

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education Training and Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Memo No: PBSSD/2025/NIQ/5250

Date: 12.03.2025

Notice Inviting Quotation

Sealed quotations are hereby invited by the undersigned from reliable, resourceful, bonafide and experienced Individual/Firm/Agencies for under mentioned work supply. The quotation will be submitted in sealed cover super scribing "Quotation for External Hard Disk Drive (HDD)" at room no. 326, Karigari Bhavan, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160.

The quotations along with all the required documents should be submitted at the Office of the Project Director, PBSSD, Karigari Bhavan, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160 on or before 24-03-2025 at 4.00 P.M.

Scope of Work:- Supply of External Hard Disk Drive (HDD) for the Office use of PBSSD

Sl. No.	Description of Items	Quantity
1	USB Type Portable External Hard Disk Drive (HDD) of reputed Brand (HDD Capacity 2TB, Connectivity Technology: USB 3.0, Compatible Devices: Laptop, Desktop, Smartphone, Brand Warranty: Minimum 1yr or above, USB Cable to be included)	04 nos.

Terms & Conditions:-

- 1) The intending quotationers will have to quote their rates in the specific schedule of Item as per **Annexure-I** of this NIQ.
- 2) Rates are inclusive of Cost of all Taxes and any other Charges (if any) in complete stage.
- 3) Self attested copy of Valid Trade License, GST and PAN.
- 4) Income Tax & GST will be deducted as applicable as per Government Rules.
- 5) NIQ must be sealed in an envelope and reference number should be written very clearly on the envelope without which PBSSD is not liable for opening of quotations in any circumstances.
- 6) Time of supply within 07 (Seven) days from the Date of Issue of Work Order.
- 7) Only submission of rates/NIQ doesn't confirm subsequent supply order.
- 8) If required PBSSD may withdraw NIQ any point of time without assigning any reasons thereof.
- 9) Submission of the only NIQ or being L1 in NIQ does not bind PBSSD to place the supply order in any circumstances and decision of the competent authority will be final & binding on all.
- 10) Payment on successful supply will be made only after receipt of the certified payment voucher not below the rank of OSD, PBSSD.
- 11) Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
- 12) The competent authority of PBSSD reserves the all right to reject any quotations without assigning any reasons thereof or can cancel whole NIQ or parts thereof at any point of time without assigning any reasons thereof.
- 13) No. conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
- 14) The Decision of the Project Director, PBSSD is final & binding on all.


12.3.25
Sr. Special Secretary, TET&SD
& Project Director, PBSSD

Copy for wide circulation to:

- 1) Notice Board of PBSSD
- 2) PBSSD Website

(Must be printed on Quotationer letter head)

Annexure-I

Scope of Work:- Supply of External Hard Disk Drive (HDD) for the Office use of PBSSD

(Ref.:- NIQ vide no. ----- Dated:-----)

Sl. No.	Description of Items	Quantity	Rate (Rs.)	Total Amount (Rs.)
1	USB Type Portable External Hard Disk Drive (HDD) of reputed Brand (HDD Capacity 2TB, Connectivity Technology: USB 3.0, Compatible Devices: Laptop, Desktop, Smartphone, Brand Warranty: Minimum 1yr or above, USB Cable to be included)	04 nos.		
			Total (Rs.)	

(Rupees..... Only)

I do hereby agree to supply the above mentioned item as per direction of OSD, PBSSD and also agree to abide by the terms & conditions of Notice Inviting Quotation (NIQ).

Name of the Agency:-

Full Address:

Signature:

Contact No:

Date :

Place: