

संख्या डी-15015/4/2026-प्रशासन-खरीद / No. D-15015/4/2026-Admin-Purchase

भारत सरकार/ Government of India

कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय /Ministry of Personnel, Public Grievances and Pensions

कार्मिक एवं प्रशिक्षण विभाग/ Department of Personnel & Training

कर्मचारी चयन आयोग (ईआर)/ Staff Selection Commission (ER)

आठवीं मंजिल, प्रथम एमएसओ भवन, निज़ाम पैलेस,
8th Floor, 1st MSO Building, Nizam Palace,
234/4, ए.जे.सी. बोस रोड/234/4, A.J.C. Bose Road,
कोलकाता/ Kolkata – 700020
दिनांक/Dated 5th August, 2026

To,

(योग्य विक्रेता/ ELIGIBLE VENDORS)

विषय /SUBJECT: स्टाफ सिलेक्शन कमीशन (ईस्टर्न रीजन), कोलकाता के कार्यालय में 700 रीम A-4 प्लेन कॉपियर पेपर (ट्राइडेंट स्पेक्ट्रा/JK कॉपियर/बिंदल/TNPL) की सप्लाई के लिए लिमिटेड टेंडर इन्क्वायरी। / LIMITED TENDER ENQUIRY FOR SUPPLY OF 700 REAMS OF A-4 PLAIN COPIER PAPER (TRIDENT SPECTRA/JK COPIER/BINDAL/TNPL) TO THE OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA.

स्टाफ सिलेक्शन कमीशन (पूर्वी क्षेत्र), कोलकाता के कार्यालय में A-4 प्लेन कॉपियर पेपर (Trident Spectra/JK Copier/Bindal/TNPL) की 700 रीम की सप्लाई के लिए इच्छुक फर्मों/एजेंसियों से सीलबंद कोटेशन आमंत्रित किए जाते हैं।

Sealed quotations are invited from interested firms/agencies for Supply of 700 Reams of A-4 Plain Copier Paper (Trident Spectra/JK Copier/Bindal/TNPL) in the office of the Staff Selection Commission (Eastern Region), Kolkata.

2. अधिक जानकारी अथवा किसी भी प्रकार के स्पष्टीकरण के लिए इच्छुक पक्ष सीमित निविदा सूचना जारी होने की तिथि से लेकर सीमित निविदा प्रपत्र जमा करने की अंतिम तिथि तक कार्यालय समय के दौरान कर्मचारी चयन आयोग (पूर्वी क्षेत्र), कोलकाता के क्रय अनुभाग से संपर्क कर सकते हैं।

For further details, for any clarification, interested parties may contact the Purchase Section, SSC(ER), Kolkata during office hours from the date of issue of the limited tender notice till the last date for submission of bids.

3. बिड (बोली) दो लिफाफों वाले सिस्टम में जमा की जानी चाहिए, जिसमें (1) जनरल और टेक्निकल बिड और (2) फाइनैशियल बिड शामिल हों। तय प्रोफार्मा में भरी गई अलग-अलग टेक्निकल और फाइनैशियल बिड वाले सीलबंद कोटेशन पर यह लिखा होना चाहिए – “स्टाफ सिलेक्शन कमीशन (ईस्टर्न रीजन), कोलकाता के ऑफिस में 700 रीम A-4 प्लेन कॉपियर पेपर (ट्राइडेंट स्पेक्ट्रा/JK कॉपियर/बिंदल/TNPL) की सप्लाई के लिए लिमिटेड टेंडर इन्क्वायरी”। बिड को पूरी तरह से दिए गए निर्देशों के अनुसार तैयार किया जाना चाहिए और एक सही सीलबंद लिफाफे में जमा किया जाना चाहिए, जिस पर यह पता लिखा हो: रीजनल डायरेक्टर, स्टाफ सिलेक्शन कमीशन (ER), 8वीं मंजिल, पहली MSO बिल्डिंग, निज़ाम पैलेस, 234/4, AJC बोस रोड, कोलकाता – 700020।

The bid should be submitted in two cover system comprising of (1) General & Technical Bid and (2) Financial Bid. Sealed quotations with separate Technical and Financial bids filled in the specified Proforma should be superscribed – **“LIMITED TENDER ENQUIRY FOR SUPPLY OF 700 REAMS OF A-4 PLAIN COPIER PAPER (TRIDENT SPECTRA/JK COPIER/BINDAL/TNPL) TO THE OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA”**. The bid should be prepared strictly in accordance with the instruction prescribed and submitted in a proper sealed envelope addressed to the Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.

4. बोली लगाने वाले का नाम और पता लिखी हुई सीलबंद निविदा (जिस पर “स्टाफ सिलेक्शन कमीशन (ईस्टर्न रीजन), कोलकाता के कार्यालय में A-4 प्लेन कॉपियर पेपर (ट्राइडेंट स्पेक्ट्रा/JK कॉपियर/बिंदल/TNPL) की 700 रीम की सप्लाई के लिए लिमिटेड टेंडर इन्क्वायरी” लिखा हो) को 17.08.2026 को शाम 06:00 बजे या उससे पहले इस कार्यालय के परचेज सेक्शन में ऊपर दिए गए पते पर जमा किया जाना चाहिए। 17.08.2026 को शाम 06:00 बजे के बाद प्राप्त किसी भी निविदा पर विचार नहीं किया जाएगा। निविदाएं 18.08.2026 को सुबह 10:00 बजे इस कार्यालय परिसर में निविदाकर्ताओं के अधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएंगी।

The sealed tender super scribed as **“LIMITED TENDER ENQUIRY FOR SUPPLY OF 700 REAMS OF A-4 PLAIN COPIER PAPER (TRIDENT SPECTRA/JK COPIER/BINDAL/TNPL) TO THE OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA”** along with name and address of bidder should be submitted **on or before 06:00 PM of 17.08.2026** in the Purchase Section of this Office at the above address. No tender received after **06:00 PM on 17.08.2026** shall be considered. The Tenders will be opened at **10:00 AM on 18.08.2026** in this Office premises in the presence of the authorized representatives of the Tenderers.

5. निविदा सूचना और निविदा प्रपत्र को नियंत्रित करने वाले नियम व शर्तें आदि इस सीमित निविदा पूछताछ के साथ दी गई हैं।

The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Limited Tender Enquiry.

6. फर्म को तकनीकी बोली में अपनी दरें उद्धृत या उल्लेख नहीं करनी चाहिए, अन्यथा फर्म के प्रस्ताव पर विचार नहीं किया जाएगा।

Firm Should not Quote or mention their rates in Technical Bid, failing which offer of the firm will not be considered.

7. दरें अनुलग्नक-B एवं C में निर्धारित प्रारूप के अनुसार ही उद्धृत (भरकर प्रस्तुत) की जानी चाहिए।

The rates have to be quoted in the prescribed format at **Annexure- C**.

8. उद्धृत दर अधिकतम खुदरा मूल्य से अधिक नहीं होनी चाहिए और एल-1 का निर्धारण कुल मूल्य के आधार पर किया जाएगा। दरें सभी करों सहित और कर्मचारी चयन आयोग (ईआर), कोलकाता के आधार पर निर्धारित की जाएंगी।

The rate quoted should not be more than the MRP and L-1 will be decided on the basis of the price quotes as Grand Total. The rates shall be inclusive of all taxes and F.O.R. Staff Selection Commission(ER), Kolkata basis.

9. पूर्व-प्राप्ति बिल तीन प्रतियों में जमा करने होंगे। भुगतान एनईएफटी या ई-पेमेंट के माध्यम से किया जाएगा।

Pre-receipted bills have to be submitted in triplicate. Payment will be made by NEFT or through e-payment.

10. यह क्षेत्रीय निदेशक (पूर्वी क्षेत्र) के अनुमोदन से जारी किया जाता है।
This is issued with the approval of the Regional Director (ER).

Encl: Tender Documents

 5.8.26

(बाप्पा डे/Bappa Dey)

उप निदेशक /Deputy Director

कर्मचारी चयन आयोग (पूर्वी क्षेत्र) /Staff Selection Commission (ER)

टेलीफोन /Telephone: (033) 2290-2230

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020
Phone : 033-2290-2230

TENDER ENQUIRY FORMAT
(Particulars of the Buyer issuing the Tender Enquiry)

INVITATION OF BID

SSC/ER/Tender file No: D-15015/4/2026-Admin-Purchase

Date: 5th August, 2026

The Tender Enquiry (TE)/RFP is issued without any financial commitment. The Buyer reserves the right to amend or modify any part of the TE at any stage. Such amendments/modifications to the TE, if any, shall be duly notified similarly as the TE. Buyer reserves the right to withdraw the TE at any stage, should it so become necessary.

Bidder are required to refer the Standard Tender Documents for all the clauses. The Tender conditions are to be considered modified to information mentioned below: -

Sl. No.	Nomenclature Of The Stores/ Service	Specification	Tender Quantity (With Unit)
1.	Plain Copier Paper (Trident Spectra/JK Copier/Bindal/TNPL)	80 GSM, A-4	700 reams

***No other Brand will be accepted.**

***Firm should not Quote or mention their rates in Technical Bid, failing which offer of the firm will not be considered.**

- Type of Tender:** Limited Tender Enquiry
- Type of Bid:** Two Bid System
- Place of opening of Bids is:** Offline
- Eligibility Criteria:** NA
- Technical Documents:** Firm must submit following documents for technical evaluation along with Bid:
 - EMD or supporting documents claiming EMD Exemption:- NA
 - Firm to submit an Undertaking in Technical Bid stating the Brand and Specification of the A-4 copier paper it would supply.**
 - PAN**
 - GST**
- MII self-declaration certificate:** Seller to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for Class-I local supplier/ Class II local supplier as the case may be - NA
- Compliance statement:** Complying all Terms and Condition as per **Annexure-A.**

8. **Validity of offer:** 90 days from the date of bid opening date
9. **Tender Quantity distribution ratio:** 100% on L-1 Firm
10. **Delivery Contract Period:-** 15 days from the award of Contract

Sl. No	Quantity to be Delivered	Date of Delivery/ Contract Period	Remarks/ Special Instructions for Delivery
1	700 reams	15 days from the date of award of contract	F.O.R SSC/ER- Kolkata

14. **Inspection Authority:** The Regional Director, SSC Eastern Region - Kolkata. or his authorized representative

15. **Consignee details:** REGIONAL DIRECTOR (ER), STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE,
234/4, A.J.C. BOSE ROAD, KOLKATA - 700 020.
PHONE : 033-2290-2230

16. **Price Variation Clause:** Not Applicable. Bidders shall offer their quotes only on firm and fixed basis.

17. **Liquidated Damages:** If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original delivery period specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, **@ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period, until actual delivery or performance**, as pre-estimated damages not exceeding 5% of the total contract value without any controversy/dispute of any sort whatsoever. However, in case of inordinate delay maximum deduction shall be 10% of the total contract value.

18. **Option Clause:** NA

19. **Guarantee/Warranty:-** NA

20. **Performance Security Deposit (PSD):** Applicable- NA

21. **Payment Terms:** Pre-receipted bills have to be submitted in triplicate. Payment will be made by NEFT or through e- Payment

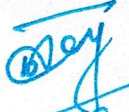
22. **Paying Authority:** Regional Director, Staff Selection Commission (Eastern Region)

23. **Name/ designation of the contact persons:** Ms. Upasana Bannerjee, Assistant Director

24. **Telephone number (s) of the contact personnel:** 033-2290-2230

25. **Official e-mail ID (s) of contact personnel:** purchasesscr-dopt@ssc.nic.in

26. **Fax number (s):** 033-2290-4424


5.8.26

Deputy Director
(Staff Selection Commission, ER)

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE,
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230

COMPLIANCE STATEMENT

Sl. No.	Commercial & General Terms.	Compliance to TE Conditions (Yes/No)	If not complied, Specify deviations
1	Is Price quoted Firm and Fixed		
2	Delivery & Prices on F.O.R destination basis.		
3	Whether the offered store is as per specifications mentioned in TE.		
4	Inspection at Buyer's premises acceptable.		
5	Delivery as per Delivery Period mentioned In TE acceptable.		
6	Payment Terms of the TE acceptable.		
7	Agreed for Option Clause as mentioned in TE.	NA	
8	Agreed for Submission of Security Deposit/ Performance Security Deposit.	NA	
9	Liquidated Damages Clause accepted.		
10	Agreed for condition of Evaluation Criteria		
11	Validity of offer-as per tender.		
12	Guarantee/ Warranty Clause accepted.	NA	
13	MSMEs, UAM no. etc relevant documents submitted	NA	
14	GSTIN No. and relevant documents submitted.		
15	All The Terms & Conditions of Tender Documents are Accepted		

Seller Signature along with company stamp/seal

GENERAL & TECHNICAL PROPOSAL

1	Name of the Firm/Company	
2	Address of the Individual/Firm/Company	
3	Telephone/Mobile/Fax No./e-mail ID	
4	PAN Number (attach supporting document)	
5	GST Number (attach supporting document)	

Declaration:

- (i) I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future.
- (ii) I/we have very carefully read the terms and conditions of the offer and it is certified that, all the terms and conditions mentioned in the tender enquiry are unconditionally acceptable.
- (iii) I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.
- (iv) I/We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.
- (v) I/We hereby affirm and state that we, M/s _____, will supply 700 reams of _____
(Name of the Brand) A-4 plain copier paper, should the contract be awarded to our company.

Place: Name of the tenderer:

Date: Signature of the authorized signatory of Tenderer:

(Seal of the Firm/Company)

FINANCIAL PROPOSAL

Sl. No.	Name & Description of Store	Specification/ Details	Quantity to be purchased	Unit Rate (Inclusive of all taxes)	Total (Inclusive of all taxes)
1	Plain Copier Paper (Trident Spectra/JK Copier/Bindals/TNPL)	80 GSM, A-4	700 reams		

Note:

- (1) No other Brand will be accepted.
- (2) Firm to quote price for any one brand.
- (3) Firm Should not Quote or mention their rates in Technical Bid, failing which offer of the firm will not be considered.
- (4) Financial Bid to be submitted separately in sealed envelope.

Signature of the Firm with Stamp

Date:



FileNo.D-15015/4/2026-ADMIN-PURCHASE
Dated: 5th August, 2026

भारत सरकार
कर्मचारी चयन आयोग (पूर्वी क्षेत्र)
कार्मिक लोक शिकायत और पेंशन मंत्रालय
निजाम पैलेस, प्रथम एमएसओ भवन)
8 वा तल, 234/4, एजेसी बोस रोड, कोलकाता-
700020

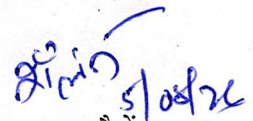
Government of India
Staff Selection Commission(ER)
Ministry of Personnel, Public Grievances
& Pensions,
Nizam Palace, 1st M.S.O. Building (8th
Floor), 234/4, A.J.C. Bose Road, Kolkata –
700020.

जिनसे भी इसका सरोकार हो/ To Whom It May Concern

लिमिटेड टेंडर इन्क्वायरी नंबर D-15015/4/2026-Admin-Purchase (तारीख 5 अगस्त, 2026) के तहत निम्नलिखित फर्मों से प्रस्ताव स्वीकार किए जाएंगे/ The Limited Tender Enquiry No. D-15015/4/2026-Admin-Purchase dated 5th August, 2026 will be accepted from the following firms:

Sl.No.	Firm Name
1.	M/s Sandeep Forms, Kolkata
2.	M/s ST Enterprise, Kolkata
3.	M/s Tech Services (India), Kolkata
4.	M/s Maa Tara Enterprise, Kolkata

तत्काल निविदा प्रक्रिया में किसी भी अवांछित बोली पर विचार नहीं किया जाएगा। हालाँकि, ऐसे बोलीदाताओं के नाम और विवरण कर्मचारी चयन आयोग (पूर्वी क्षेत्र), कोलकाता में सूचीबद्ध/पंजीकृत किए जाएंगे और अगली बार/निविदा के अगले दौर में उन पर विचार किया जाएगा।/ Any unsolicited bids will not be considered for the instant tendering process. However, name and details of such bidders will be enlisted/registered in Staff Selection Commission (Eastern Region), Kolkata and they will be considered next time/next round of tendering.


(शैलेंद्र उत्तम)
क्षेत्रीय निदेशक