सं. डी-डी.31011/1/2026-प्रशासन-खरीद /No.D-D.31011/1/2026-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)

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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 27th November, 2026

To

(योग्य विक्रेता/ ELIGIBLE VENDORS)

विषय /SUBJECT: **केंद्रीय सशस्त्र पुलिस बलों (सीएपीएफएस) और एसएसएफ में कांस्टेबल (जीडी), असम राइफल्स में राइफलमैन (जीडी) और नारकोटिक्स कंट्रोल ब्यूरो परीक्षा, 2026 में सिपाही के पदों के लिए आयोग की प्रतियों की प्राप्ति हेतु सीमित निविदा पूछताछ/ LIMITED TENDER ENQUIRY FOR RETRIEVAL OF COMMISSION COPIES FOR CONSTABLE(GD) IN CENTRAL ARMED POLICE FORCES(CAPFS) AND SSF, RIFLEMAN (GD) IN ASSAM RIFLES, AND SEPOY IN NARCOTICS CONTROL BUREAU EXAMINATION, 2026**

केंद्रीय सशस्त्र पुलिस बलों (सीएपीएफ) और एसएसएफ में कांस्टेबल (जीडी), असम राइफल्स में राइफलमैन (जीडी) और नारकोटिक्स कंट्रोल ब्यूरो परीक्षा, 2026 में सिपाही के पदों के लिए 32,805 कमीशन प्रतियों की प्राप्ति हेतु इच्छुक फर्मों/एजेंसियों से सीलबंद कोटेशन आमंत्रित किए जाते हैं। यह कोटेशन कर्मचारी चयन आयोग (पूर्वी क्षेत्र), कोलकाता के कार्यालय में भेजे जाने हैं। /Sealed quotations are invited from interested firms/agencies for Retrieval Of 32,805 Commission Copies For Constable(GD) in Central Armed Police Forces(CAPFs) and SSF, Rifleman (GD) in Assam Rifles, and Sepoy in Narcotics Control Bureau Examination, 2026 in the Office of Staff Selection Commission (Eastern Region), Kolkata.

2. अधिक जानकारी और किसी भी स्पष्टीकरण के लिए, इच्छुक पक्ष सीमित निविदा सूचना जारी होने की तिथि से लेकर सीमित निविदा प्रपत्र जमा करने की तिथि तक कार्यालय समय के दौरान एसएससी (ईआर), 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 submission of limited tender form.

3. विधिवत भरे हुए वित्तीय प्रोफ़ार्मा वाले सीलबंद लिफाफे पर "केंद्रीय सशस्त्र पुलिस ब्यूरो परीक्षा, 2026 में कांस्टेबल (जीडी) पद के लिए आयोग की प्रतियों की प्राप्ति हेतु सीमित निविदा पूछताछ" अंकित होना चाहिए, साथ ही फर्म का नाम और पता भी होना चाहिए और इसे क्षेत्रीय निदेशक, कर्मचारी चयन आयोग (ईआर), आठवीं मंजिल, प्रथम एमएसओ भवन, निज़ाम पैलेस, 234/4, एजेसी बोस रोड, कोलकाता - 700020 को संबोधित किया जाना चाहिए/ The properly sealed envelope containing the duly filled in Financial Proforma should be superscribed – **"LIMITED TENDER ENQUIRY FOR RETRIEVAL OF COMMISSION COPIES FOR CONSTABLE(GD) IN CENTRAL ARMED POLICE FORCES(CAPFS) AND SSF, RIFLEMAN (GD) IN ASSAM RIFLES, AND SEPOY IN NARCOTICS CONTROL BUREAU EXAMINATION, 2026** along with name and address of the firm and addressed to the Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.

4. निविदा 2 दिसंबर 2026 को शाम 6:00 बजे या उससे पहले उपरोक्त पते पर स्थित इस कार्यालय के क्रय अनुभाग में जमा की जानी चाहिए। 2 दिसंबर 2026 को शाम 6:00 बजे के बाद प्राप्त कोई भी निविदा स्वीकार नहीं की जाएगी। निविदाएं 3 दिसंबर 2026 को सुबह 10:00 बजे इस कार्यालय परिसर में निविदाकर्ताओं के प्रतिनिधियों की उपस्थिति में खोली जाएंगी।/

The quotation should be submitted **on or before 06:00 PM of 02.12.2026** in the Purchase Section of this Office at the above address. No tender received after **06:00 PM of 02.12.2026** would be entertained. The Tenders will be opened at **10:00 AM on 03.12.2026** in this Office premises in the presence of the 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. अनुपालन विवरण अनुलग्नक-ए में निर्धारित प्रारूप में भरा जाना है।/Compliance Statement have to be filled in the prescribed format at **Annexure-A**.

7. दरों को अनुलग्नक - सी में दिए गए निर्धारित प्रारूप में उद्धृत किया जाना चाहिए/The rates have to be quoted in the prescribed format at **Annexure - C**.

8. 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 जाएँगी।/The L-1will be decided on the basis of the price quotes as Grand Total. The rates are to 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 (ईआर) के अनुमोदन से जारी किया गया है।/This issues with the approval of the Regional Director (ER).

