if the circumstances so warrants.
04. Intending bidders should submit bid/quotation 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 8th 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/quotation by M/s _____
in response to NIQ No. _____ dated _____

Description of Work	One Riso Fast Copier Machine (Model No. RZ 330 AG) 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