

All communications should give the Number, Date & Subject of any previous correspondence & be addressed to the Secretary.

PUBLIC SERVICE COMMISSION, WEST BENGAL

161-A, S. P. MUKHERJEE ROAD, KOLKATA – 700 026

☎ : 2466-2266/0546/
1540 Direct:
Extn. : 438

NOTICE INVITING TENDER

No.- 5/2020(Estt)

Date - 04.03.2020

Sealed tenders in prescribed format duly superscribed as “Tender for Stationary Articles etc.” are hereby invited from the registered bonafide, resourceful Concern/CO-operative Societies having experience of supplying stationary articles in Govt. officers/renowned commercial organizations, on the basis of periodical rate contracts which may initially be for a period of 01 (one) year but are likely to be extended for further terms on review of performances and at the sole discretion of the Commission. Tenders will be received in the tender box No.2 kept in front of the office chamber of the Accounts Officer, Public Service Commission, West Bengal, 8th floor, 161-A, S.P. Mukherjee Road, Kolkata – 700026 **up to 15-00 hours on 17/03/2020 and opened at 15-30 hours on the same day** in presence of authorized representative of each willing tenderers with their respective seal/rubber stamp. Only 01 (one) person of each quotees will be allowed to remain present at the time of opening of Tenders. The **tender form** in prescribed format (not transferable) with details can be downloaded from the website of Public Service Commission, West Bengal i.e., <http://www.wbpsc.gov.in>. **Earnest Money of Rs.20,000/-** (Rupees twenty thousand) only should be deposited by either through GRIPS or through T.R. challan No.7 (should be tendered in RBI, Kolkata only) in favour of “The Accounts Officer, Public Service Commission, West Bengal” (Name of Treasury- PAO-II & Treasury Code “CAC”, A/C CODE : “84430010300107” – Earnest Money) and the deposit receipt i.e. the original challan should be enclosed with the tender form. Copy of **the Pan Card** issued by the Income Tax Department, Government of India, GSTIN Certificate, **Trade License** (renewal thereof for last three years) and also copy of **Service Tax deposit** for the last three years (if any) & copy of **Profit And Loss A/c.** and **balance sheet** for the last 03 (three) years should be attached.

Niladri K. Roy

Deputy Secretary
Public Service Commission
West Bengal

PUBLIC SERVICE COMMISSION, WESTBENGAL

161-A, S.P MUKHERJEE ROAD, KOLKATA 700026

TENDER FORM FOR SUPPLYING OF STATIONERY ARTICLES

1. Name of Co- operatives/ Suppliers and

address:.....
.....
.....

a)Phone No.....

b)E-Mail ID.....

2. Trade Licence

.....
(Copy to be enclosed)

3. Registration Number

.....
(Copy to be enclosed)

4.CST/LST/VAT No.....
(Copy to be enclosed)

5.PAN DETAILS.....
(Copy to be enclosed)

6. SERVICE TAX DETAILS.....
(Copy to be enclosed for last three years)

Date :

.....

Signature of Tenderer

General Conditions

1. Last Date & Time for submission of tender form 17/03/2020 till 15.00 hours.
2. Tenders will be received in the Tender Box kept in front of the Office Chamber of the Accounts Officer, Public Service Commission, West Bengal.
3. Date & Time of opening of tenders : 17/03/2020 at 15.30 hours.
4. Willing Tenderers should be present at the time of opening the tenders.
5. Copy of PAN card, copy of GST IN ,Copy of Trade License (Renewed for last year), should be attached to the Tender Form.
6. In the event any dispute regarding the process of tender the decision of the Commission will be final.
7. Validity of contract : All tenders should valid for acceptance for a period of twelve months from the date of opening of Tender.
8. Prices :-
 - i) Prices quoted must be meaningful and measurable in the context(It should be written in words as well as figure).
 - ii) The prices quoted must be per unit shown in the schedule inclusive of all type of Taxes and packing and delivery charges wherever applicable.
 - iii) Tenderers should clearly specify whether prices quoted are inclusive of all Taxes/Statutory Charges or such charges as extra. Where no specific mention is made to taxes or other duties, prices quoted shall be deemed to be inclusive of such Taxes/charges. Price should be quoted in original sheet in Annexure. Prices quoted in other sheet will not be accepted.
 - iv) Price should be quoted in figure as well as in words.
9. Commission reserves the right to accept or reject any or all of the tenders without assigning any reason and also reserves the right to accept part of any tender.
10. Commission also reserves the right to distribute supply order among more than one quotationer on case to case basis if the situation so demands.

Public Service Commission , West Bengal,161-A S.P Mukherjee Road, Kolkata -700026

Sl. No.	Product Name	Unit	Price (in figure)	Price (in Words)
1.	Adhesive Paste (Fevicol Big)	1 Kg.		
2.	Adhesive Paste (Fevicol Small)	200 gm.		
3.	Adhesive Paste (Ordinary Tube)	1 pc.		
4.	Adhesive Paste (Ordinary Bottle)- 150 cc	1 pc.		
5.	Adhesive Paste (Ordinary Bottle)- 700 cc (GRIPEX)	1 pc.		
6.	Adhesive Tape – 1/2” (WONDER 555)	1 pc.		
7.	Adhesive Tape –1”	1 pc.		
8.	Adhesive Tape – 2” (WONDER 555)	1 pc.		
9.	Basket	1 pc.		
10.	Borer	1 pc.		
11.	Brown Paper	1 pc.		
12.	Calculator (CASIO)	1 pc.		
13.	Calculator (Citizen-512)	1 pc.		
14.	Calculator (Orpat)	1 pc.		
15.	Candle (Cycle Brand 11/6)	1 box		
16.	Cardboard Box (12.5"X10"X3")	1 pc.		
17.	Conquest Paper	1 rim		
18.	Copier Paper A3 (J.K.75 GSM)	1 rim		
19.	Copier Paper A4 (J.K.75 GSM)	1 rim		
20.	Copier Paper B4 (J.K.75 GSM)	1 rim		
21.	Copier Paper FS (J.K.75 GSM)	1 rim		
22.	Copier Paper U1 (J.K.75 GSM)	1 rim		
23.	Correction Pen (Fabre Castell)	1 pc.		
24.	Cup & Plate (Ceramic) (LA OPALA)	1 pkt.		
25.	Duster (White 20"x20")	1 pc.		
26.	Envelope (Normal Small)	1 pc.		
27.	Eraser APSARA-Non Dust	1 pc.		
28.	Eraz-ex	1 pc.		
29.	Exercise Book (Nandita) – 80 Pages	1 pc.		
30.	Fluorescent Marker Pen (Faber Castell)	1 pc.		
31.	Glue stick – 15 gm. (Fevistic)	1 pc.		
32.	Jug (Cello)	1 pc.		
33.	Jute Ball (500 gm)	500 gm.		
34.	Knife	1 pc.		
35.	Lock(GODREJ 6 LEVER)	1 pc.		
36.	Lock(GODREJ 7 LEVER)	1 pc.		
37.	Mug (Cello)	1 pc.		
38.	Note Sheet – 2 nd page (As per specimen)	1 pkt.		
39.	Pen Stand (GRIPEX)	1 pc.		
40.	Pen (Double sided)	1 pc.		
41.	Pen (Single sided)	1 pc.		
42.	Pencil Battery(Eveready AA)	1 pc.		
43.	Pencil Battery(Eveready AAA)	1 pc.		
44.	Pencil – Colour - APSARA	1 pc.		
45.	Pencil – HB - APSARA	1 pc.		