Encl: Tender Documents

Raju 27/11/26

राजू चौधरी /Raju Chowdhury
उप निदेशक /Deputy Director
कर्मचारी चयन आयोग (ईआर) /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-D.31011/1/2026-ADMIN-PURCHASE **Date: 27th November, 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.	Retrieval Of Commission Copies For Constable(GD) in Central Armed Police Forces(CAPFs) and SSF, Rifleman (GD) in Assam Rifles, and Sepoy in Narcotics Control Bureau Examination, 2026	As per Scope of Work (As per Clause 1 of Annexure B of LTE	01 whole job

1. **Type of Tender**: Limited Tender Enquiry
2. **Type of Bid**: Limited Tender Enquiry
3. **Place of opening of Bids is**: Offline [in the office of Staff Selection Commission (Eastern Region)]
4. **Eligibility Criteria**: NA
5. **Technical Documents:** Firm must submit following documents for technical evaluation along with Bid: -
6. **EMD or supporting documents claiming EMD Exemption**:- NA
7. Documentary Support for Past Experience as per eligibility criteria- NA
8. Balance Sheet/ITR/Turnover for Last 3 years in support of their existence :NA
9. 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
10. **Compliance statement:** Complying all Terms and Condition as per **Annexure-A.**
11. **Validity of offer**: 90 days from the date of bid opening date
13. **Tender Quantity distribution ratio**: 100% on L-1 Firm
14. **Delivery Contract Period**:- Fifteen (15) days from the award of Contract

Sl. No	Quantity to be Delivered	Date of Delivery/ Contract Period	Remarks/ Special Instructions for Delivery
1	01 whole job	Fifteen (15) days from the award of Contract	F.O.R SSC/ER- Kolkata

15. **Inspection Authority**: The Regional Director, SSC Eastern Region - Kolkata. or his authorized representative
16. **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
17. **Price Variation Clause**: Not Applicable. Bidders shall offer their quotes only on firm and fixed basis.
18. **Liquidated Damages**: As per Clause 6 of Annexure B of LTE
19. **Option Clause**: NA
20. **Guarantee/Warrantee**:- NA
21. **Performance Security Deposit (PSD): Applicable**– NA
22. **Payment Terms**: As per Clause 5 of Annexure B of LTE
23. **Paying Authority**: Regional Director, Staff Selection Commission (Eastern Region)
24. **Name/ designation of the contact persons**: Shri Bappa Dey, Deputy Director
25. **Telephone number (s) of the contact personnel**: 033-2290-2230
26. **Official e-mail ID (s) of contact personnel**: purchasesscer-dopt@ssc.nic.in
27. **Fax number (s)**: 033-2290-4424

27/11/26

Deputy Director
(Staff Selection Commission, ER)

Annexure - A

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.		
8	Agreed for Submission of Security Deposit/ Performance Security Deposit.		
9	Liquidated Damages Clause accepted.		
10	Agreed for condition of Evaluation Criteria		
11	Validity of offer-as per tender.		
12	Guarantee/ Warranty Clause accepted.		
13	MSMEs, UAM no. etc relevant documents submitted		
14	GSTIN No. and relevant documents submitted.		
15	All The Terms & Conditions of Tender Documents are Accepted		

Seller Signature along with company stamp/seal

Annexure - B

SCOPE OF WORK AND TERMS & CONDITIONS:

1. **Scope of work:**

The sense of time is the essence of works for SSC: all examination works are time-bound in nature and are required to be completed at a very short notice sometimes in a day or two positively. Accuracy is also of utmost importance for such works, and sincere and conscious efforts are required to avoid potential mistakes. Confidentiality is to be maintained strictly without fail. The details of the work is given below:

a. Retrieval of 32,805 Commission's copies of Admission Certificates of Constable(Gd) in Central Armed Police Forces(CAPFs) and SSF, Rifleman (GD) in Assam Rifles, and Sepoy in Narcotics Control Bureau Examination, 2026 from 2,96,423 applications;
b. The Commission's copies are to be arranged Department and Roll No wise as per allocation.
c. The firm shall ensure that the commission copies are duly matched and verified against the examination results before handing them over to this office.
d. The Bidders would have to carry out any unforeseen additional work in connection with this scope of work, if such situation occurs.

2. **Earnest Money Deposit (EMD): NA**

3. **Performance Security: NA**

4. **One Bid per Bidder:**

Each bidder shall submit only one tender either by himself or as a partner/director or by his **authorized representative only.** Submission of bid on behalf of a **consortium** will not be accepted.

5. **Payment:**

The payment shall be made to the Service Provider on satisfactory and timely completion of work on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office won't be responsible for any delay in payment. Payment will be made by NEFT or through e-Payment as per convenience of this office.

No advance payment will be made. The payments will be made only after completion of satisfactory service on quarterly basis.

6. **Penalty:**

a. In the event when the contractor:
   i. Fail to observe or perform any of the conditions of the work as set out herein; OR,
   ii. Fail to execute the work in good manner and to the satisfaction of the Regional Director, Staff Selection Commission, Eastern Region.

