M/26/2025-Cash and Accounts
Government of India
Department of Personnel & Training
Staff Selection Commission (SR)

II Floor, EVK Sampath Building
DPI Campus College Road
Chennai – 600006.
Date :23rd December 2025

NOTICE INVITING TENDER FOR DISPOSAL OF WASTE PAPERS

Schedule of Events

Nature of the Work	Disposal of Waste Paper
Details of Contact person for clarifications/queries	Shri Deepak. S., Assistant Director Staff Selection Commission II Floor EVK Sampath Building DPI Campus College Road Chennai - 600006 Mobile : +91 -7989251548
Cost of Tender Document	Nil
No. of covers	One
Quantity for disposal	2.0 Ton (Approx.) per year.
Earnest Money Deposit (EMD)	Rs.1000/- (Rupees One thousand only)
Date and time of Publishing of e-tender	24/12/2025, 18:00 Hrs.
Website for downloading Tender Document	sscsr.gov.in and https://eprocure.gov.in/cppp
Bid Submission Start Date & Time	24/12/2025, 11.00 Hrs.
Bid Submission Closing Date & Time	12/01/2026, 12.00 Hrs.
Bid Opening Date & Time	12/01/2026, 15.00 Hrs.
Venue for Technical Bid opening	SSC (SR) Regional Office, Chennai.
Bid Validity	90 Days from the closing date of bid submission

Interested Bidders may submit the tender document through online or offline mode by SPEED POST / REGISTERED POST / COURIER addressed to "The Regional Director, Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600006". The last date and time for submission of tender is 12.01.2026 upto 12.00 Hrs. Incomplete bids or those received after the deadline will be summarily rejected. No late tenders will be entertained under any

circumstances.

2. An authorised representative of the firm may visit this Office between 09.30 AM to 5.00 PM on any working day but not later than 09/01/2026, to see the samples of the material to be lifted from SSC.

3. The Regional Director, Staff Selection Commission (Southern Region) reserves the right to amend, modify or withdraw any of the terms and conditions of the Tender Document or to reject any or all bids without giving any notice or assigning any reason. The decision of the Regional Director, SSC (SR), Chennai shall be final and binding on all.

ASSISTANT DIRECTOR
SSC(SR), CHENNAI

Annexure - A

NOTICE INVITING TENDER

(No. M/26/2025-Cash and Accounts Dated 23.12.2025)

Sealed tenders are invited for disposal of waste papers on annual contract basis in the Office of Staff Selection Commission (Southern Region), Chennai.

Sealed tenders are invited for the disposal of waste papers through shredding & sale, on annual contract basis in the office of Staff Selection Commission (SSC), Chennai as per the terms and conditions given below:

1. Office located at the address indicated below:

   Staff Selection Commission (SR),
   2nd Floor, EVK Sampath Building,
   DPI Campus, College Road,
   Chennai — 600 006.

2. The interested firms may quote their rates and other required details in the proforma given at Annexure – B.
3. Over-writing must be avoided; otherwise tender is liable to be rejected.
4. The bidders must have GST Registration and PAN (either in the name of firm or sole proprietor) to participate in the tender and must submit self-attested copies of the same.
5. All records are to be compulsorily and fully shredded.
6. Sealed tenders along with a Demand Draft for Rs.1,000/- (Rupees One thousand only) as interest free Earnest Money in favour of "The Regional Director, Staff Selection Commission, Chennai — 600 006" may be dropped in the tender box available at the Reception Counter of the office of SSC (SR) at the above mentioned address latest by 12.01.2026 upto 12.00 Hrs. Tender by post must reach by 12.01.2026 (12.00 Hrs.)
7. Cash will not be accepted under any circumstances.
8. Reserve Price for this tender is Rs.12/- (Rupees Twelve only) per kg payable by Vendor to Seller. Sealed tender should be properly superscribed as "Tender for disposal of waste papers etc." with complete address of the firm on the sealed envelope
9. Earnest Money will be returned to the unsuccessful tenderers after opening of bids. However, the earnest money deposited by the successful tenderer will be kept as Security deposit. The same will be refunded without any interest after successful completion of the contract.
10. The Contractor will strictly abide by the Terms and conditions of the Tender.

In case, the contractor fails to comply with the terms and conditions, the Regional Director, Staff Selection Commission, Chennai may terminate the contract after forfeiting the security deposit without assigning any reasons and in such case, SSC (SR) will be free to dispose-off waste materials in such a manner as may be deemed appropriate.

11. The lifting and weighing of waste papers etc. will be done strictly under the supervision of officials of SSC(SR). The amount payable towards disposal of waste papers should be handed over to the Officer / Official available on the day of shredding of old documents.
12. The shredded old documents should be dumped in gunny bags. The filled gunny bags should be cleared by the tenderer on the same day and should not be accumulated in the office of SSC (SR).
13. The cost towards shredding the old documents, their transportation, packing, loading, unloading etc. will be borne by the contractor himself. It will be the responsibility of the contractor to shred the old documents by bringing his own shredding machine and labourers.
14. Shredding of old records is to be done by arranging shredder at the premises of Regional Office of the Commission by the firm/party.
15. The cost thereon will also be borne by the contractor himself. The Contractor must start the shredding work within 5 days from the date of award of the contract.

16. In case of unsatisfactory service rendered by the contractor, Regional Director, Staff Selection Commission (SR), Chennai reserves the right to terminate the contract even during the period of the contract.

17. The duration of the contract will be for a period of one year extendable for a further period of one year subject to exigencies with mutual consent and on the same terms and conditions. However, contract is liable to be cancelled at any time for deficient service or for any other reason to be communicated in writing.

18. Non-compliance to the terms and conditions will result in forfeiture of the Security Deposit. Similarly, non-acceptance of the contract by the successful tenderer will also result in forfeiture of the Earnest Money.

19. Tenders will be opened by Tender Evaluation Committee of SSC at the aforesaid office address at 15.00 Hrs. on 12.01.2026.

20. Penalty at Rs. 500/- per day on account of delay in clearing the scheduled materials will be levied on non-compliance of assigned work.

21. For any queries or more information, the undersigned may be contacted between 11 AM to 4.00 PM on all working days.

(Deepak. S.)
Assistant Director
Phone No. 7989251548

Annexure - B

TENDER NO.

Proforma

Name of the Tendering Company/ Firm/ Agency	
Name of the Director of the Company/ Active Partner of Firm/ Authorized Agent/ Proprietor	
Full Address & Tel. No.	
E mail Address	
Date of Commencement of Business	
Status of the organization (i.e whether Proprietorship, Partnership, Pvt. Ltd., etc.)	
GST/PAN No. of the Organization (copy to be enclosed)	
Do you agree with the terms and conditions given	
Quoted Price for Admission Certificates (Commissions' Copies in half of A4 Size paper) / other post-examination materials in A4 size papers (to be mentioned both in figures and in words)	

Declaration :

It is certified that the information furnished above is correct to the best of my/our knowledge & belief. I/We have gone through the terms and conditions stipulated in Annexure – A and confirm to abide by same. I/We have seen the samples of the material to be lifted from SSC(SR), Chennai. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is submitted.

Signature :

Place :

Name :

Date :

Designation :