Sl. No.	Product Name	Unit	Price (in figure)	Price (in Words)
46.	Poly Pack	1 kg.		
47.	Punching Machine single hole (KANGARO)	1 pc.		
48.	U.T PEN(BLACK)-AGNI ICY GEL	1 pc.		
49.	U.T PEN(BLUE)-AGNI ICY GEL	1 pc.		
50.	U.T PEN(RED)-AGNI ICY GEL	1 pc.		
51.	U.T PEN(GREEN)-AGNI ICY GEL	1 pc.		
52.	Scale – 12” (Fabre Castell)	1 pc.		
53.	Scissor (As per specimen)	1 pc.		
54.	Scrubing Powder (Vim Powder)	1 kg.		
55.	Sealing Wax (GRIPEX 12 Sticks)	1 pkt.		
56.	Sketch Pen ink	Phial		
57.	Sketch Pen – 4 Colour (LUXOR)	1 pc.		
58.	Soap(Lifebuoy-small)	1pc		
59.	Sponge	1 pc.		
60.	Stamp Pad (Faber Castell) 88x54mm	1 pc.		
61.	Stamp Pad Ink	phial		
62.	Stapler Pin (Medium 24/6)	1 box.		
63.	Stapler Pin (Regular – 10)	1 box.		
64.	Stapler HP45 (KANGAROO)	1 pc.		
65.	Stapler (Regular-10) (KANGAROO)	1 pc.		
66.	Tag (Cotton)	1 bundle.		
67.	Tape (Cotton White)	1 roll		
68.	TISSUE PAPER(THIK)	1 pc.		
69.	TISSUE PAPER(THIN)	1 pc.		
70.	Triangular Clip (Gripex)	1 pkt.		
71.	Typewriter clip	1 pc.		
72.	Rubber Band (SMALL As per Specimen)	1 kg.		
73.	Rubber Stamp (As per Specimen)	1 pc.		
74.	Metal Seal (As per Specimen)	1 pc.		
75.	Fibre Box (16"X13"X4")	1 pc		
76.	88-A (Black) HP Laser Jet Printer Cartidge	1 pc		
77.	35-A (Black) HP Laser Jet Printer Cartidge	1 pc		
78.	12-A (Black) HP Laser Jet Printer Cartidge	1 pc		
79.	80-A (Black) HP Laser Jet Printer Cartidge	1 pc		
80.	21 (Black) HP Laser Jet Printer Cartidge	1 pc		
81.	Blank CD with pouch (Moserbear)	1 pc		
82.	Blank DVD with pouch (Moserbear)	1 pc		
83.	Pendrive – 8/16/32 GB (Sony/Sandisk)	1 pc		
84.	UPS Battery (Exide)	1 pc		
85.	Pencil Sharpner	1 pc		
86.	Binder Clip (51mm Black)	1 pc		
87.	Add Gel Pen	1 pc		
88.	Add Gel Achiever Refill	1 pc		
89.	Plastic Button Folder	1 pc		

Sl. No.	Product Name	Unit	Price (in figure)	Price (in Words)
90.	Sticker White (as per specimen)	1000 pc		
91.	Dettol Antiseptic Liquid (100 ml.)	1 pc		
92.	Room Freshner (Premium)	1 pc		
93.	Odonil (50 gm.)	1 pc		
94.	Dettol Handwash (215 ml.)	1 pc		
95.	Colin (500 ml.)	1 pc		
96.	Colour A4 JKCopier 75 GSM	1 Rim		
97.	Wall Clock - Ajanta(as per specimen)	1 pc		
98.	Channel Folder	1 pc		
99.	Plastic File Cover (as per specimen)	1 pc		
100.	Naphtalin	kg		
101.	Post IT	pack		
102.	Water Bottle (Milton)	1 pc		
103.	Table Desktop	1 pc		
104.	Multi Mark 1523	1 pc		
105.	Sponge	1 pc		
106.	Regiser (Plane – Vertical)	1 pc		
107.	Register (File)	1 pc		
108.	Register (Log)	1 pc		
109.	Register (Lot)	1 pc		
110.	Room Freshner (Lovin Lavander)	12 pc		
111.	Binder Clip (24 mm Black)	12 pc		
112.	Binder Clip (30 mm Black)	12 pc		
113.	Binder Clip (40 mm Black)	12 pc		
114.	Double Hole Punching Mechine (Kangaroo)	1 pc		
115.	Paddle bin	1 pc		
116.	White Board Marker (FABER CASTELL)	1 pc		
117.	Magnatic Duster	1 pc		
118.	Magnatic White Board (5ft X 4ft)	1 pc		
119.	Arch File	1 pc		
120.	Bond Paper	1pad		
121.	Plastic Chord (As per specimen)	kg		
122.	Polythin Bag (As per specimen)	1 pc		
123.	1/2" Cotton Tape (White)	100 mtr.		
124.	ORDINERY Gel Pen (Linc Ocean)	1 pc		
125.	Rubber Band (Big Size)	1 pkt.		
126.	Self Inking Rubber Stamp	1 pc		