One or more of the following penalties will be imposed by the Regional Director, SSC(ER):

i. Five per cent of the award value of the work in case of non-major mistakes;
ii. Ten per cent of the award value of the work in case of major mistakes.

e. In the event that the vendor commits some deficiencies/omissions and the same have since been rectified by him in a satisfactory manner, the Regional Director, SSC (ER) would consider as to whether penalty would be required to be imposed on the vendor.

f. In the event of any serious deficiency in execution of work by the vendor, the Regional Director, Staff Selection Commission, Eastern Region may, in addition to the penalty mentioned above, charge an amount of extra cost borne by the Commission in meeting the short fall in quantity or quality committed by the vendor.

g. The Regional Director, SSC(ER) reserves the right to terminate the services of the vendor at any time without giving any notice whatsoever.

B. Cancellation:

a. In case of any mistake or delay in the supply of the output reports according to the schedule or any lapse on the part of the firm or if the Commission's instructions are not followed, the Commission shall have the right to rescind the contract and will have the right to get the work done through other agency.

b. In case of any dispute as to interpretation of the terms of the contract, the decision of the Staff Selection Commission (ER) shall be final and binding.

C. Jurisdiction of Courts:

The courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

D. Confidentiality / Non-Disclosure Agreement (NDA):

a. The bidder (and its employees) shall not, unless SSC(ER), Kolkata gives permission in writing, disclose any part or whole of the proposal and/or contract, or any specification, rate, pattern, sample or information furnished by SSC(ER), Kolkata, in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and/or contract. The employees or the third party engaged by the bidder will maintain strict confidentiality.

b. The bidder, its employees and agents shall not without prior written consent from the SSC(ER), Kolkata make any use of any document or information given in the SMS, except for purposes of performing the contract award.

c. In case of breach, SSC(ER), Kolkata shall take legal action as it may be advised. Successful bidder will have to adhere to the Non-Disclosure Clause which shall form a part of the Contract being entered into with the SSC(ER), Kolkata.

ANNEXURE - C

FINANCIAL PROPOSAL

Particular of work	Quantity	Rate (in Rs.) per Commission's copy	Total Amount (in Rs.) (inclusive of all taxes)
Retrieval of Commission's copies of Admission Certificates of Constable(GD) in Central Armed Police Forces(CAPFs) and SSF, Rifleman (GD) in Assam Rifles, and Sepoy in Narcotics Control Bureau Examination, 2026	32,805 applications from 2,96,423 applications		

Note: Retrieval of 32,805 Commission's copies from 2,96,423 applications.

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the Terms & Conditions of the LTE No. D-D.31011/1/2026-ADMIN-PURCHASE dated 27.11.2026 and understood the parameters of the proposed work. I/We undertake to abide by the same.
2. I/We also undertake that I/We understood the parameters and technical specifications for conducting the work mentioned in the LTE No. D-D.31011/1/2026-ADMIN-PURCHASE dated 27.11.2026 of SSC (ER) and shall conduct the work strictly as per these parameters and technical specifications for conducting the work.
3. I/ We further undertake that the information given in this bid and accompanying documents are true and correct in all respects and I/we take full responsibility for the same.
4. I/We, hereby accept that my/our firm would be suspended for the time period of contract, if I/We withdraw or modify the bid during the period of validity of this contract or if we are awarded the contract and fail to sign the contract, or fail to submit a performance security before the deadline defined in the request for bids document.

Signature of the bidder with seal and date

LIST OF ELIGIBLE VENDORS FOR No. D-31011/1/2026-ADMIN-PURCHASE DATED 27.11.2026 FOR RETRIEVAL OF COMMISSION COPIES FOR CONSTABLE(GD) IN CENTRAL ARMED POLICE FORCES(CAPFS) AND SSF, RIFLEMAN (GD) IN ASSAM RIFLES, AND SEPOY IN NARCOTICS CONTROL BUREAU EXAMINATION, 2026

S.No.	Firm Name	Address	Email id
01	M/s Saha Variety Stores, Kolkata	Kaikhali Chiriamore, PO- Airport, Kolkata-700052	sahavs2024@gmail.com
02	M/s Resource Hub, Kolkata	26, Zakaria Street, Kolkata – 700073	haque.nia@gmail.com

File No. D-D.31011/1/2026-ADMIN-PURCHASE
Dated: 27th November, 2026

भारत सरकार
कर्मचारी चयन आयोग (पूर्बी 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**

सीमित निविदा पूछताछ *(एलटीई संख्या डी-डी.*31011/1/2026-***एडमिन-परचेज़ दिनांक*** 27.11.2026) ***निम्नलिखित फर्मों से स्वीकार की जाएगी।*** / The Limited Tender Enquiry LTE No. D-D.31011/1/2026-ADMIN-PURCHASE dated 27.11.2026 will be accepted from the following firms:

Sl.No.	Firm Name
1.	**M/s Saha Variety Stores, Kolkata**
2.	**M/s Resource Hub, 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 जाएँगे 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